



SHOW INFORMATION AND BADGE ORDER FORM

GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire



AIDS 2006

XVI International AIDS Conference
Toronto Canada • August 13 - 18 août
XVI Congrès international sur le SIDA

August 13 – 18, 2006

Global Village Show Management
c/o Congress Canada
49 Bathurst Street, Suite 100, Toronto, Ontario, Canada M5V 2P2
Tel: +1 416-504-4500 Fax: +1 416-504-4505
Email: sserrambana@congresscan.com
Web site: [AIDS 2006 - Global Village](http://www.aids2006.org/subpage.aspx?pagelId=367)
(<http://www.aids2006.org/subpage.aspx?pagelId=367>)

The Global Village is made possible by the support of GlaxoSmithKline's Positive Action programme.



For information and updates on AIDS 2006 XVI International AIDS Conference visit www.aids2006.org/.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

WELCOME TO THE AIDS 2006 GLOBAL VILLAGE

This Exhibitor Service Manual is your comprehensive exhibit-planning tool. You will find everything you need to successfully exhibit at the Global Village, such as deadlines, shipping information, service order forms and listings of our official preferred vendors.

In order to serve you efficiently, it is very important that you pay particular attention to the early discount deadlines on each of the forms. By meeting these deadlines, you will save a significant amount of money and make your show planning easier.

PROCESS:

- First, review the FREEMAN QUICK FACTS for important dates, deadlines and shipping information;
 - Review the Form Due Dates and Check List outlined in this manual;
 - Visit [Freeman OnLine](http://www.myfreemanonline.com/showmain.jsp?show=168344) (<http://www.myfreemanonline.com/showmain.jsp?show=168344>) A quick and easy option for ordering services via the internet;
- OR**
- If you do not wish to order services online, you may order a hard or soft copy of the exhibitor manual by calling FREEMAN Exhibitor Services at telephone: +1 (416) 252-3361;
 - Decide on which services you need, and fill out the Method of Payment and appropriate Order forms, and send via mail or fax to the Freeman office listed on each form;
 - You will also find Order forms for other service providers in this manual. Fill out appropriate forms and return to the service provider designated on the form.

TIPS:

- Submit your FREEMAN orders with payment prior to July 28, 2006 to receive discount rates. Standard prices will be applied to all orders (with payment) received after the deadline date.
- Refer to your manual for contact list, important dates, and deadlines.
- Order early to take advantage of advance order rates.
- Bring copies of all orders, confirmations and shipment tracking information with you on site;
- Remember, orders placed on site are subject to availability and standard prices will be applicable;
- Ship early to avoid delays;
- Remember to complete the Canada Customs invoice if you are bringing any material/merchandise into Canada.
- If you are selling merchandise, and anticipate sales of greater than \$30,000 CA\$, you must register for a GST number.

NOTES

- All prices are in **CANADIAN DOLLARS (CA\$)**;
- Measures noted are imperial (feet/inches); metric conversion charts are provided in this manual.

We look forward to seeing you in August!

Should you have any questions, please contact Show Management:
Sonia Serrambana

Email: serrambana@congresscan.com Telephone: +1 (416) 504-4500 ext. 224



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

TABLE OF CONTENTS

CONFERENCE VENUE	6
MTCC FLOORPLAN	6
EXHIBITOR'S SCHEDULE	7
FORM DUE DATES AND CHECK LIST	8
IMPORTANT DATES	9
CONTACT LIST	10
CONFIRMED BOOTH SPACE	11
CONVERSIONS	11
OFFICIAL SERVICES CONTRACTOR	12
MOVE-IN, SET-UP, DISMANTLING AND MOVE-OUT	13
Set-up and Dismantling Regulations	13
Vehicle Marshalling Yard	13
Exhibitor Registration	13
Move out	14
FREIGHT SERVICES - CUSTOMS / MATERIALS HANDLING / SHIPPING	14
Customs	15
Transportation	15
Materials Handling	16
GENERAL INFORMATION	16
ACCOMMODATION	17
ADMISSION TO THE GLOBAL VILLAGE	17
ARTWORK GUIDELINES	17
AUDIO VISUAL/COMPUTERS	18
BADGES FOR BOOTH STAFF	18
BOOTH FURNISHINGS	18
BOOTH MAINTENANCE / CLEANING / JANITORIAL INFORMATION	19
NGO Booths	20
Market Place Booths	20
Networking Zones	20
BARRIER FREE ENVIRONMENT	20
BUSINESS SERVICES FACILITIES	20
CARPETS	21
ELECTRICAL	21
EMERGENCY PROCEDURES	22
EVENT PERSONNEL	22
EXHIBIT HALL AND BOOTH SPECIFICATIONS	22
FIRE REGULATIONS FOR EXHIBITORS	23
FOOD AND BEVERAGE SERVICES	25
FIRST AID SERVICES	25
GOODS AND SERVICES TAX REBATE	25
HANGING SIGNS	26
HARASSMENT WORKPLACE POLICY	26
KINKO'S OFFERS 50% PRINTING DISCOUNT	26
LABOUR / UNION REGULATIONS	26
LIABILITY AND INSURANCE	28
LOST AND FOUND	28
MACHINERY	28
MTCC GENERAL REGULATIONS	29
ON-SITE ORDERS	30



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

PARKING.....	30
REGISTRATION FOR EXHIBITORS.....	30
SECURITY	31
SERVICE CONTRACTORS' INSURANCE	31
SMOKING POLICY	31
STORAGE	32
GST: SELLING MERCHANDISE	32
TELECOMMUNICATION AND INTERNET SERVICES.....	32
UTILITIES	32
GENERAL EXHIBITION RULES, AMENDMENTS AND ADDITIONAL REGULATIONS.....	32
PRINCIPLES AND VALUES OF CONFERENCE PARTICIPATION	33



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

CONFERENCE VENUE

The AIDS 2006 Global Village will take place in the North building of the Metro Toronto Convention Centre. Located in the heart of downtown Toronto, the Metro Toronto convention Centre is within walking distance of many major hotels, restaurants, shopping and other attractions and only a 20-30 minute drive from Pearson International Airport.

Offering over 5,000 square metres of exhibition space and with more than 18,000 delegates, as well as members of the general public are expected, both commercial and non-commercial organizations will have a unique opportunity to reach the largest gathering of the HIV/AIDS community in the world.

The Global Village is situated on Level 300 of the North building. To ensure high volumes of traffic and high visibility, it is the main entrance to the Conference. The area will include:

- Networking Zones;
- NGO Exhibits;
- Market Place Exhibits;
- Food Courts;
- Meeting Halls;
- Main Stage;
- Literary Lounge;
- Visual Arts Gallery.

Not only will the **Global Village** will be a hub of activity for all conference delegates, it will also be the only conference area **open, at no charge, to the general public.**



Metro Toronto Convention Centre

255 Front Street West, Toronto, Ontario M5V 2W6

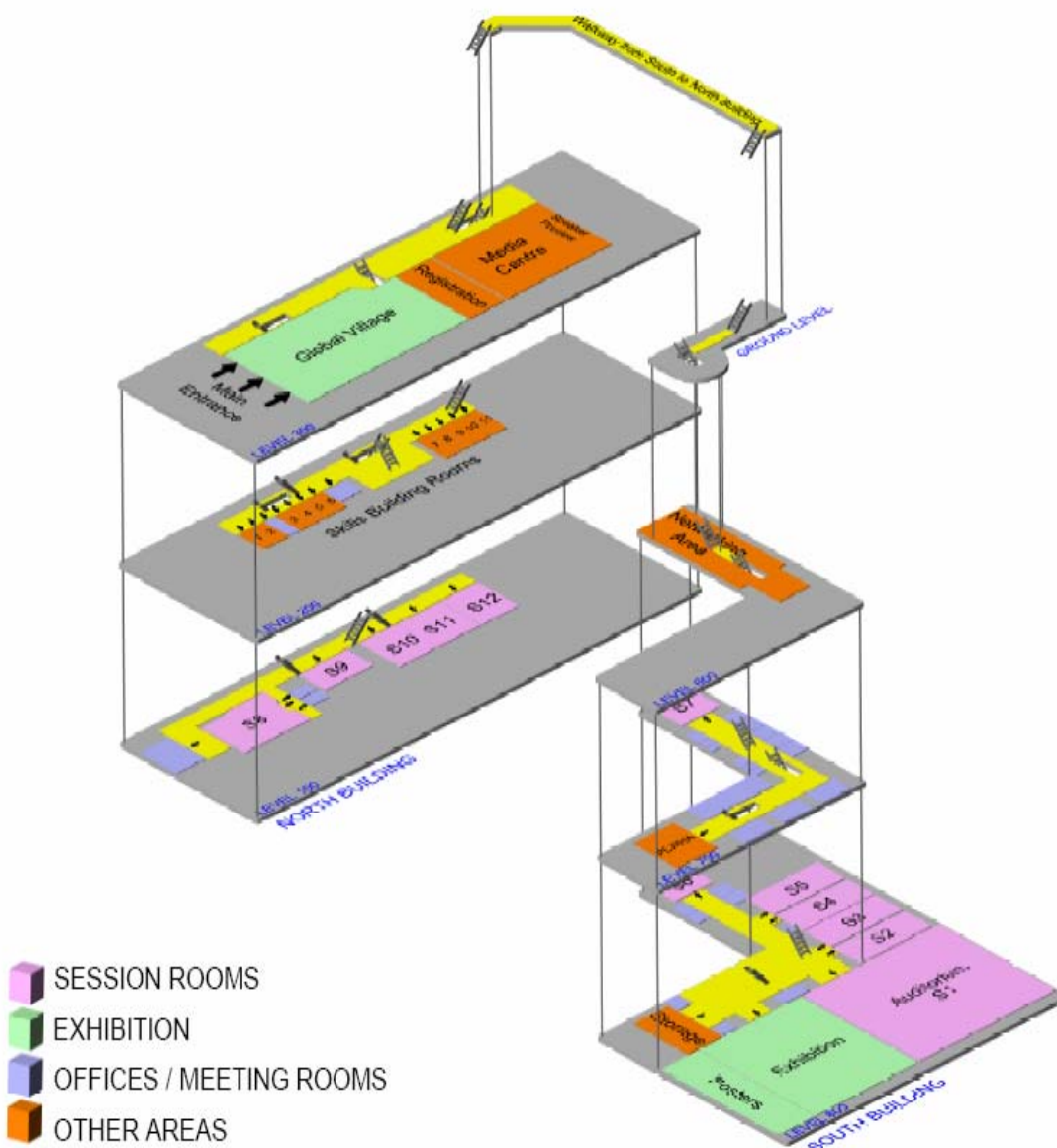
Tel: +1 (416) 585-8199 Fax: +1 (416) 585-8224

Detailed information on the following subjects can be found on the MTCC website (www.mtccc.com).

- Arrival directions and maps;
- Parking;
- Public transportation;
- Venue facts and figures;
- Barrier Free Code.

The MTCC has designated certain vendors as exclusive service providers in order to provide better service through specially trained personnel and specialized equipment. To ensure successful operation of the MTCC no other service providers may be used by any facility rental clients. Visit the MTCC website for a listing of official and exclusive vendors.

MTCC FLOORPLAN





GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

EXHIBITOR'S SCHEDULE

DATE	TIME	FUNCTION
Friday August 11	14:00h - 20:00h	Exhibitor registration (enter through the West Ramp – 300 Level)
	13:00h	Truck check in at Marshalling Yard (24 Bathurst Street)
	14:00h – 20:00h	Exhibitor move-in and deliveries (protective footwear must be worn)
Saturday August 12	08:00h - 20:00h	Exhibitor move-in * finishing touches inside booth will take place during this time. No heavy transportation or machinery is permitted on the floor or in the aisles. NO deliveries on Saturday. Only hand carried items will be acceptable.
	08:00h - 20:00h	Exhibitor registration (enter through the West Ramp – 300 Level)
	20:00h	All empty crates and cartons to be moved to storage.
	20:00h	Exhibitor set-up to be complete and ready for booth inspection.
Sunday August 13	08:00h	Access to floor with name badge ONLY.
	09:00h - 18:00h	Global Village Open
	17:00h – 18:00h	Official Global Village Opening Ceremony
Monday August 14	07:30h	Access to floor with name badge ONLY.
	08:30h - 20:00h	Global Village Open
Tuesday August 15	07:30h	Access to floor with name badge ONLY.
	08:30h - 20:00h	Global Village Open
Wednesday August 16	07:30h	Access to floor with name badge ONLY.
	08:30h - 20:00h	Global Village Open
Thursday August 17	07:30h	Access to floor with name badge ONLY.
	08:30h - 20:00h	Global Village Open
Friday August 18	08:00h	Access to floor with name badge ONLY.
	08:30h – 12:30h	Global Village Open
	12:30h	Small exhibitor move-out (hand carried items ONLY)
	14:00h – 17:30h	Truck check in at Marshalling Yard
	15:00h - 16:00h	Aisle carpet removal
	16:00h - 20:00h	General Exhibitor move-out

Important: The set-up, exhibition opening times and dismantling times may be subject to change upon notice by the Conference Organizers.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire
FORM DUE DATES AND CHECK LIST

AIDS 2006
Time to Deliver

To save money, ensure availability, and avoid last minute disappointment, we urge you to place all orders for services and furnishings early. Orders placed on-site are subject to increased charges, and are not guaranteed to be available. **PLACE YOUR ORDER EARLY!** Dates below are sorted by **“DISCOUNT DEADLINE”** date.

SERVICES	RETURN TO	DISCOUNT DEADLINE	DUE DATE	DONE
“Welcome to Canada” Kit Request Form	FREEMAN	Not applicable	ASAP	
Canada Customs Invoice	FREEMAN	Not applicable	ASAP	
Exhibit Transportation & Customs Order Form	FREEMAN Exhibit Transportation & Custom Services	Not applicable	ASAP	
Telephone Request Form	Metro Toronto Convention Centre	July 10, 2006	July 30, 2006	
Security Order Form	Target Investigation & Security Ltd	July 10, 2006	July 27, 2006	
Electrical Service Order Form	Showtech	July 15, 2006	July 15, 2006	
Computer and Audio-Visual Rental Order Form	AVW-Telav	July 27, 2006	July 27, 2006	
Third Party Authorization Form	FREEMAN	July 28, 2006	July 28, 2006	
Accessories Order Form	FREEMAN	July 28, 2006	July 28, 2006	
Carpet Order Form (if not using provided grey carpet)	FREEMAN	July 28, 2006	July 28, 2006	
Display Labour Order Form	FREEMAN	July 28, 2006	July 28, 2006	
(In Booth) Forklift Order Form	FREEMAN	July 28, 2006	July 28, 2006	
Furniture Order Form	FREEMAN	July 28, 2006	July 28, 2006	
Furnishings and Plants	FREEMAN	July 28, 2006	July 28, 2006	
Material Handling Form	FREEMAN	July 28, 2006	July 28, 2006	
Exhibit Packages Order Forms (if not using provided standard)	FREEMAN	July 28, 2006	July 28, 2006	
Method of Payment Form	FREEMAN	July 28, 2006	July 28, 2006	
Outbound Shipping Form	FREEMAN	July 28, 2006	July 28, 2006	
Sign & Graphics Order Form	FREEMAN	July 28, 2006	July 28, 2006	
High Speed Internet Access Form	Metro Toronto Convention Centre	July 30, 2006	July 30, 2006	
SERVICES	RETURN TO	DISCOUNT DEADLINE	DUE DATE	DONE



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

Food and/or Beverage Distribution Form	Metro Toronto Convention Centre	Not applicable	July 10, 2004	
Certificate of Insurance (no form provided)	Congress Canada	Not applicable	July 10, 2006	
Service Contractors Certificate of Insurance (no form provided – if using NON official sub-contractors)	Metro Toronto Convention Centre	Not applicable	July 10, 2006	
Application to Show Unapproved Electrical Equipment Form	The Electrical Safety Authority	Not applicable	July 10, 2006	
Name Badge Form	Congress Canada	Not applicable	July 10, 2006	
Fire Safety Reply	Metro Toronto Convention Centre	Not applicable	July 14, 2006	
Janitorial Service Order Form	Metro Toronto Convention Centre	Not applicable	July 28, 2006	
Kinko's Order Form	FedEx Kinko's	Not applicable	July 28, 2005	
Parking Pass Order Form	Metro Toronto Convention Centre	Not applicable	July 28, 2006	
GST Rebate Form (no form provided)	Revenue Canada	Not applicable	Post Conference	

IMPORTANT DATES

Advance shipping to FREEMAN warehouse
 FREEMAN Discount Deadline
 Direct shipping to MTCC
 Start of the XVI International Conference on AIDS

July 11, 2006 – August 2, 2006
 July 28, 2006
 August 11, 2006, beginning at 14:00h
 August 13, 2006



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

CONTACT LIST

SHOW MANAGEMENT Congress Canada Sonia Serrambana Tel: +1 (416) 504-4500 ext 224 Fax: +1 (416) 504-4505 Email: sserrambana@congresscan.com	FACILITY - MTCC Metro Toronto Convention Centre Sasha Saldanha Tel: +1 (416) 585-8313 Fax: +1 (416) 585-8224 Email: ssaldanha@mtccc.com	SHOW SERVICES FREEMAN Decorating Ltd. Exhibitor Services Tel: +1 (416) 252-3361 Fax: +1 (416) 252-2365 Email: freemantorontoes@freemanco.com
AUDIO VISUAL and IT SUPPLIER AVW-Telav Darren Foster Tel: +1 (416) 585-8110 Fax: +1 (416) 585-8337 Email: foster@avwtelav.com	CATERING - MTCC Jackie Lovell-Santos Tel: +1 (416) 585-8229 Fax: +1 (416) 585-8251 Email: jlovell-santos@mtccc.com	COMPUTER RENTAL AVW-Telav Darren Foster Tel: +1 (416) 585-8110 Fax: +1 (416) 585-8337 Email: foster@avwtelav.com
CONFERENCE REGISTRATION K.I.T. Association & Conference Management Tel: +49 30 24 603 350 Fax: +49 30 24 603 310 Email: registration@aids2006.org	ELECTRICAL Showtech Power and Lighting Lorna Reid Tel: +1 (416) 585-8109 Fax: +1 (416) 585-8255 Email: lreid@showtech.ca	FIRE SAFETY Metro Toronto Convention Centre Michel Genier Tel: +1 (416) 585-8278 Fax: +1 (416) 585-8125 Email: mgenier@mtccc.com
FLORAL/PLANTS FREEMAN Decorating Ltd. Exhibitor Services Tel: +1 (416) 252-3361 Fax: +1 (416) 252-2365 Email: freemantorontoes@freemanco.com	FURNISHINGS FREEMAN Decorating Ltd. Exhibitor Services Tel: +1 (416) 252-3361 Fax: +1 (416) 252-2365 Email: freemantorontoes@freemanco.com	HOTEL ACCOMMODATION Congress Canada Tel: +1 (416) 504-4500 Fax: +1 (416) 504-4505 Email: AIDSHousing2006@congresscan.com
JANITORIAL & PARKING - MTCC Exhibitor Services Tel: +1 (416) 585-8387 Fax: +1 (416) 585-8388 Email: exhibitor-services@mtccc.com	NETWORKING ZONES Joe Elias Global Village Assistant AIDS 2006 Toronto Host Secretariat Tel: +1 (416) 840-3334 ext.235 Fax: +1 (416) 840-3343 Email: joseph.elias@aids2006toronto.org	PRINTING FedEx Kinkos Sean Dwyer Tel: +1 (416) 875-8603 Email: sean.dwyer@fedexkinkos.com
SECURITY Target Investigation & Security Ltd. Lisa Tsilker Tel: +1 (905) 760-9090 Fax: +1 (905) 760-9191 Email: ltsilker@targetprotection.com	SHIPPING / CUSTOMS FREEMAN Exhibit Transportation & Customs Chris McLaughlin and Cheryl Shaver Tel: +1 (877) 478-1113 (North America) Tel: +1 (905) 791-4104 (International) Fax: +1 (905) 791-6238 Email: cmclaughlin@nalsi.com & cshaver@nalsi.com	TELEPHONES / INTERNET Metro Toronto Convention Centre Tel: +1 (416) 585-3596 Fax: +1 (416) 585-8275 Email: communications@mtccc.com
VEHICLE MARSHALLING Metro Toronto Convention Centre Tel: +1 (416) 585-8345 Tel: +1 (416) 585-8278 Fax: +1 (416) 585-8224		



AIDS 2006

GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

CONFIRMED BOOTH SPACE

Please ensure that your booth number(s) is (are) indicated on all official contractor forms.

CONVERSIONS

Useful online conversion tool: http://www.onlineconversion.com/length_common.htm

FEET	METRES
1	0.3048
3.28	1
8	2.4384
8.202	2.5
9.842	3
10	3.048
11.4829	3.5
15	4.572
20	6.096
30	9.144
38	11.58
40	12.19
60	18.288
SQUARE FEET	SQUARE METRES
200	18.580608
300	27.870912
400	37.161216
1140	105.9094656
1520	141.2126208
2280	211.8189312
5396	501.3048038



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

OFFICIAL SERVICES CONTRACTOR

FREEMAN is the conference's Official Services Contractor, Transportation Carrier and Customs Clearance Service Provider, and offers the following services:

- **Booth accessories and furnishings;**
- **Customs clearance;**
- **Carpeting;**
- **Décor** refers to the installation, decorating, furnishing and dismantling of exhibits;
- **Exhibit stands;**
- **Forklift rentals** for in booth work;
- **Installation and dismantle labour;**
- **Material handling** refers to the unloading and delivering of freight to the booth, to and from storage and back onto to the specified carrier at the end of the show;
- **Move-in/set-up/move-out;**
- **Plants/floral;**
- **Shipping and shipping labels;**
- **Signage;**
- **Transportation services.**

Order forms for FREEMAN materials and services are enclosed in the Exhibitor Service Manual. All service contractor forms must be returned as noted on forms:

FREEMAN

Take advantage of the discount prices and send your order (with payments)

by July 28, 2006

Exhibitor Services

Tel: +1 (416) 252-3361

Fax: +1 (416) 252-2365

Email: freemantorontoes@freemanco.com

If you have any questions regarding your move-in, please contact FREEMAN directly.

FREEMAN On Site Service Centre

FREEMAN staff will be available **on site at the Exhibitor Services Centre**, during the following hours:

Move in:	Friday	August 11	14:00h – 20:00h
	Saturday	August 12	8:00h – 20:00h
Move out:	Friday	August 18	8:30h – 20:00h



MOVE-IN, SET-UP, DISMANTLING AND MOVE-OUT

Please refer to the **FREEMAN QUICK FACTS**.

Set-up and Dismantling Regulations

Exhibitors must ensure a safe environment during the set-up and dismantling of the exhibition, and are obliged to adhere to the following regulations:

- The exhibition floor will be monitored to ensure that safety zones are designated as needed and that safe practices are being followed;
- A safety zone is defined as an area within which overhead work is being performed, or where structures over 12' (3.7m) in height are being erected. This area will be identified by yellow tape and anyone working in that area must wear hard hats and safety shoes;
- Please be aware that there may be forklifts, scissors lifts, cherry pickers and zoom booms working around the area. Care should be taken at all times;
- Children under the age of 16 must NOT be on the floor during set-up and dismantling.

The same process will apply to the exhibition move out.

Vehicle Marshalling Yard

All carriers/vehicles will be required to check in at the MTCC Marshalling Yard located at 24 Bathurst Street. Please refer to the **VEHICLE MARSHALLING** form included in your Exhibitor Manual.

Vehicle Marshalling Yard Guidelines

The following guidelines relate to the Marshalling Yard located at 24 Bathurst Street at the MTCC;

1. All vehicles will report first to the vehicle marshalling area. This lot is 1.2km from the MTCC;
2. The marshalling yard is open one hour prior to scheduled set-up/dismantling times with the exception of the first day of dismantling when the yard will open two hours prior to show closing;
3. The yard attendant will assign the delivery order of the vehicles and provide a numbered ticket to the driver;
4. As space becomes available, drivers will be directed to the North Building (Front Street), West Ramp;
5. Upon arrival, the driver will turn in the assigned tickets;
6. Vehicles entering the loading dock areas will be met by MTCC dock staff, which will control the flow of vehicle traffic;
7. The control of the vehicles once onto the Exhibit Floor will be the responsibility of AIDS 2006 Exhibition Management in conjunction with MTCC dock staff;
8. Freight elevators, when in use, will be manned and controlled by operators supplied by the MTCC.

Vehicle storage is available at the marshalling yard during events at \$30.00 CA\$ plus 6% GST per day. Arrangements must be made in advance through the Dock Office at:

Tel: +1 (416) 585-8345

Tel: +1 (416) 585-8278

Exhibitor Registration

Prior to set up, proceed to the Exhibitor Registration Desk at the MTCC, North Building, Level 300 to register and pick up your Exhibitor Registration Kit. If you have not already done so, you must present your Certificate of Insurance, covering third party liability at this time.

You will also pick up your name badges and other pertinent information required for the show.

Exhibitors are encouraged to bring copies of all documents of ordered items/services, freight forwarding documentation and shipping documentation.



Move out

At the close of the show:

- Aisle carpet on the exhibit floor will be removed first;
- Empty boxes and crates will then begin to be returned to your booth from the storage area (starting at 15:00h);
- Pack all small items in unmarked cartons, making sure they are well sealed, and label them for outbound shipment.
- Exhibitors will be liable for all charges resulting from their failure to remove exhibit materials by the required time. All necessary labour arrangements for an orderly move-out schedule should be made prior to or during show days.
- All bills of lading, shipping labels, and material handling agreement forms will be available from FREEMAN, before the close of the Exhibits on Friday August 18.
- Exhibitors must pick up a Material Handling Agreement form from FREEMAN at the Exhibitor Services Centre. This form gives FREEMAN direction and permission to load specified items onto the carrier indicated. If this form is not completed, materials will be removed from the exhibition on the last day of dismantling and brought back to the FREEMAN warehouse at the exhibitor's expense. For any questions or further clarification on this process please contact:

FREEMAN Exhibitor Services Team

Tel: +1 (416) 252-3361

Email: freemantorontoes@freemanco.com

FREIGHT SERVICES - CUSTOMS / MATERIALS HANDLING / SHIPPING

You should have received shipping / customs information on June 2, 2006 under separate email.

If you have not yet made these arrangements, refer to **FREEMAN QUICK FACTS**, the **EXHIBIT TRANSPORTATION SERVICES** and the **FREIGHT SERVICES** sections in your Exhibitor Manual, for information regarding:

- Transit Times
- Exhibit Schedule (set up; exhibition hours, and dismantle)
- Shipping
- Advance Warehouse Shipping Address and Dates
- Direct Show Site Shipping Address and Dates
- Storing empty containers
- Canada Customs Documentation
- Small Packages/Boxes Deliveries (Including Portable Display Cases)
- Welcome to Canada Kit [Order Form](#)
- Exhibit Transportation and Customs [Form](#)
- Canada Customs Invoice [Form](#)
- Material Handling [Form](#)
- Forklift [Order Form](#)
- Outbound Shipping [Form](#)
- Label for Advance Shipping
- Label for Direct Shipping to Show Site

Freeman's Advance Warehouse

IMPORTANT: ALL SHIPMENTS MUST BE SENT PREPAID

Freeman Exhibit Transportation is the Official Exhibit Transportation and Customs Clearance Provider for this conference. Please use their services for shipping to and from the MTCC. Freeman Exhibit Transportation will also have a service desk on-site should you require any assistance.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

Freeman offers air, ocean, motor freight, and van line services with National and International coverage. Freeman operates a Canada Customs Sufferance warehouse for ease of shipping and handling. Shipments will be cleared without any delay and handled with extreme priority within the Freeman organization and also, with Canada Border Services Agency.

In the event that the shipment has collect auxiliary charges and it was inadvertently received, we will add it to your Freeman invoice plus advancement fees. The invoice is payable upon receipt at show site.

Customs

Freeman Exhibit Transportation, in conjunction with North American Logistics Services will provide inbound and outbound Customs Clearance services.

Should you require a copy of Freeman's **Welcome to Canada Kit**, please complete the enclosed **Welcome to Canada Kit Form** and fax to Freeman at +1 (905) 791-6238.

The **Welcome to Canada Kit** includes all documents and information needed to ship to Canada and return.

ALL shipments originating outside Canada require Canada Customs Clearance and U.S. Customs/Homeland Security (if applicable) on the return. Please complete the **Canada Customs Invoice Form** in your manual.

If you have any questions, please contact:

Freeman Exhibit Transportation and Customs Team

North America +1 (877) 478-1113

International +1 (905) 791-4104

Fax: +1 (905) 791-6238

Email: cmclaughlin@naisi.com or cshaver@naisi.com

Outbound Shipping/Customs Assistance

For outbound Material Handling Agreement and Labels, please complete the **Outbound Shipping Form** and fax back to Freeman. Freeman will have a representative from their transportation department available on site to assist with the outbound shipping of materials.

Transportation

To order exhibit transportation services, complete the enclosed **Exhibit Transportation and Customs Form** or call:

Freeman Exhibit Transportation Team

North America +1 (877) 478-1113

International +1 (905) 791-4104

Fax: +1 (905) 791-6238

The Shipping Labels are available in your Exhibitor Manual. Please ensure that all materials are labeled with the correct information. A reminder that material handling charges are not included in the customs and transportation costs. For material handling, exhibitors must fill out the Material Handling Services form available in the Freight Section of your Manual.

When shipping small packages/boxes with small package companies such as Fed-Ex, UPS, Airborne, DHL, OCS, etc., import duties, taxes, and customs fees (auxiliary charges) are charged by the respective carriers. Exhibitors must confirm with their carrier of choice that ALL auxiliary charges are PREPAID. Freeman does not accept collect charges and any shipments sent "collect" will be refused.



Materials Handling

Refer to **FREEMAN QUICK FACTS** as well as the **LABOUR REGULATIONS** section of your exhibitor manual. Please refer to the **Material Handling Form** for charges.

Exhibitors may hand-carry their own materials into the exhibit facility. A limited number of dollies will be available for exhibitor move in and move out, at the show office. The use of pump trucks and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in and move-out.

IMPORTANT NOTE: The west ramp will not be accessible during the show hours as this is the main entrance to the International AIDS Conference.

GENERAL INFORMATION

The following information, rules and regulations were adopted for the protection and security of the conference participants, exhibitors, all personnel, and others present at the conference, with the purpose of providing fair conditions to all exhibitors. These rules must be accepted by all exhibitors and their employees or contracted staff.

The exhibitor is permitted to participate in the event only during the official set-up, opening, and dismantling hours, unless otherwise requested and approved by The AIDS 2006 Global Village Show Management. During exhibition hours all booths must be continually staffed.

The AIDS 2006 Global Village Show Management has the right to revise the location and time of the exhibition, to curtail the time of the exhibition and to cancel the exhibition. Any change in the duration of the exhibition does not entitle the exhibitor to cancel or to put forward a claim to damages incurred thereby.

The AIDS 2006 Global Village Show Management reserves the exclusive right to assign all floor space. For any changes in the size or structure of the floor space or any changes to the rented objects, specific written permission must be obtained.

If the conference is cancelled for whatever reason, the exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation.

It is the exhibitor's responsibility to advise the applicable service provider of problems with any orders, and to check the invoices issued for accuracy prior to the close of the conference.

If the exhibitor provides a credit card for payment and charges are rejected by the credit card company for any reason, The AIDS 2006 Global Village Show Management and its suppliers hereby provide notice that they reserve the right, and the exhibitor authorizes them, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the exhibitor's account.

All material and equipment are on a rental basis for the duration of the exhibition and remain the property of the supplier except where specifically identified as a sale.



ACCOMMODATION

Accommodation Reservation Procedures

Individuals (less than 10 rooms)

To reserve accommodation, simply go to www.aids2006.org/ and follow the step-by-step procedure. A confirmation of your hotel and reservation will be sent to you once the reservation request form and deposit payment have been received.

Important Notes:

- A deposit of CAN \$500 is required per room as guarantee for the reservation. Reservations not accompanied by a deposit will not be processed.
- Rates are quoted in Canadian dollars, per room, per night, and do not include breakfast.
- All rates are subject to taxes in place at the time of the conference (currently 6% GST, 5% PST, and 3% Destination Marketing Levy).
- Guests are responsible for final bill minus deposit upon check-out (room nights, taxes and all incidentals).
- Check in: 16:00h and Check out: 12:00h.
- Up to the point of guest check-in to the hotel, all reservations, changes, additions, and cancellations must be made in writing to:

AIDS 2006 Hotel Accommodation Department

c/o Congress Canada,

49 Bathurst Street, Suite 100, Toronto, ON, Canada, M5V 2P2

Fax: +1 (416) 504 4505

Email: accommodation@aid2006.org

Cancellation/Reduction Policy

Reservations may be changed (subject to availability) at any point prior to arrival. Cancellations will be subject to a CAN \$500 fee. No shows will forfeit the CAN \$500 deposit.

Groups (10 or more rooms)

The group application form as well as policies for group blocks can be found at www.aids2006.org/.

ADMISSION TO THE GLOBAL VILLAGE

The AIDS 2006 Global Village is open, at no charge, to the general public during show hours.

ARTWORK GUIDELINES

Refer to Freeman Quick Facts for details.

Complete **Signs and Graphics Form**, and return to:

FREEMAN

Tel: +1 (416) 252-2365

Email: freemantorontoes@freemanco.com

NO LATER THAN July 28, 2006



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

AUDIO VISUAL/COMPUTERS

AVW-Telav is the official audio-visual and computer rental contractor. If you require computer or audio-visual equipment, please complete the **Computer & Audio Visual Rental Order Form** and return to:

AVW-Telav Audio Visual Solutions

Tel: +1 (416) 585-8110
Fax: +1 (416) 585-8227
Email: foster@avwtelav.com

NO LATER THAN July 27, 2006

BADGES FOR BOOTH STAFF

Each exhibitor will receive a limited number of staff badges based on the booth category, see below. The order form for exhibition badges is included in your manual. You will need your name badge to gain access to the Exhibit Hall prior to show opening each day.

Complete **Exhibitor Staff Badge Form** and return to:

Congress Canada

Fax: +1 (416) 504-4505
Email: sserrambana@congresscan.com

NO LATER THAN July 10, 2006

Booth Category	# of Staff Badges
NGO booth	10
Market Place booth	10
Networking Zone	15

Exhibitor staff badges DO NOT permit access **to the conference areas.**

BOOTH FURNISHINGS

Refer to FREEMAN QUICK FACTS for an outline and photo of what is included in your booth. You will need to know if you are classified as an NGO booth, Market Place booth, or Networking Zone.

Additional furnishings and accessories may be ordered by completing the appropriate forms in your Exhibitor Manual:

- Freeman Accessories (literature racks, shelves, cabinets, showcases, gondolas);
- Exhibit Packages (if you choose not to use the provided package);
- Rental Exhibits (if you choose not to use the provided package);
- Carpet (booths are provide with gray carpet; if you select other colour, complete this form);
- Furnishings/Plants (chairs, tables, stanchions, sofas, coffee tables, lamps, computer kiosk, plants);
- Signs and Graphics (banners, signs, graphics).

Complete appropriate forms and return to:

FREEMAN

Fax: +1 (416) 252-2365
Email: freemantorontoes@freemanco.com

NO LATER THAN July 28, 2006



BOOTH MAINTENANCE / CLEANING / JANITORIAL INFORMATION

During Set-Up and Dismantling

The walkways, corridors, and, circulation areas will be cleaned by Show Management. This general cleaning service includes collection of garbage bags, small booth cut-offs, cardboard boxes, plastic wrapping or tape, for example.

During Exhibition Hours

Show Management is responsible for the daily cleaning of walkways, corridors and circulation areas in the exhibition area. The exhibitor is fully responsible for the cleaning of his/her booth during the exhibition. Daily booth cleaning includes vacuuming, dusting, cleaning of tables and emptying of wastebaskets. This service can be ordered by completing the **Janitorial Service Order Form**. Exhibitors are not permitted to throw their waste from his/her booth into the aisles. Exhibit booths must be maintained in neat and tidy condition at all times. Empty coffee cups, dirty plates, and other unsightly garbage detract from the exhibit area in general, and individual booths in particular. The accumulation of garbage is not acceptable. Exhibitors are responsible for keeping their booth space clean and tidy at all times.

Booths must be set-up and completely fitted during the announced time. Booths that are not finished may be removed at cost to the exhibitor, and no claim to damages will be entertained. No-shows will be treated as cancellations. Additionally, the exhibition space may be utilised as Show Management sees fit.

All booths must be **set up and cleaned by Saturday 12 August 20:00h**, ready for inspection.

To order Janitorial Services, complete the **Janitorial Service Order Form** and return to:

Metro Toronto Convention Centre

Fax: +1 (416) 585-8388

ADD 25% FOR ONSITE ORDERS

If an exhibitor does not follow the directives of the management or does not carry out such directives, Show Management reserves the right to take the necessary steps at the cost of the exhibitor. Show Management reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired booths and hired furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. To avoid scratches and grooves in such floors, as could be damaged by sliding packing cases the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. **It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands.**

The horizontal projection from any structure, object, set-up element, and/or exhibit products must stay within the limits of the booth area. No signs may project beyond the delimiting walls of the booth and each exhibitor must avoid hindering the view or entranceway of neighbouring booths. Special care must be taken to avoid lights or spot lights that are annoying to visitors or neighbouring stands.

Projections of any construction or decorative element over neighbouring booths, circulation areas, or in air space outside of the rental area (including air conditioning equipment) are not allowed.

Modification of Exhibition Layout

Show Management reserves the right, at any time, without prior notification, to alter booths, aisles, common carpet, feature sizes and locations in an effort to best serve the interests of the conference. Show Management decisions are final in this regard.



NGO Booths

Refer to Freeman Quick Facts for inclusions and photos.

Market Place Booths

Refer to Freeman Quick Facts for inclusions and photos.

Networking Zones

Each 20' x 30' Networking Zone will be supplied with:

Grey booth carpet

7" x 44" ID Sign (1 line, black and white company name)

For information regarding Networking Zones, please contact Joe Elias:

Joe Elias

Global Village Assistant

AIDS 2006 Toronto Host Secretariat

Tel: +1 (416) 840-3334 ext.235

Fax: +1 (416) 840-3343

Email: joseph.elias@aids2006toronto.org

BARRIER FREE ENVIRONMENT

The MTCC understands the importance of meeting the Barrier Free Code of Ontario and the Americans with Disabilities Act (ADA), both of which attempt to eliminate barriers that affect persons with disabilities. For further information on how the MTCC is committed to continuing to strive to break barrier free ground, please refer to the MTCC website: www.mtccc.com.

BUSINESS SERVICES FACILITIES

The MTCC offers fax, photocopy and FedEx courier services from outlets located on level 200 in the North Building. A limited supply of retail items and tools are also available for sale or rent.

The Business Centre will be open on 13 August from 9:00h – 17:00h and throughout the week until 18 August. Please see below location details and opening hours:

North Building

Exhibitor Services Centre

Located across from room 206F on street level

Hours: Monday-Friday 8:00h – 17:00h

Tel: +1 (416) 585 8387

Fax: +1 (416) 585 8388



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

CARPETS

The Global Village will be carpeted with blue and red aisle carpet, and gray carpet inside all booths and Networking Zones.

Should you wish to change your booth carpet, carpets are available for rent. Please see the **Freeman Carpet Order Form**.

ELECTRICAL

The exhibitor is responsible for the cost of electrical installations within the booth. Exhibitors requiring electrical or mechanical hook-up must order these services from the exclusive contractor **SHOWTECH**.

Please read carefully the following documents:

- **SHOWTECH RULES and RULES AND REGULATIONS**
- **SHOWTECH ELECTRICAL INFORMATION**
- **SHOW TECH ELECTRICAL CODE INFORMATION**
- **ELECTRICAL SAFETY AUTHORITY – PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOW**

Please complete the application form **Application for Permission to Show Form** to receive written permission to show unapproved electrical equipment.

If you require electrical or mechanical services please indicate on the **SHOWTECH Service Order Form**, and return to:

SHOWTECH Power and Lighting

Tel: +1 (905) 283-0550
MTCC Tel: +1 (416) 585-8109
Fax: +1 (905) 283-0551

NO LATER THAN July 15, 2006

Highlights:

- Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition **MUST BE APPROVED**. At Trade Shows, unapproved electrical equipment will only be permitted when the Electrical Safety Authority gives permission. **PLEASE READ THE ENCLOSE PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS**. Please complete the application form **Application for Permission to Show Form** to receive a written permission to show unapproved electrical equipment;
- Order 24-hour power if needed. I.E. refrigeration equipment (electricity is normally turned off during non-show hours);
- Review all the Electrical Code requirements;
- Electrical includes lights;
- Order early to save;
- Avoid code violations – all wiring must have 3-wire grounded cord, minimum #16 gauge.

The AIDS 2006 Global Village Show Management is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply. We recommend the use of voltage regulators (establishers) or 'no breaks' for equipment that requires a stable load of energy. The AIDS 2006 Global Village Show Management /official suppliers will not be held responsible for breaks or sudden elevations, nor for energy interruption case by installations in the exhibition.

The AIDS 2006 Global Village Show Management/official suppliers reserve the right to interrupt the electrical energy supply of any installation which is judged dangerous or that may cause problems to the visitors or to other exhibitors.

It is the exhibitor's responsibility to turn off the power of his/her booth at the end of each day.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

For the security of the general public circulating in the exhibition area, the electrical installations of the booth (air conditioner, illumination equipment, wires and cables) should not be visible to other stands or visitors.

It is prohibited to use an illumination system that, by its automatic electrical switch, can cause interference in electrical equipment used at other booths.

EMERGENCY PROCEDURES

The MTCC is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon arrival, exhibitors should familiarize themselves with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If exhibitors see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors. Exhibitors should not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

EVENT PERSONNEL

All MTCC show, exhibitor and service provider personnel are subject to inspection of cartons, packages or containers brought into or taken from the MTCC.

All exhibitors and service providers working on the show floor during set-up and dismantling periods are required to wear approved protective equipment as appropriate to circumstances.

All exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario regulation 156/84.

Restricted areas of the MTCC, labelled "authorized only" are off limits to all personnel except employees of the MTCC or their designated representative.

Exhibitors and service providers are responsible for the conduct of their personnel. Employees under their supervision who do not comply with the operating guidelines will be subject to dismissal from the MTCC and may be restricted from the premises as deemed appropriate by the MTCC management.

Abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.

Safety of all occupants of the MTCC is of the utmost concern. Any and all unsafe conditions or activities will be brought to the attention of responsible parties and corrective measures are to be made immediately.

EXHIBIT HALL AND BOOTH SPECIFICATIONS

Weight Restrictions

The load limit of the exposition floor is 300 lbs per square foot.



FIRE REGULATIONS FOR EXHIBITORS

Please review the included information regarding fire regulations:

- **MTCC FIRE REGULATIONS FOR EXHIBITORS INFORMATION** which includes details regarding:
 - Prohibited materials, processes, equipment and booth configuration;
 - Materials, processes and equipment requiring special permit for use;
 - Acceptable booth configuration;
 - Acceptable materials for booth construction;
 - Interior finishes and furnishings;
 - Limitations;
 - Obstructions;
 - Electrical Equipment and Connections;
 - Portable spotlights;
 - Procedures during set-up and dismantling of shows;
 - Ceiling suspended items;
 - Emergency procedures;
 - Note: ALL exhibitors must have these requirements in their possession during booth occupancy.

If required, please complete the **FIRE SAFETY REPLY FORM** and return to:

**Metro Toronto Convention Centre
Security Department**

Fax: +1 (416) 585-8125

NO LATER THAN July 14, 2006

Conditions that create potential obstruction to the MTCC sprinkler system

Applicable to:

- Covered booths or covered portions of a booth whether enclosed or not;
- Double deck booths or portions of a booth having a double deck, the upper level of which may or may not be covered;
- Platform or raised floor conditions including stages;
- Tiered seating;
- Vans, trailers or recreational vehicles;
- Canopies or other construction that obstructs the effectiveness of the installed building fire protection systems;
- A building permit is required for tents greater than 100 square feet (30.48m²).

Required Permits

A temporary construction permit is required by the City of Toronto for all double deck booths, tiered seating configurations and all structures identified by the Building Inspectors and the MTCC. Contact the MTCC fire safety officer for details.

Exits

All booths or other facilities constructed within the exhibition hall shall provide for the safe means of egress of occupants as required under the Fire Code and Ontario Building Code.

- Two means of exit are required from rooms, decks or platform areas where the:
 - Intended occupant load of the floor area exceeds 60 persons;
 - Floor area exceeds 2,000 square feet (60.09m²);
 - Distance from any point in the floor area to an aisle on the lower level or a stair from the upper deck exceeds 50 feet (15.24m).
- If the platform or upper deck of a booth is enclosed or has visual obstructions higher than 42 inches (106.68cm) above the floor of the platform or deck, then stairs from the upper deck should lead directly to an aisle.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

- Stairs from a platform or upper level of a booth should meet the following requirements:
 - Must be a minimum of 36 inches (91.44cm) wide;
 - All stair risers shall be between 5 and 8 inches (12.7cm and 20.32cm) in height, treads shall have a minimum run of 9 inches (22.86cm) exclusive of nosing.
- Curved or spiral stairs should not be used unless approved by the MTCC.
- Treads and landings shall have non-skid finish or be provided with non-skid strips.
- Handrails shall be provided on at least one side of every stair; handrails shall be located between 32 and 36 inches (81.28cm and 91.44cm) height.
- A guard, at least 42 inches (106.68cm) in height shall be provided around all raised floor conditions where the difference in floor elevation is greater than 24 inches (60.96cm). Guards may also be required at the sides of stairs at the discretion of the MTCC based on a review of expected occupancy conditions.

Separation

- A minimum of 20 feet (7.32m) wide separation shall be provided between any non-sprinkler covered areas of over 400 square feet (121.92m²). Non-sprinkler areas of under 400 square feet (121.92m²) will be determined based on combustible load.

Exhibit Booth Protection Criteria Guidelines

Guidelines for covered or double decker booths that obstruct the MTCC sprinkler system covered area. Note: Temporary constriction permit required.

Table 1

	<i>less than 400 sq. ft.</i>	<i>400-800 sq. ft.</i>	<i>greater than 800 sq. ft.</i>
Single Level Covered Booth	Portable Extinguisher 5lb. ABC	Review individually. Based on occupancy conditions and type and quantity of combustibles. (2)	Sprinkler off standpipe system in floor or overhead sprinkler line. (3)
Double Deck Uncovered	Review individually. Based on occupancy conditions and type and quantity of combustibles. (2)	Same as above.	Sprinkler off standpipe system in floor or overhead sprinkler line. (3)
Covered	Sprinkler off standpipe system in floor or overhead sprinkler line. (3)	Same as under 400 sq. ft.	Same as under 400 sq. ft.
Platforms	No protection as long as no use is of underside.	No protection if perimeter enclosed.	No protection if non-combustible or if fire retardant wood and perimeter closed.
		Combustible or open-sided platforms will be reviewed individually. (2)	Sprinkler off standpipe system in floor or sprinkler lines (3) or provide trained security guards to monitor against unsafe conditions.

Protection Criteria Guidelines – Table 1 Numeric References

- (1) The area of the covered portion of a booth or the area of roofed area or platform that covers the floor area below.
- (2) The protection required for covered areas up to 400 square feet (121.92m²) and between 400 and 800 square feet (121.92m² and 243.84m²) will depend on the use and occupancy conditions within that area. Appropriate protection may include any or a combination of the following provisions:



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

- A trained security guard to monitor against unsafe conditions;
 - Smoke alarms within the covered areas;
 - Additional hand fire extinguishers;
 - Sprinkler protection.
- (3) This sprinkler protection need not be separately alarmed.
- Platforms include any raised floor conditions including tiered seating, stages and equipment platforms;
 - Combustible or open sided platforms create the potential for fire conditions under the platform area. Additional protection may be appropriate where that condition exists;
 - The protection required for covered areas over 800 square feet (243.84m²) will be proper sprinkler coverage;
 - Booth canopies not exceeding 4 feet (1.22m) in width do not require protection; canopies exceeding 4 feet (1.22m) in width will be reviewed individually;
 - All multi-level, covered booths or platforms over 400m² must submit a floor plan for approval.

FOOD AND BEVERAGE SERVICES

The Metro Toronto Convention Centre has exclusive food and beverage distribution rights within the Convention Centre. Exhibitors may distribute sample food and/or beverage products ONLY upon written authorization.

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firms.
- Food and beverage sample items should be related to the nature of the event.
- All items are limited to 'sample size'.
- Sample or promotional items may be subject to a Loss of Revenue charge.
- Food and beverage items used as traffic promoters (e.g. ice-cream, coffee, bar service) must be purchased from the MTCC catering department.

Exhibitors wishing to order food and beverage service for their booth can do so by:

Completing an **AUTHORIZATION REQUEST, SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION FORM** and return to:

Jackie Lovell-Santos
**Metro Toronto Convention Centre
Catering Office**
Tel: +1 (416)-585-8229
Fax: +1 (416) 585-8251

NO LATER THAN JULY 10, 2006

FIRST AID SERVICES

The MTCC management recognizes that the potential risk of injury or illness is inherent in large gatherings of people, and therefore is committed to ensuring that those who may find themselves in need receive medical care. A list of First Aid stations will be made available from the Exhibitor Helpdesk on site. A medical centre will be located in the North Building, Level 100, in room 101.

GOODS AND SERVICES TAX REBATE

Non-Canadian exhibitors may be eligible to apply for a Rebate of Goods and Services Tax (GST) and Provincial Sales Tax (PST).

A GST rebate from will be provided at show site in your Exhibitor Registration Kit.

For more information visit web site: [Canadian Border Services Agency](http://www.cbsa.gc.ca)



HANGING SIGNS

No hanging signs from ceilings or MTCC walls are permitted.

HARASSMENT WORKPLACE POLICY

The MTCC is committed to providing and maintaining a workplace which ensures that all employees of the MTCC are treated with dignity and respect, and are able to work and/or conduct business in an environment free from harassment and discrimination from any source. This includes workers, customers, suppliers and vendors.

Harassment is a form of discrimination that is prohibited by law. The MTCC embraces the freedom from harassment and discrimination provisions outlined in the Ontario Human Rights Code. The MTCC invites customers, their staff and all suppliers in supporting this facility in its efforts to create an environment free from harassment, discrimination and violence.

KINKO'S OFFERS 50% PRINTING DISCOUNT

The AIDS 2006 Conference has partnered with FedEx Kinko's to provide you with fantastic value – a 50% discount. For all your printing needs, sales/marketing materials, PowerPoint presentations, catalogues, brochures, manuals, reports, contact:

Sean Dwyer, **FedEx Kinko's**
Tel: +1 (416) 875-8603
Email: seandwyer@fedexkinkos.com.
See enclosed "FedEx Kinko's" form.

LABOUR / UNION REGULATIONS

Union Labour may be required for certain aspects of your exhibit handling. Please read carefully the LABOUR JURISDICTIONS AND INSTALLATION & DISMANTLE LABOUR sections of your manual.

Exhibitors must abide by existing union agreements governing the delivery of services, material handling and/or labour within the MTCC. Should exhibitors require clarification of labour rules, please contact Freeman.

Currently, Freeman has an agreement with Local 506 Labourers Union to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. You may order display, installation, and/or dismantle labour by completing the FREEMAN DISPLAY LABOUR FORM.

The MTCC retains the right to approve the employment of any contractor or workman performing services in the MTCC.

Labour under the Supervision of Freeman

Freeman shall be responsible for the performance of labour provided under this option. Freeman does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Freeman direct supervision and control. In no event shall Freeman be liable for loss or damage caused by delay in labour beginning work when the exhibitor requests labour to begin later than the start of the working day. Freeman shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Freeman's reasonable control.

Freeman agrees to indemnify, hold harmless, and defend the exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Freeman's employees, or property



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

damage arising out of work performed by labour provided by and supervised by Freeman, except when the exhibitor exercises direction and/or control over the work being performed.

Labour under the Supervision of the Exhibitor

The exhibitor shall be responsible for the performance of labour provided under this section. It is the responsibility of the exhibitor to supervise labour secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, Provincial, County and Local ordinances, rules and/or regulations, including but not limited to conference rules and/or regulations. It is the responsibility of the exhibitor to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

The exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Freeman's employees, and/or property damage arising out of work performed by labour provided by Freeman but supervised by the exhibitor.

Further, the exhibitor's indemnification of Freeman includes any and all violations of Federal, State, Provincial, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by the Conference Organizers, and/or directing labour provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Official Assembler and Canadian Labour Laws

All issues relating to the set-up of booths must be dealt with by the AIDS 2006 Global Village Show Management / Freeman directly. No other company is authorized by the promoters to act as an Official Assembler.

Canadian labour laws allow exhibitors entry into Canada to display and demonstrate products and services at a trade show. They are not considered to be "working in Canada" and therefore, do not need Employment Authorizations.

Of those individuals who are classified as "workers", some will need Employment Authorization. They should get these Authorizations before entering Canada. Non-Canadian service contractors need an Employment Authorization.

Employment Authorization may be given for their supervisory staff, but service contractors are generally expected to hire Canadian labour. If exhibitors intend to bring non-Canadian Installation & Dismantling labourers into Canada to install or construct booths, exhibitors need to contact the following **at least three months prior to arrival**:

Human Resources Development Canada

Tel: +1 (416) 954 3111

Web: www.hrdc-drhc.gc.ca

For questions relating to Employment Authorizations / work permits, please contact Paul Dowden at Citizenship and Immigration Canada (CIC) at +1 (519) 922 -1435 or paul.dowden@cic.gc.ca

In order not to experience any labour disputes or delays, it is strongly recommended to source your Canadian installation and dismantling labour from Freeman.

Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special considerations for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Freeman representative at the Freeman service desk.



LIABILITY AND INSURANCE

Certificate of Insurance

Exhibitors shall effect insurance coverage for all exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable. Show Management shall not be responsible for any loss or damage thereto, howsoever incurred. The Exhibitor must carry his/her own fire insurance and public liability insurance of not less than one million dollars and provide proof of insurance prior to move-in. No Exhibitor will be granted access to the Exhibit floor if the Show Management does not have a copy of that Exhibitor's Certificate of Insurance. A copy must be sent to:

Show Management
Congress Canada
Sonia Serrambana
49 Bathurst Street, Suite 100
Toronto, Ontario, Canada M5V 2P2
Tel: +1 (416) 504-4500 ext 224
Fax: +1 (416) 504-450
Email: sserrambana@congresscan.com

NO LATER THAN JULY 10, 1996

The Conference Organizers and AIDS 2006 Show Management/official suppliers/Local Host do not accept any responsibilities and obligations, in all cases and at all times, for any damage, either caused by exhibitors' merchandise or their property or personnel, as well as for the loss or theft of any belongings during the period of the exhibition, including the duration of the setting-up and dismantling. **All exhibitors are obliged to purchase their own insurance policies against any and all risks, as this is their responsibility. Proof of this insurance will be requested by the Conference Organizers at any time. This Certificate also needs to be presented during the Exhibitors Check-in.** The insurance policy should cover damage to their furnishings and fittings during the entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the AIDS 2006 Exhibition Management is not liable for personal or property damage.

The exhibitor is liable for all damages caused by him/herself, by staff, by visitors and clients and by any agent acting for the exhibitor. Should the premises be destroyed or damaged by fire or the elements by any other cause, or if any circumstances whatsoever, including strikes, shall make it impossible for the Conference Organizers to permit any exhibitor or exhibitors to occupy the premises, the exhibitor shall pay for space only for the period the space was or could have been occupied by said exhibitor. The Conference Organizers are released from any kind and all claims for damage that might arise in consequence thereof.

The exhibitor is responsible for the costs of replacing any damaged goods of any company at the event, re-establishing or renewing any part of the installations of the exhibition and set-up in case of damage or laceration, if these are caused by him and/or his agents, contracted staff, or an employee or person hired on behalf of the exhibitor.

In case of cancellation of the conference, if, for whatever reason, the conference does not take place, any credits outstanding after payment of expenses incurred will be shared among the exhibitors in proportion to the sums they have paid. Exhibitors expressly renounce all right of appeal, on whatever grounds, against the decisions of the Conference Organizers.

LOST AND FOUND

All lost and found articles are catalogued and stored for 90 days. After that period, all articles are disposed of at the sole discretion of the MTCC. Any inquiries regarding lost and found articles should be directed to the MTCC security services at +1 (416) 585-8360.

MACHINERY



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

All forklifts and other heavy loading devices operated within the MTCC must be operated in a safe manner by a trained qualified operator. Damages resulting from improper operation should be reported immediately to the MTCC's security office. Liability for damages will be the responsibility of the operator involved and the licensee.

The MTCC's equipment may be operated by authorized building personnel only, exception subject to the approval of the VP of Operations or Building Manager.

Mechanical Conveyances

Electric carts, scooters or bicycles will not be allowed in the aisles during conference hours. The only exceptions will be persons who are required to use such vehicles due to health reasons as well as authorized conference duty personnel.

Mechanical Equipment, Electricity, Lights, Hydraulic Installations and Hanging Points

Rules & Regulations

The MTCC and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the MTCC's power sources and/or may wish to use while in the building.

Only an authorized tradesperson from Showtech, the exclusive electrical/mechanical equipment supplier, is permitted to make a connection to any of the MTCC's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a Showtech tradesperson has found and corrected the cause of the malfunction.

All material and equipment supplied by Showtech shall remain the property of the Company. The exhibitor shall be held responsible for such materials as are associated with his/her booth, and shall compensate Showtech in the event of loss or damage.

MTCC GENERAL REGULATIONS

Refer to **MTCC Notice to Exhibitors / Conventioneers** include in your manual.

MTCC Recycling Program

The MTCC has an aggressive waste reduction program. Refer to MTCC Recycling Program Information included in manual

Occupational Health & Safety

For the purpose of this provision, "Hazard" means any condition or activity on the premises of the MTCC and the lands adjacent thereto which is a breach of the Occupational Health & Safety Act or its regulations (the "Act"). The officers, agents and employees of the licensee and officers, agents and employees of the sub-contractors, service providers and exhibitors of the licensee shall not do anything or omit doing anything which would create a hazard. The licensee shall save harmless and indemnify the MTCC from any expense incurred by the MTCC including reasonable legal fees and expenses on a solicitor/client basis incurred in defending any charge laid against the MTCC as a consequence of any breach of this provision.

The licensee shall immediately notify the MTCC of any known hazard. Where any employees of the MTCC discover a hazard which would constitute a breach of this provision, the MTCC may take such action as is deemed necessary to eliminate the hazard at the expense of doing so and shall be reimbursed by the licensee.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

Prohibited Acts and Materials

The following are prohibited acts and materials:

- Use of any part of the MTCC for lodging or sleeping.
- Take up a collection in public areas or allow peddling or soliciting.
- Cause or produce any unusual noxious or objectionable smoke, gases, vapours or odours, objectionable noises, smells or lights in the MTCC.
- Drill holes, drive nails, hooks, screws or tacks, or make any alterations to any part of the MTCC or their equipment.
- Commit any nuisance or knowingly do, or permit to be done, anything which may result in the creation or commission of a nuisance, or annoy, harass or interfere with users of any of the MTCC.
- Do, or permit to be done, anything which may interfere with the effectiveness or accessibility of utility, heating, ventilation, escalators, electrical, plumbing, gas, compressed air, or air conditioning systems or portions thereto in the MTCC, nor interfere with free access to passage to the public areas adjacent or to the streets or sidewalks adjoining.
- Allow articles to be brought into or permit any act within the MTCC which conflicts with the rules of the Toronto Fire Department or any relevant governmental authority, which will render void or increase the premiums on the insurance policies held by the MTCC, or injure or deface any part of the MTCC, or permit anything to be done by their agents, or employees by which the MTCC may in any manner be injured, marred or defaced.

ON-SITE ORDERS

Orders placed during set-up of the exhibition **MUST** be paid in full by valid credit card. Cheques will only be accepted if accompanied by a valid credit card number and signature.

Additional and/or special electrical/mechanical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by Showtech include installation, service while in use, and removal.

PARKING

Discounted parking passes are available if parking two consecutive days or more. To pre-order parking passes for staff, exhibitors must complete the **PARKING PASS ORDER FORM** and return to

Metro Toronto Convention Centre

Fax: +1 (416) 585-8388

NO LATER THAN JULY 28, 2006

Passes can be picked up at the Service Desk or at the Parking Office at Level 5A of garage in North Building when the service desk is not manned.

REGISTRATION FOR EXHIBITORS

Exhibitors in the Global Village are not given access to the International AIDS Conference. Persons wishing to register as a conference participant may register online at www.aids2006.org. Note that Exhibitors are not permitted to access conference program sessions, including the Plenary and Special Sessions.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

SECURITY

General security services will be retained for the duration of AIDS 2006 Global Village. The primary function of security is to ensure general security on the exhibit floor. **The ultimate responsibility for the Exhibitor's property rests with the Exhibitor.** Security and protection of each booth is the sole responsibility of exhibitors and will not be covered by the conference security team. Although reasonable means will be taken to safeguard property when the exhibit area is closed, AIDS 2006, IAS, Local Host, suppliers, and the Metro Toronto Convention Centre cannot assume responsibility for any exhibitor property that is lost or stolen.

Target Investigation & Security Ltd. has been selected to provide booth security at the conference. Such security personnel can be ordered using the enclosed SECURITY ORDER FORM. Please note that this service must be ordered for a minimum of 4 hours for security agents and minimum 3 hours for off-duty police officers, and shifts over 8 hours will require additional personnel.

Target Investigation & Security Ltd.

www.targetprotection.com

Tel: +1 (905) 760-9090

Fax: +1 (905) 760-9191

NO LATER THAN JULY 27, 2006

Note: orders received 14 days or less prior to the event will be subject to an additional 25% surcharge.

Exhibitors choosing to engage third party security services should be aware that such services must meet Ontario Provincial licensing standards, facility requirements for liability insurance and will fall under the jurisdiction of the conference.

SERVICE CONTRACTORS' INSURANCE

Exhibitors using the services of contractors other than the Official Contractors listed at the front of this manual must submit appropriate insurance certificates for each contractor to the Metro Toronto Convention Centre. Please fill out the **SERVICE CONTRACTORS' INSURANCE FORM** and attach appropriate insurance certificates for all contractors used other than those listed at the front of this manual. This information must be provided before move-in. Return completed forms to:

Metro Toronto Convention Centre Event Co-ordination Department

Tel: +1 (416) 585-8199

Fax: +1 (416) 585-8224

NO LATER THAN JULY 10, 2006

SMOKING POLICY

All the MTCC rental space, including corridors, registration area, meeting rooms and the exhibition halls are designated non-smoking.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

STORAGE

Due to limited space, there is no on-site storage available in the Global Village.

All materials must be stored inside your booth. Lockable storage cabinets are available for rent from Freeman.

Empty containers will be stored in offsite and will not be accessible once off the floor (ie. during the show). At the close of the show, the empty containers will be returned to the booth in random order.

Should you have any questions about accessible storage, please contact:

Freeman Exhibitor Services

Tel: +1 (416) 252-3361

GST: SELLING MERCHANDISE

If you plan to **sell merchandise in** the Global Village, you may need to apply for a GST # (for expected sales of > \$30,000 CA\$). For more information, call Freeman at :

North America +1 (877) 478-1113

International +1 (905) 791-4104

TELECOMMUNICATION AND INTERNET SERVICES

Telecommunication and Internet Services can be ordered by exhibitors. Please refer to the **MTCC Telecommunication Services Terms and Conditions**, and return the **Telecommunication Services Order Form** and/or the **High-Speed Internet Access Form** to:

Metro Toronto Convention Centre

Tel: +1 (416) 585-3596

Fax: +1 (416) 585-8275

NO LATER THAN JULY 30, 2006

UTILITIES

Utility service is through floor ports on 30 feet (9.1m) centre throughout the exhibit floor. Available services include water and drains, compressed air and gas, telephone and communications.

GENERAL EXHIBITION RULES, AMENDMENTS AND ADDITIONAL REGULATIONS

Any issue not specifically covered by the foregoing regulations shall be determined solely by Show Management. Show Management shall add and/or amend the foregoing rules provided such changes are reasonable in nature and consistent with the purposes of the foregoing. All such changes will be issued to the Exhibitors in the most time efficient manner possible. Each Exhibitor will be responsible for forwarding this information to the parties who will set up and/or man the space.

Show Management reserves the right to change AIDS 2006 Global Village dates or site or to cancel if the Exhibition cannot be conducted for any reason beyond Show Management's reasonable control; exercise of any such right to be on written notice to Exhibitors. Show Management reserves the right to make final space assignments or to change the space assignment after exhibitor's application is accepted should it be necessary in the best interest of the show, as determined solely by Show Management.

Hanging of any materials from the ceiling is prohibited. No signs or decorative materials may protrude into the aisles or encroach upon neighbouring booths. No obstructions may be placed in any



GLOBAL VILLAGE EXHIBIT MANUAL

Engage

Challenge

Inspire

aisles, passageways, lobby or exits leading to any fire extinguishing appliances. Nothing may be posted, tacked, nailed, glued or screwed to any part of the building.

The distribution of any samples, literature or other materials for a non-exhibiting company without a contract to exhibit at the show is expressly prohibited without the prior written consent of Show Management. (This rule does not apply to exhibiting publishers who distribute their own magazines that contain non-exhibitor advertising).

Any booth designs or requirements other than those specified above must be presented in writing for approval to Show Management.

Subleasing – Access permission

Partially or wholly subleasing or otherwise relinquishing a booth to a third party as well as private agreements for exchange of booths or floor space between two exhibitors is prohibited. The AIDS 2006 Global Village Show Management reserves the right to enter a booth at any time.

PRINCIPLES AND VALUES OF CONFERENCE PARTICIPATION

The XVI International AIDS Conference (AIDS 2006) Toronto, endorses freedom of expression as an essential principle in the fight against HIV/AIDS and in promoting full participation in the conference. The combined efforts of all stakeholders in the public and private sectors and civil society are required to halt and reverse the AIDS pandemic. Activism and advocacy contribute to advancing commitment, policy and practice aimed at ending the epidemic.

The right to participate at AIDS 2006 is fundamental to ensuring open dialogue between all stakeholders. The conference encourages debate and dialogue as key elements of participation, among all conference participants including delegates, sponsors, speakers and presenters, researchers and scientists, community representatives, leaders and the media.

Peaceful protest has always been and continues to be a key element of participation at the conference. The conference opposes the destruction of property or the use or threat of physical force by any individual or group of individuals during the conference. The conference opposes the disruption of conference sessions or satellite meetings that results in the inability for dialogue and debate to take place.

General Principles

Responsibility: All participants attending the conference are subject to the laws applicable in Canada. By attending the conference, participants also agree to support the vision and goals of the conference and to adhere to the AIDS 2006 Principles and Values of Conference Participation.

- **Support:** The conference will provide support and space for meaningful participation including community involvement to enable a broad spectrum of viewpoints.
- **Peaceful protest** is a form of participation supported at the conference. Action that involves the use or threat of physical force or the destruction of property, may contravene the laws of Canada.
- **Prior Resolution:** These Principles are intended to guide conference response to actual disruptions that prevent participation. The conference encourages dialogue among and with participants prior to action that may result in disruption of participation. Advice and assistance in facilitating dialogue and resolution and in preventing or de-escalating a disruption will be available.
- **Accreditation:** The conference reserves the right to withdraw the conference name badge, and therefore deny access, to participants who do not adhere to these Principles.



GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire

Additional information and the full statement will be available at the on-site registration counter.

Procedures involving Disruptions within Satellite Meetings, the Exhibition Hall and Conference Centre

Engagement Representative

It is recommended that all exhibitors designate a representative for engaging in dialogue with peaceful protestors prior to any situation arising.

Application of the law

The conference and conference participants are subject to the laws applicable in Canada as host country. Physical force or threats of physical force or destruction of property by conference participants will be dealt with in accordance with the laws of Canada. In addition, the conference response may include the escorting of participants from the conference venue

Public statement

In the event that property is destroyed or physical force is used or threatened by a participant, the conference may issue a statement concerning the action within the framework of the Principles and Values of conference Participation.

GLOBAL VILLAGE EXHIBIT MANUAL

Engage Challenge Inspire



AIDS 2006
Time to Deliver

EXHIBITOR STAFF BADGE FORM

Exhibiting Organization:		Booth #:
Contact:		
Address:		
City:	Country:	Code:
Telephone:	Fax:	
Email:		
Authorized person to pick up all badges:		

Booth Category	# of Staff Badges
NGO booth	10
Market Place booth	10
Networking Zone	15

Please print the names as you would like them to appear on the badge:

	Family Name	First Name	Organization	Country
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Return form to: Show Management

Email: sserrambana@congresscan.com

Fax: +1 (416) 504 4505

NO LATER than July 10, 2006.



Page 1 of 1

Welcome to Freeman, the premier resource for all of your event planning needs. We've designed this packet to make it easy to order show services. If you don't see what you need, or if you have any questions, call us. We're here to help!

HOW TO BEGIN

Start with *Quick Facts*, enclosed. This is a general overview of the show, including your contacts at Freeman, show schedule and shipping information.

WHAT DO I DO NEXT?

1. Try Freeman OnLine[®] and liberate yourself from paperwork. Freeman OnLine is a quick and easy option for ordering Freeman services via the Internet. Use the Exhibitor Assistant feature to guide you through the ordering process. Visit myfreemanonline.com to get started.
2. If you do not wish to order services online, you will find Freeman brochures, a Method of Payment Form, and Order Forms enclosed. First, decide which services you will need. Fill out the Method of Payment and appropriate Order Forms. Send via mail or fax to the Freeman office listed on each form.
3. You will also find brochures and/or Order Forms from the official Specialty Contractors for this show. For these specialty services, fill out the enclosed forms and return to the contractor designated on the form.

HELPFUL HINTS

Save Money

Order early to take advantage of advance order discount rates, which apply up to two weeks prior to the exhibit move-in date (listed on *Quick Facts*).

Avoid Delays

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

Exhibitor Assistance

Call our Exhibitor Sales department listed on *Quick Facts* with any questions or needs you may have.

F R E E M A N

F R E E M A N



Dear **AIDS 2006 Global Village** Exhibitor:

We are delighted to announce that **Freeman** has been named as your Official Services Contractor, Transportation Carrier and Customs Clearance Service Provider for the **AIDS 2006 Global Village**.

Our entire Toronto Team is looking forward to making your 2006 Show a successful event.

Please take a few minutes to familiarize yourself with each section of our Exhibitor kit and what it contains.

TIPS:

- 1 Refer to the Quick Facts for important dates, deadlines and shipping information.
- 2 Order early to take advantage of advance order discount rates.
- 3 Save time on site and have peace of mind by shipping to advance receiving!
- 4 Have copies of all orders and confirmations from tradeshow vendors with you on site - bring shipment tracking information too!
- 5 To avoid delays: For International Shipments, a completed Canada Customs Invoice must accompany the Freeman Exhibit Transportation Order Form.

Our Exhibitor Service Staff will be more than happy to assist you with any questions or special requests.

Sincerely,

F R E E M A N

F R E E M A N
61 Browns Line
Toronto, Ontario, CANADA M8W 3S2
Phone: 416-252-3361
Fax: 416-252-2365

PRODUCING EVENTS THAT FACILITATE FACE-TO-FACE MARKETING

GLOBAL VILLAGE EXHIBIT MANUAL



FREEMAN
 61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 Phone: 416 252-3361 Fax: 416 252-2365

EXHIBIT TRANSPORTATION & CUSTOMS
 Phone: 1-877-478-1113
 Fax: 905 -791-6238

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Friday August 11, 2006 14:00h - 20:00h * (Delivery and booth set-up)

* Shipments and deliveries to show site will be accepted on this day only.

Saturday August 12, 2006 08:00h - 20:00h ** (Booth set-up only)

** Shipments to show site will NOT be accepted on this day. All shipments and deliveries to show site must arrive by Friday August 11, 2006.

All exhibits must be fully installed by **Saturday August 12, 2006 @ 20:00h**.

All labour and inbound material handling services performed after 16:00h and on Saturday will have overtime charges applied.

EXHIBIT HOURS

Sunday	August 13, 2006	09:00h - 18:00h
Monday	August 14, 2006	08:30h - 20:00h
Tuesday	August 15, 2006	08:30h - 20:00h
Wednesday	August 16, 2006	08:30h - 20:00h
Thursday	August 17, 2006	08:30h - 20:00h
Friday	August 18, 2006	08:30h - 12:30h

EXHIBITOR MOVE-OUT

Friday August 18, 2006 12:30h - 1500h - Hand carry items only. There will be no equipment during this time for the movement of booth materials.

Friday August 18, 2006 16:00h - 20:00h - General move-out

All labour and outbound material handling services performed after 16:00h will have overtime charges applied.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

All exhibitor materials must be removed from the exhibit facility by **Friday August 18 @ 20:00h**

All carriers must check-in at the marshalling yard no later than **Friday August 18 @ 17:30h**

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Friday	August 11, 2006	14:00h - 20:00h
Saturday	August 12, 2006	08:00h - 20:00h
Friday	August 18, 2006	08:30h - 20:00h

EXHIBIT HALL CARPET

Each booth will be supplied with grey booth carpet. Should you wish to order a different colour carpet, please see the enclosed Carpet Order Form. The aisles will be carpeted in blue and red.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **July 28, 2006**.

BOOTH EQUIPMENT

NGO BOOTHS



Each NGO booth will be supplied with:

- (1) 8' x 10' White PVC Hardwall booth with 3' high side panels
- (1) header sign
- (2) chairs
- (1) 6' x 30" h white skirted table
- (1) wastebasket
- Grey booth carpet

MARKET PLACE

Each Marketplace booth will be supplied with:

- (1) 6' x 6' red draped booth with 8' high rail drape
- (1) 7" x 44" booth identification sign
- (1) 4' x 30" white skirted table
- (1) wastebasket
- (2) chairs
- Grey booth carpet



NETWORKING ZONES

Each Networking Zone booth will be supplied with:

- Grey booth carpet

For information regarding design, location and to order additional furnishings, please contact:

Joe Elias
AIDS 2006 Toronto Host Secretariat
Phone: 416-840-3334 ext 235
email: joseph.elias@aids2006toronto.org

SHIPPING INFORMATION

Warehouse shipping address:

AIDS 2006 Global Village
Exhibiting Company Name
Booth # _____
C/O Freeman
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

Freeman will accept crated, boxed or skidded materials beginning **July 11, 2006** at the above address. To avoid additional after deadline charges, materials must arrive by **August 2, 2006**. The warehouse will receive shipments Monday through Friday during the hours of 08:00h and 16:30h. To check on the arrival of freight, please call 416-252-3361. PLEASE NOTE: The warehouse will be closed on **August 7, 2006** in observance of Civic holiday, shipments will not be accepted on this date.

Show site shipping address:

AIDS 2006 Global Village
Exhibiting Company Name
Booth # _____
C/O Freeman
Metro Toronto Convention Centre
North Building, Hall A & B
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

NOTE: Show site shipments will only be accepted on Friday August 11, 2006 between 14:00 and 20:00. No shipments will be accepted and no vehicles will be offloaded on Saturday August 12, 2006.

A Certified Weight Ticket must accompany all shipments.

MATERIAL HANDLING

PLEASE REFER TO THE MATERIAL HANDLING RATE SHEET FOR CHARGES.

Exhibitors may hand-carry their own freight into the exhibit facility. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor. There will be a limited number of dollies supplied by show management on a first come-first serve basis.

If you do not wish Freeman to handle your freight, please complete the Material Handling Exemption Form contained in the service manual and return to exhibitor services. As well, a representative of your company is required on the loading dock to receive and sign for your shipments at the time of arrival or you will be charged accordingly. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/move out.

Any material handled by Freeman will be charged according to the rates listed within the service manual. **Please refer to the Material Handling Order Form contained in this service manual for charges.**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping Form found in your Exhibitor Kit. Fax this back to exhibitor services at 416-252-2365 and your paperwork will be available at show site.

Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXHIBIT TRANSPORTATION AND CUSTOMS

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **AIDS 2006 Global Village**. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however if you wish to contact us, please call our toll free number at 877- 478-1113 to speak to a Customer Service Representative.

AS A REMINDER

All shipments originating outside Canada require Canada Customs Clearance and U.S Customs/ Homeland Security (if applicable) on the return.

SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

Toronto is an international destination and, as such, duties, taxes and customs clearance fees applies. If you are shipping Air or Ground with the following small packages companies, Fed-ex, UPS, Airborne, DHL, or any other small package/boxes carriers please confirm that all ancillary charges(duties, taxes & Customs clearance fees) are PREPAID. This includes 3rd Party Shippers (ie:Fullfillment Centres, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

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

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Register" link in the top right corner to create a new account. To access Freeman OnLine® for **AIDS 2006 Global Village** without using the link, go to www.myfreemanonline.com/ShowMain.jsp?show=168344 and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054)

LABOUR INFORMATION

Union Labour may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs.

Exhibitors supervising labour need to pick up and release their labour at the Service Desk.

Refer to the order form under Display Labour for Straight Time and Overtime hours.

PRIVACY POLICY

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at <http://www.freemanco.com/freemanportal/freeman/privacyCanada>

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us. We would be more than happy to discuss this matter with you. You may contact our privacy officer at barbara.baird@freemanco.com.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 416-252-3361.

WE APPRECIATE YOUR BUSINESS.



EXHIBIT TRANSPORTATION SERVICES

Freeman is the full-service, one stop resource for all your shipping needs. We offer a variety of exhibit transportation services with national and international coverage. It only takes one call to handle all your exhibit transportation needs, including shipping to and from your event.

ON-SITE EXPERIENCED PERSONNEL

Each Freeman customer is assigned to an on-site transportation expert who will be with you every step of the way — prior to and throughout move-in, on show days, and during move-out. Should you need anything after the show, your same contact will be there to help.

ON-SITE TRACKING

For your convenience, Freeman has a special toll-free number staffed by experts who know the trade show industry. This fast, friendly service can help you trace shipments, arrange for pick up, and much more. Once you arrive at the show, your on-site Freeman representative can assist you.

COMPETITIVE PRICING

Freeman transportation services costs are quoted in advance. In addition to our competitive prices, only Freeman offers the kind of value-added services and customer care you've come to expect.

PRE-PRINTED SHIPPING LABELS & MATERIAL HANDLING AGREEMENTS

We'll save you time with our special on-site computers that automatically print Material Handling Agreements (MHA) and Shipping Labels. No need to hand-write multiple labels. We'll produce them for you.

CONVENIENT INVOICING

All Freeman show services are listed on one invoice — another time-saver. And your Freeman representative is on-site to answer any questions.

To order Freeman's exhibit transportation services, use the enclosed Order Form or call 877-478-1113.

F R E E M A N



F R E E M A N

The **Freeman Exhibit Transportation** team welcomes you to this year's **AIDS 2006 GLOBAL VILLAGE** being held at the Metro Toronto Convention Centre, North Building, Toronto, Ontario, Canada. We are very pleased to have been chosen as the "official" Exhibit Transportation and Customs clearance provider for your event. With our experience and our resources we will erase the borders and take the worry out of shipping internationally.

Freeman Exhibit Transportation and Customs Services is a complete full-service, one stop resource. We offer air, ocean, motor freight, and van line services with National and International coverage. In addition, we operate a Canada Customs Sufferance warehouse in the same location of our head office for ease of shipping and handling that is unique to our industry. With this convenience, your shipment will be customs cleared without any delay and handled with extreme priority within the Freeman organization and also, with Canada Border Services Agency.

We offer a Call Centre, staffed by professionals (over 80 years of combined experience) that are very knowledgeable regarding Canada, U.S., and EC customs procedures. Also, we have all the customs forms required to make your shipping painless and worry-free.

Quick Facts

Transit Times

EC & EEC: 4 Days Air, 35 Days Ocean, **North America:** 3 Days Air, 5-6 Days Ground
Asia: 4 Days Air, 40 Days Ocean

Exhibition Schedule:

Set-Up:

Friday, 11 August – 14.00 – 20.00 (shipments/deliveries will be accepted on Friday only)
Saturday, 12 August, 08.00 – 20.00 (no shipments/deliveries allowed on Saturday)

Exhibition Hours:

Sunday, 13 August, 09.00 – 18.00
Monday, 14 August – Thursday, 17 August, 08.30 – 20.00
Friday, 18 August, 08.30 – 12.00

Dismantle

Friday, 18 August, 12.00 – 20.00
Saturday, 19 August, 08.00 – 12.00

F R E E M A N

Advance Warehouse Dates:

11 July, 2006 – 10 August, 2006

Must Arrive by: 2 August, 2006

Advance Warehouse Address:

AIDS – GLOBAL VILLAGE

Booth/Stand# _____ ,

c/o FREEMAN,

61 Browns Line,

Toronto, Ontario, Canada M8W 3S2

Direct Show/Event site Address:

AIDS – GLOBAL VILLAGE

Booth/Stand# _____ ,

c/o FREEMAN

Metro Toronto Convention Centre

North Building, Halls AB

255 Front Street West

Toronto, Ontario, Canada M5V 2W6

Note: Show site shipments will only be accepted on Friday, 11 August, between 14.00 and 20.00. No shipments will be accepted prior to Friday, 11 August and no shipments will be accepted on Saturday, 12 August.

Canada Customs Documentation:

For assistance completing the Canada Customs Invoice Forms, please call FREEMAN at 1-905- 791-4104 (International) or 1-877-478-1113 (North America). If you are bringing any materials and/or products into Canada for the show, a Canada Customs Invoice Form must be completed.

Small Packages/Boxes Deliveries (Including Portable Display Cases):

When shipping small packages/boxes with small package companies such as, Fed-Ex, UPS, Airborne, DHL, OCS, etc., import duties, taxes, and customs fees (ancillary charges) are charged by the respective carriers. Please confirm with your carrier of choice that ALL ancillary charges are PREPAID. FREEMAN does not accept collect charges at the advance warehouse nor at show site – all shipment will be refused if sent “collect”.

Please note: Material handling charges will apply to all Freeman Exhibit Transportation shipments. Material handling information will be included in the complete Exhibitor Manual (to come at a later date).

Please don't hesitate to call upon us!

F R E E M A N

Exhibit Transportation & Customs Clearance Services

North America: 1-877-478-1113

International: 1-905-791-4104



USE ONLY IF YOU ARE SHIPPING YOUR
EXHIBIT MATERIALS BY FREEMAN AND/OR
ORDERING CUSTOMS CLEARANCE

Section 1: PICK UP AND/OR CUSTOMS INFORMATION

Requested Pick Up Date: _____ Contact Person: _____
 Company Name: _____ IRS #: _____
 Pick Up Address: _____
 City: _____ Prov/State: _____ Postal/Zip Code: _____
 Phone Number: _____ Fax Number: _____

PLEASE NOTE WHEN ORDERING

- All charges will be included on your show services invoice.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up and delivery of your shipment.

ORDERING SERVICE

- Schedule pick up by calling TOLL FREE: 1-877-478-1113
LOCAL: 905-791-4104
- Fax this Order Form with the Canada Customs Invoice (if applicable) to **905-791-6238**

PLEASE SELECT SERVICE(S):

- Transportation & Customs Clearance
(Complete Section 1-6 & Canada Customs Invoice)
- Transportation Only Customs Clearance Only
(Complete Section 1-6) (Complete Section 1,4,6 & Canada Customs Invoice)

Section 2: DESTINATION

- I will be shipping to the **WAREHOUSE**
- AIDS 2006 Global Village
Company Name, Booth # _____
C/O Freeman
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

SHIPMENTS ACCEPTED BEGINNING JULY 11, 2006
TO AVOID DEADLINE CHARGES DELIVER BY AUGUST 2, 2006

- I will be shipping to **SHOW SITE**
- AIDS 2006 Global Village
Company Name, Booth # _____
C/O Freeman
Metro Toronto Convention Centre
North Building, Halls A & B
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

ALL SHIPMENTS MUST ARRIVE BETWEEN 14:00 AND 20:00 ON
AUGUST 11, 2006. NO SHIPMENTS WILL BE ACCEPTED ON
AUGUST 12, 2006.

Section 3: TYPE OF SERVICE - Choose One

- AIR**
- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Declared Value CDN\$ _____ **(Optional for air freight)**
Please Note: Declaring value is an additional charge
- Other: Please specify requirements _____

- GROUND**
- Standard Ground: Delivery within 3-5 business days
- Expedited Ground: Delivery within 2-3 business days

Section 4: SHIPPING AND/OR CUSTOMS INFORMATION

Items to be shipped

Number of Pieces	Weight (lbs)
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (colour _____)	_____
___ Skids/Pallets	_____
___ Carpet (colour _____)	_____
___ Other (_____)	_____
___ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

Section 5: OUTBOUND SHIPPING

- Please check this box if you would like to schedule outbound Freeman Exhibit Transportation. Our Exhibit Transportation team will supply you with a Material Handling Agreement at show site for your shipping instructions and signature. In order to pre-print your Outbound Material Handling Agreement and labels, please complete the following information **if your return address is different from pick up address:**
- _____
- _____
- _____

Number of Labels: _____

Section 6: METHOD OF PAYMENT - CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman Companies or any charges which The Freeman Companies may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges.

Please complete the information requested below:

AMEX VISA MASTERCARD

Acct. No: _____ Exp. Date _____

Personal Credit Card Company Credit Card

Cardholder Name: (Please print) _____

Signature: _____

Cardholder Billing Address: _____

JOB #168344

NAME OF SHOW: AIDS 2006 GLOBAL VILLAGE

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE#: _____ FAX #: _____

TRANSPORTATION AND CUSTOMS CLEARANCE CHARGES DO NOT INCLUDE MATERIAL HANDLING CHARGES



CANADA CUSTOMS INVOICE

1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada January 1, 2001 > "Shipping Date"	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ACME Company c/o Freeman 61 Browns Line Toronto, Ontario M8W-3S2 Show: Vegetables Fair Booth#: _____		3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur) "Your IRS or Fed Tax ID"	
5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6. Country of Transhipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises USA		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON		9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via Ground, Desert City, Sahara		10. Currency of Settlement / Devises du paiement USD	

11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	14. Unit Price / Prix Unitaire	15. Total / Valeur de Remplacement
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00	\$120.00
1	Box of give-away Pens	150	\$0.25	\$37.50

Canadian Customs Clearance by: Freeman 1-877-478-1113

XI.1 Total Number of Pieces / Nombre total de pièces 3		16. Total Weight / Poids total Net _____ Gross / Brut 156 lbs.		17. Invoice Total / Total de la facture \$6,157.50	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case <input checked="" type="checkbox"/>				Commercial Invoice No. / No. De la facture commerciale _____	

19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)	20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Same as Consignee
---	---

21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)	22. If fields 23 to 25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>
---	---

23. If included in field 17 indicate amount / Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada / Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada / Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing / Le coût de l'emballage d'exportation \$ _____	24. If not included in field 17 indicate amount / Si non compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada / Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions / Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing / Le coût de l'emballage d'exportation \$ _____	25. Check (if applicable) / Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser / Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods / L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>
---	---	--



CANADA CUSTOMS INVOICE

North American Logistics Inc

Page of

1. Vendor (Name and Address) / Vendeur (Nom et Adresse)		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse)		3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)	
		5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il differe du destinataire)	
Show: Booth#:		6. Country of Transhipment / Pays de transbordement	
		7. Country of Origin of Goods Pays d'origine des marchandises	If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement. (Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via		10. Currency of Settlement / Devises du paiement	
11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques, p. ex. Classe, qualite)	13. Quantity (State Unit) / Quantite (Préciser l'unité)	Replacement Value / Valeur de Remplacement
CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113		14. Unit Price / Prix Unitaire	15. Total
XI.1 Total Number of Pieces / Nombre total de pieces			
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>		16. Total Weight / Poids total Net _____ Gross / Brut _____	17. Invoice Total / Total de la facture
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il differe du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Noms et adresse) Same as Consignee	
21. Departmental Ruling (if applicable) Decision ministerielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>	
23. If included in field 17 indicate amount Si compris dans le total a la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	24. If not included in field 17 indicate amount Si non compris dans le total a la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>	



North American Logistics Inc.



IT IS OUR PLEASURE TO ANNOUNCE

Freeman Exhibit Transportation, in conjunction with **North American Logistics Services** will be providing **Canadian Customs Clearance services** as well as, U.S. customs clearance for the return of your shipment (if applicable) for:

2006 AIDS GLOBAL VILLAGE Metro Toronto Convention Centre, North Building – Hall A & B August 13 – 18, 2006

Freeman Exhibit Transportation / North American Logistics Services will manage all of your customs clearance formalities and ensure your products arrive at the show. Should you require a copy of our **Welcome to Canada** kit, please complete the form below and we will be more than happy to send everything you need and assist you in making the customs procedures as painless and effortless as possible.

Our **Welcome to Canada** kit includes all the documents and information needed to ship to Canada and return. Freeman Transportation personnel will guide you through every step necessary to ensure that your goods are cleared through Canada customs in a timely manner. In addition, they will be at show site during move-in, show hours and during move-out for your convenience.

As an added benefit, customs clearance and transportation services will be invoiced to you along with all other Freeman services we offer at the show.

**Should you have any questions or would like a quote please contact our Exhibit
Transportation Team at
1-877-478-1113 (Toll Free)**

WE LOOK FORWARD TO WORKING WITH YOU

PLEASE SEND _____ COPY/COPIES OF YOUR "WELCOME TO CANADA" KIT

Name: _____

Fax: _____ Tel: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Event: _____ Dates: _____ Booth#: _____

Event Site: _____ City: _____

OUR FAX NUMBER IS 1-905-791-6238

F R E E M A N

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

**DISCOUNT PRICE
DEADLINE DATE
JULY 28, 2006**



NAME OF SHOW: AIDS 2006 GLOBAL VILLAGE

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

ACCESSORIES FOR RENTAL UNITS			
LITERATURE POCKETS 		SHELVES 	
Wall Panels 		Chrome Grid 	
Perfboard 		Velcro Board 	
GONDOLAS 		SHOWCASE 	

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES <i>Black or White</i>					
___	17201	1m Straight (37" x 12") ...	30.30	39.40	_____
___	17206	1m Angled (37" x 12")	30.30	39.40	_____
LITERATURE POCKETS					
___	174015	For 8½" x 11" Literature .	20.20	26.25	_____
___	174016	For 4" Literature	20.20	26.25	_____
CABINETS & LOCKS					
<i>(Circle Colour) Blue, Black or Grey Fabric, White PVC</i>					
___	17305	1m x ½m x 36" High	251.20	326.55	_____
___	17306	1m x ½m x 42" High	251.20	326.55	_____
___	17308	2m x ½m x 36" High	334.40	434.70	_____
___	17309	2m x ½m x 42" High	334.40	434.70	_____
___	17310	1m Radius x ½m x 36" H .	360.40	468.50	_____
___	173011	1m Radius x ½m x 42" H .	360.40	468.50	_____
___	17301	Aluminum Cabinet Lock .	8.10	10.55	_____
WALL PANELS					
<i>(Circle Colour) Blue, Grey, or Black Fabric, White PVC</i>					
___	173521	1m x 8' High	200.00	260.00	_____
___	173525	½m x 8' High	113.10	147.05	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
CHROME GRID					
___	103026	1m x 8' High	232.30	302.00	_____
PERFBOARD					
___	1020398	39" X 8' High	292.85	380.70	_____
VELCRO BOARD					
___	1020399	39" x 8' High	339.65	441.55	_____
GONDOLAS					
<i>(Circle Colour) Blue, Black or Grey Fabric, White PVC</i>					
___	174541	Single Sided 1m x 4' High	253.85	330.00	_____
___	174581	Single Sided 1m x 8' High	347.50	451.75	_____
___	174542	Double Sided 1m x 4' High	325.60	423.30	_____
___	174582	Double Sided 1m x 8' High	419.50	545.35	_____
SHOWCASE (White PVC Only)					
___	17551206	Showcase 1m x ½m x 42" H	297.95	387.35	_____
Subtotal + \$ _____ + \$ _____ = Total \$ _____ 6% GST 8% PST					

FREEMAN ACCESSORIES

Freeman's Rental Exhibit program is a convenient, cost-effective alternative to the complexity and expense of traditional trade show exhibits. Choose from eight basic rental exhibit packages and our custom exhibit capabilities for endless design flexibility and possibilities. Freeman makes it easy by covering your exhibit's shipping, storage, installation and dismantling.

In addition, Freeman's wide assortment of enhancements and accessories add utility and depth to your exhibit with custom flooring, furniture, and lighting. Our digital graphic resources and abilities can produce vivid signs, banners, and illustrated panels for you with four-color, photo-quality high-resolution digital printing in virtually any size.

Package A
Free Standing Counter Exhibit
10x10
#1710201

Package B
Curved Backwall Exhibit
10x10
#1710300

Package B-1
Angled Backwall Exhibit
10x10
#1710301

Package B-2
Double Curved Backwall Exhibit
10x10
#1710302

See reverse side for more package options.



Note: Electrical service must be ordered separately.

F R E E M A N



Page 2 of 2

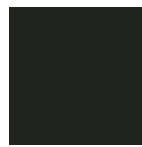
Package C
Backwall Counter Exhibit
 10x10
 #1710400

Package D
3-Shelf 10x10 Exhibit
 10x10
 #1710500

Package E
Angled Exhibit
 10x20
 #1710600

Package F
Island Exhibit
 20x20
 #1710800

Standard Panel Colors/Materials



Black Fabric



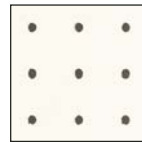
Blue Fabric



Gray Fabric



White Hardwall



White Perforboard

All Packages Include:

- Choice of standard panel colors and materials
- Classic Carpet in choice of colors
- Daily cleaning
- White identification sign with choice of standard lettering available in a variety of colors
- Local delivery
- Labor to install and dismantle
- Light fixtures
- Option to order designer panel colors and materials

Note: Electrical service must be ordered separately.

F R E E M A N

Colors may vary when viewing or printing from a computer.

FREEMAN EXHIBIT PACKAGES

F R E E M A N

DISCOUNT PRICE
DEADLINE DATE
JULY 28, 2006



**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

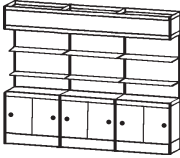

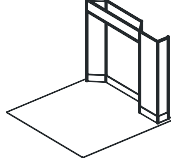
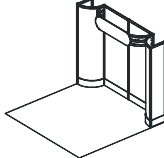
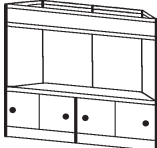
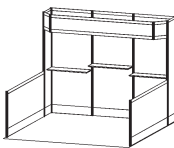
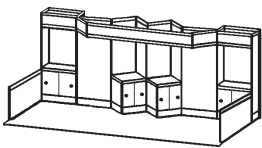
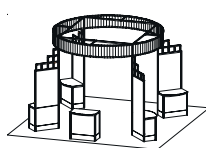
NAME OF SHOW: AIDS 2006 GLOBAL VILLAGE

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

**All Exhibits Include: Installation & Dismantle of Exhibit
Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 100 sq. ft.)**

PACKAGES	A. FREE STANDING COUNTER Discount Price 1243.15 Standard Price 1616.10 <input type="checkbox"/> Part# 1710201 	B. CURVED BACKWALL EXHIBIT Discount Price 869.20 Standard Price 1129.95 <input type="checkbox"/> Part# 1710300 	B-1. ANGLED BACKWALL EXHIBIT Discount Price 1206.95 Standard Price 1569.05 <input type="checkbox"/> Part# 1710301 	B-2. DOUBLE CURVED EXHIBIT Discount Price 1262.50 Standard Price 1641.25 <input type="checkbox"/> Part# 1710302 
	C. BACKWALL COUNTER EXHIBIT Discount Price 1194.25 Standard Price 1552.55 <input type="checkbox"/> Part# 1710400 	D. 3 SHELF 10' x 10' EXHIBIT Discount Price 1374.75 Standard Price 1787.20 <input type="checkbox"/> Part# 1710500 	E. 10' x 20' ANGLED EXHIBIT Discount Price 3354.70 Standard Price 4361.10 <input type="checkbox"/> Part# 1710600 	F. 20' x 20' ISLAND EXHIBIT Discount Price 7300.35 Standard Price 9490.45 <input type="checkbox"/> Part# 1710800 

- Electrical Service is not included in the price for your rental exhibit. For electrical service, please refer to the electrical order form included in this manual.
- Orders received after the deadline date or without payment will be charged the Standard Rate.

CHOOSE YOUR PANELS

- BLUE FABRIC GREY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFBORD

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colours are available.

Check colour choice:

- Blue Red * Please note Grey carpet is included in your booth package

Please have an Exhibitor Sales Specialist contact me to assist in creating an unique exhibit that meets my specific needs!

HEADER IDENTIFICATION SIGN

Circle the font style for your white header identification sign, and then indicate your colour preference.

- CLARENDON MEDIUM ENVIRO
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

Indicate which colour lettering you would like. We have a wide variety of standard colours available:

Letter colour desired: _____

Indicate exactly how you want your company name to appear:

Custom Logo Header - Please check to have an
 Exhibitor Sales Specialist contact you regarding pricing.

Subtotal + \$ _____ + \$ _____ = Total \$ _____
 6% GST 8% PST

FREEMAN EXHIBIT PACKAGES

F R E E M A N

DISCOUNT PRICE
DEADLINE DATE
JULY 28, 2006



**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: AIDS 2006 GLOBAL VILLAGE

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

All Exhibits Include: **Material Handling of Exhibit, Installation & Dismantle of Exhibit, Classic Carpet with Nightly Vacuuming 2 Arm Lights (per 10' unit)**

To place your order, please check the appropriate box and complete the reverse side.

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 \$2,418.95 10x10 - Part# 1000 \$1,206.95	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 \$3,832.95 10x10 - Part# 1020 \$1,913.95	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 \$6,458.95 10x10 - Part# 1040 \$3,226.95
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 \$2,519.95 10x10 - Part# 2000 \$1,237.25	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 \$3,913.75 10x10 - Part# 2020 \$1,944.25	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 \$6,590.25 10x10 - Part# 2040 \$3,327.95
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 \$2,550.25 10x10 - Part# 3000 \$1,262.50	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 \$3,933.95 10x10 - Part# 3020 \$1,964.45	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 \$6,660.95 10x10 - Part# 3040 \$3,327.95
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 \$2,620.95 10x10 - Part# 4000 \$1,307.95	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 \$4,014.75 10x10 - Part# 4020 \$2,004.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 \$6,691.25 10x10 - Part# 4040 \$3,358.25
SYSTEMS 1 - 2 - 3 - 4 VERSION D / CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20			
<input type="checkbox"/> An Exhibitor Sales Specialist will contact you to assist you in creating a unique exhibit that meets your specific needs! Part# 999 QUOTED UPON REQUEST			

FREEMAN RENTAL EXHIBITS

AIDS 2006 GLOBAL VILLAGE

COMPANY NAME: _____

BOOTH #: _____

CHOOSE YOUR PANELS

VERSION A

- BLUE FABRIC
- GREY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

VERSION D

- CUSTOM PANEL COLOUR**
An Exhibitor Sales Specialist will contact you to assist in making your selections

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colours are available.

Check colour choice

- Blue Red * Please note Grey carpet is included in your booth package.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Order all electrical labour and power for your exhibit on the electrical order form included in your service manual.

QUICK TIPS FOR EASY EXHIBITING

- Please see the **Custom Accessories** order form, or contact our Corporate Accounts Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are shipping literature or products, please refer to the **Material Handling** order form to arrange for delivery of those items to your exhibit.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your white header identification sign, and then indicate your colour preference.

- | | |
|------------------|----------------|
| CLARENDON MEDIUM | ENVIRO |
| EUROSTILE BOLD | HELVETICA BOLD |
| TIMES NEW ROMAN | |

Other _____

Indicate colour of background:

- | | | |
|--------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Navy | <input type="checkbox"/> White |
| <input type="checkbox"/> Black | <input type="checkbox"/> Forest Green | |

Indicate which colour lettering you would like. We have a wide variety of standard colours available:

Letter colour desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits indicate copy of second header:

Custom Logo Header

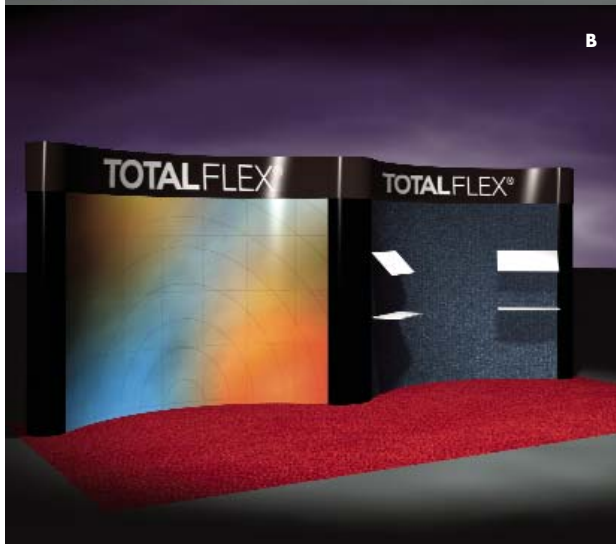
- Please check to have our Exhibitor Sales Department contact you regarding pricing.

VERSIONS C & D

Our Exhibitor Sales Department will contact you to assist with your custom graphics.

If you have any questions or need assistance in completing your order, please contact our Exhibitor Sales Department @ (416) 252-3361

Subtotal + \$ _____ + \$ _____ = Total \$ _____ <div style="text-align: center; font-size: small;"> 6% GST 8% PST </div>
--



Portable. Adaptable. Affordable. Freeman brings you total display flexibility with the TotalFlex pop-up display system. Available to rent or purchase, TotalFlex lets you configure your exhibit to fit your space, budget, and vision. It's versatile, lightweight, portable, and durable, requiring just minutes and no tools to set up or take down. See our enclosed Order Form for details. Freeman's trade show and exhibit experts will happily show you how the TotalFlex system will best showcase your presentation.

- A**
10x10 Floor Standing Unit
- B**
10x20 Floor Standing Unit
- C**
Tower Floor Unit





Page 2 of 2



TotalFlex by Freeman is your total solution:

- Exhibit components are packed in rugged wheeled cases for easy transportation by car, plane, or courier. Cases easily convert into a podium.
- TotalFlex effortlessly unfolds into a complete display. Velcro® compatible FRONTRUNNER™ fabric panels are available in a wide selection of colors.
- Shelves, lights, and additional innovative trade show accessories are available.
- Freeman can produce four-color, photo-quality, high-resolution digital printing in virtually any size for exhibit graphics, as well as photomural panels to enhance your company's image.
- TotalFlex is available in a variety of sizes for rental or purchase, including a table top version shown at right.
- Freeman provides a lifetime warranty on the TotalFlex frame structure.

Table Top Unit



FREEMAN PORTABLE DISPLAY SOLUTIONS

FREEMAN

DISCOUNT PRICE
DEADLINE DATE
JULY 28, 2006



**METHOD OF PAYMENT MUST
ACCOMPANY THIS ORDER**

AIDS 2006 GLOBAL VILLAGE

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____



RENTAL PRICING PURCHASE PRICING

TABLE TOP UNITS*			QTY.	TOTAL
Part #	Size	Price		
1715155	40"Hx6"W	\$ 929.20	_____	_____
1715150	40"Hx8"W	\$ 1004.95	_____	_____
1715145	5'Hx6"W	\$ 1242.30	_____	_____
1715140	5'Hx8"W	\$ 1393.80	_____	_____

FLOOR UNITS			QTY.	TOTAL
Part #	Size	Price		
1715115	8'Hx4"W	\$ 1242.30	_____	_____
1715110	8'Hx6"W	\$ 1393.80	_____	_____
1715105	8'Hx8"W	\$ 1545.30	_____	_____
1715100	8'Hx10"W**	\$ 1858.40	_____	_____

TABLE TOP UNITS			QTY.	TOTAL
Part #	Size	Price		
1715255	40"Hx6"W	\$1161.50	_____	_____
1715250	40"Hx8"W	\$1307.95	_____	_____
1715245	5'Hx6"W	\$1464.50	_____	_____
1715240	5'Hx8"W	\$1706.90	_____	_____

FLOOR UNITS			QTY.	TOTAL
Part #	Size	Price		
1715215	8'Hx4"W	\$1545.30	_____	_____
1715210	8'Hx6"W	\$1858.40	_____	_____
1715205	8'Hx8"W	\$2620.95	_____	_____
1715200	8'Hx10"W**	\$3024.95	_____	_____

Rental Units include: (Electrical service not included)
 Material Handling of Exhibit
 Installation & Dismantle of Exhibit, and Nightly Cleaning
 1-200 watt Halogen Light/Table Top Unit
 2-200 watt Halogen Lights/Floor Unit
 **Podium - Part # 1715100 only
 Header Identification Sign - Indicate copy below:

***Table Top includes Draped Table (Circle Colour)**

Blue Plum Black White
 Burgundy Gold Grey Red Teal Dark Green

Fabric Panel (Circle Colour) Black Grey

8'x10' Classic Carpet (Circle Colour)

Red Blue * Please note grey carpet is provided.

Orders received after the deadline date or without payment will cost an additional 30%.

SHIPPING NOT INCLUDED

Purchase includes: (Electrical Service not included)
 1 Case (Table Top Unit)
 2 Cases (Floor Unit)

**Podium - Part #1715200 only
 Velcro Compatible Fabric Panels (Circle Colour)
 Blaze Red Blueberry Coal (Black) Emerald
 Koala (Grey) Blaze Imperial Blue Silver

Other Colours Also Available

CUSTOM GRAPHIC/PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance. Please check to have our Exhibitor Sales Department contact you regarding pricing.

OPTIONAL ACCESSORIES		PURCHASE		RENTAL		TOTAL
Part #	Description	QTY.	Price	QTY.	Price	
1715800	2-200 Watt Halogen Lights Kit ***	_____	\$277.75	_____	\$191.90	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$196.95	_____	\$ 95.95	_____
1715802	Straight Shelf	_____	\$136.35	_____	\$ 75.75	_____
1715803	Angle Shelf	_____	\$136.35	_____	\$ 75.75	_____
1715806	Podium Kit	_____	\$616.10	_____	\$348.45	_____

***Available with purchase of Floor Unit only

Subtotal + \$ _____ + \$ _____
 6% GST 8% PST
 = Total \$ _____



METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER

FREEMAN CARPET

NAME OF SHOW: **AIDS 2006 GLOBAL VILLAGE**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

New Pricing

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department (416) 252-3361.
- If you would like a quote on digitally produced carpet logos, please contact our Corporate Sales Department.
- Orders placed after the deadline date will cost an additional 30% and are subject to availability.

CUSTOM CUT CLASSIC CARPET (includes Visqueen covering)

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in three standard colours.
- Price includes visqueen covering, delivery, installation, carpet tape, and carpet removal.
- No MATERIAL HANDLING charges on carpet ordered from Freeman!

CHOOSE YOUR CARPET COLOUR:

Blue Red * Please note grey booth carpet is provided.

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Custom Cut Carpet Booth Size: _____ x _____ = _____ sq.ft. @ \$ 1.70 = \$ _____

STANDARD CARPET - Visqueen Covering not included

- Our 16 oz. Standard Classic Carpeting is available in three standard colours.
- Price includes delivery, installation, carpet tape, and carpet removal.
- No MATERIAL HANDLING charges on carpet ordered from Freeman!

CHOOSE YOUR CARPET COLOUR:

Blue Red * Please note grey booth carpet is provided.

Qty	Description	Discount Price	Standard Price	Total
_____	8' x 10' Classic Carpet	\$125.25	\$162.85	\$ _____
_____	8' x 20' Classic Carpet	\$226.30	\$294.20	\$ _____
_____	8' x 30' Classic Carpet	\$349.05	\$453.75	\$ _____
_____	Double face tape - 1" roll	\$12.35	\$16.05	\$ _____
_____	Double face tape - 2" roll	\$18.55	\$24.10	\$ _____

CARPET PADDING AND VISQUEEN

- No MATERIAL HANDLING charges on carpet padding ordered from Freeman!
- Price includes delivery, installation, and removal.
- Minimum of 100 sq. ft.

		Discount Price	Standard Price	
Carpet Padding - 1/2" (90 - 700 sq.ft.)	Booth Size: _____ x _____ = _____ sq.ft.	@ \$0.80	\$1.05	= \$ _____
Carpet Padding - 1/2" (Over 700 sq. ft.)	Booth Size: _____ x _____ = _____ sq.ft.	@ \$0.65	\$0.85	= \$ _____
Visqueen Covering (per sq. ft.)	Booth Size: _____ x _____ = _____ sq.ft.	@ \$0.40	\$0.50	= \$ _____

- To order Cleaning Services, see Cleaning form included in service kit
- All utility lines must be installed before carpet installation
- Utilities should be ordered in advance

Subtotal + \$ _____ + \$ _____ = Total \$ _____
6% GST 8% PST



Your One-Stop Furnishing Source

With Freeman, you can count on receiving the best quality and variety of furnishings available anywhere – all from one resource.

If you need something not shown in our catalog, call us. We'll find it for you!

Wide range of furniture, including solutions to fit any budget and exhibit design

All-inclusive rental prices, with no hidden charges for material handling or delivery and pick-up

Multiple warehouse facilities across North America

Stringent quality-control measures, with regular maintenance repairs by our own in-house experts

Votre source unique d'ameublement

Freeman vous garantit la meilleure qualité et variété d'ameublement. Si vous souhaitez un article ne figurant pas dans notre catalogue, contactez-nous. Nous le trouverons pour vous!

Grand choix d'ameublement adapté à votre budget et à vos concepts de stand

Prix forfaitaire de location, sans frais de manutention de marchandise, de livraison ou cueillette

Nombreux entrepôts en Amérique du Nord

Notre ameublement est soumis à un contrôle de qualité très strict et est maintenu en très bon état par nos experts

Seating / Sièges

Page 2 of 7

Grey Gaslift Stool

24"W 20"L 46"H - 71048

Tabouret sténo gris

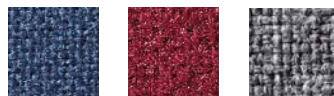
24"Larg. 20"L 46"H - 71048

Grey Gaslift Chair

26"W 20"L 38"H - 71045

Chaise sténo grise

26"Larg. 20"L 38"H - 71045



Carson Armchair

Blue, Burgundy or Grey Fabric

21"W 20"L 33"H - 210101

Chaise avec bras Carson

Bleu, bourgogne ou gris

21"Larg. 20"L 33"H - 210101



Bugle Base Chair

Black Tweed or

Blue Tweed

21"W 20"L 32"H

71041

Chaise Bugle

Tweed noir ou bleu

21"Larg. 20"L 32"H

71041

Bugle Base Table

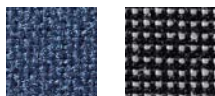
36"W 27"H

72065

Table Bugle

36"Larg. 27"H

72065



Colors may vary when viewing or printing from a computer.

Seating / Sièges

Page 3 of 7

Casey Padded Stool

20"W 21.5"L 42.5"H - 210112

Tabouret Casey

20"Larg. 21.5"L 42.5"H - 210112



Opal Side Chair

20"W 19"L 30"H - 210105

Chaise Opal

20"Larg. 19"L 30"H - 210105



Black Diamond Armchair

20"W 21"L 33"H - 71090

Chaise avec bras Black Diamond

20"Larg. 21"L 33"H - 71090



Black Diamond Stool

22"W 18"L 46"H - 71088

Tabouret Black Diamond

22"Larg. 18"L 46"H - 71088

Colors may vary when viewing or printing from a computer.

Tables

Page 4 of 7

Studio Series Black End Table

17"W 17"L 18"H - 115104

Table de bout noire

17"Larg. 17"L 18"H - 115104

Studio Series Black Cocktail Table

36"W 20"L 15"H - 115103

Table cocktail noire

36"Larg. 20"L 15"H - 115103



SoHo Series Pedestal Table

Black or Grey Top

36"W x 30"H - 72067

Table-piedestal SoHo

Noire ou grise

36"Larg. x 30"H - 72067



Colors may vary when viewing or printing from a computer.

Tables

Page 5 of 7

Draped or Undraped Tables & Counters

Coloured draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white plastic tops.

Tables (30" height)	4'	6'	8'
Draped	124430	124630	124830
Draped on 4th side		12404630	12404830
Undraped	131430	131630	131830
Counters (42" height)			
Draped	124442	124642	124842
Draped on 4th side		12404642	12404842
Undraped	131442	131642	131842

Table-top risers are also available in a variety of sizes. See Order Form for details.

		
black/noir	blue/bleu	burgundy/bourgogne
		
gold/doré	grey/gris	dark green/vert
		
red/rouge	teal/sarcelle	white/blanc
		
	plum/prune	

Tables et comptoirs avec ou sans jupe

Les tables sont recouvertes de vinyle blanc et d'une jupe sur 3 côtés. Nous pouvons installer une jupe au 4e côté. Les tables sans jupe sont également recouvertes de vinyle blanc.

Tables avec jupe	4'	6'	8'
Avec jupe	124430	124630	124830
Avec jupe au 4e côté		12404630	12404830
Sans jupe	131430	131630	131830
Comptoirs avec jupe			
Avec jupe	124442	124642	124842
Avec jupe au 4e côté		12404642	12404842
Sans jupe	131442	131642	131842

Des présentoirs de table sont aussi disponibles. Voir la liste de prix/commande pour les détails.



Colors may vary when viewing or printing from a computer.

Display / Présentoir

Page 6 of 7

Display Cylinders

Black or Grey Laminate

Low

30"W 15"H - 75020

Medium

18"W 20"H - 75021

High

24"W 36"H - 75022



Présentoir cylindrique

Laminé noir ou gris

Bas

30"Larg. 15"H - 75020

Moyen

18"Larg. 20"H - 75021

Haut

24"Larg. 36"H - 75022



Orion Computer Kiosk

Black Only

28"W 28"L 40.5"H

75079

Computer not included.

Comptoir à ordinateur

Orion

Noir seulement

28"Larg. 28"L 40.5"H

75079

Ordinateur non inclus.



Colors may vary when viewing or printing from a computer.

Accessories / Accessoires

Page 7 of 7



A. Chrome Stanchion with 8' Retractable Belt

42"H - 220121

A. Poteau chrome avec courroie rétractable

42"H - 220121

B. Chrome Sign Holder

Holds 22"x 28" sign - 220118

B. Porte-enseigne chrome

Pour une enseigne 22"x 28" - 220118

C. Flat Literature Rack

10"L 55"H - 750136

Display printed materials in 6 pockets

C. Porte-brochures

10"L 55"H - 750136

6 pochettes

D. Small Refrigerator

19"W 19"L 34"H - 75057

D. Petit réfrigérateur

19"Larg. 19"L 34"H - 75057

E. Chrome Easel

E. Trépied chrome

220134



F. Chrome Bag Rack

F. Porte-sacs chrome

220110

G. Chrome Coat Tree

G. Patère chrome

220109

File Cabinet with Lock

H. 2-Drawer

25"W 15"L 28"H - 74082

I. 4-Drawer

25"W 15"L 52"H - 74081

Classeur avec serrure

H. 2 tiroirs

25"Larg. 15"L 28"H - 74082

I. 4 tiroirs

25"Larg. 15"L 52"H - 74081

Wastebasket

Corbeille à papier

220107

Special Draping (not pictured)

Special drape is available in black, blue, gold, grey, red, teal, white or plum.

Tenture spéciale (non illustré)

Disponible en noir, bleu, doré, gris, rouge, sarcelle, blanc ou prune.

3' High

12103

8' High

12108

3' de hauteur

12103

8' de hauteur

12108

Refer to page 5 for colour reference. For drape over 8', please call for availability and prices.

Choix de couleurs en page 5. Pour les tentures de plus de 8', communiquez avec nous pour la disponibilité et les prix.

Colors may vary when viewing or printing from a computer.



Specialty / Haute de Gamme

Page 1 of 4

FREEMAN SPECIALTY FURNISHINGS

is a unique collection of furniture designed to make your exhibit stand out from the rest. Special attention has been given in selecting pieces that are original and of high quality.

L'AMEUBLEMENT HAUT DE GAMME de FREEMAN

est spécialement conçu pour attirer l'attention sur votre stand.

Un soin particulier a été apporté dans l'originalité et la qualité des pièces sélectionnées.



Wrought Iron Bar Stool

Black Frame, Black Wood Back and
Grey Fabric Cushion
19.5"W 17"L 44"H - 910131

Tabouret en fer forgé

Structure noire, dossier en bois noir et
coussin de tissu gris
19.5"Larg. 17"L 44"H - 910131



Hola Chair

Grey Steel Frame, Natural
Wood Back and Seat
16"W 19"L 36"H - 910133

Chaise Hola

Bois naturel et acier
16"Larg. 19"L 36"H - 910133

F R E E M A N

Seating / Sièges

Page 2 of 4



Café Chair

Grey Steel Frame, Black Leather Cushion
18"W 20"L 33"H - 910134

Chaise Café

Coussin cuir noir et acier
18"Larg. 20"L 33"H - 910134



Black Fabric Sledbase Chair

26"W 25"L 36"H - 910120

**Fauteuil tissu noir,
patins métal**

26"Larg. 25"L 36"H - 910120



Black Leather Banana Bar Stool

24"W 22"L 30/42"H - 910130

Tabouret cuir noir

24"Larg. 22"L 30/42"H - 910130



Antique Silver Arm Chair

24"W 23"L 34"H - 910121

**Fauteuil style antique
avec bras**

24"Larg. 23"L 34"H - 910121



Black Ceramic Table Lamp

950150

**Lampe de table
céramisée noire**

950150

Colors may vary when viewing or printing from a computer.

Seating / Sièges

Page 3 of 4

Charcoal/Black Mix Loveseat

30"W 65"L 30"H - 930110

Causeuse en tissu anthracite

30"Larg. 65"L 30"H - 930110



Charcoal/Black Mix Chair

33"W 30"L 30"H - 910111

Fauteuil en tissu anthracite

33"Larg. 30"L 30"H - 910111



Black Leather Loveseat

35"W 60"L 30"H - 930100

Causeuse cuir noir

35"Larg. 60"L 30"H - 930100



Black Leather Chair

35"W 30"L 30"H - 910101

Fauteuil cuir noir

35"Larg. 30"L 30"H - 910101



Torshe Floor Lamp

Antique Brass

70"H - 950151

Lampe torchère

Laiton antique

70"H - 950151

Colors may vary when viewing or printing from a computer.

Black Granite Table Series/ Tables Fini Granit Noir

Page 4 of 4



42" Round Meeting Table
29" High Black Base - 920145
Table de Conference, 42" diam.
Base noire de 29" de hauteur
920145



End Table - Straight Leg
24"W 28"L 19"H - 920139
Table de bout à pattes droites
24"Larg. 28"L 19"H - 920139



30" Round Bistro Table
42" High Black Base - 920146
Table bistro 30" diam.
Base noire de 42" de hauteur
920146



Coffee Table - Straight Leg
24"W 48"L 22"H - 920138
Table à café à pattes droites
24"Larg. 48"L 22"H - 920138



End Table - Curved Leg
24"W 24"L 22"H - 920141
Table de bout à pattes courbées
24"Larg. 24"L 22"H - 920141



Coffee Table - Curved Leg
24"W 40"L 19"H - 920140
Table à café à pattes courbées
24"Larg. 40"L 19"H - 920140

Colors may vary when viewing or printing from a computer.



SHOW NAME: AIDS 2006 GLOBAL VILLAGE

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total

*Please Circle colour for Carson Arm Chair:

			<i>Grey</i>	<i>Blue</i>	<i>Burgundy</i>
___	210101	Carson Arm Chair*	33.35	43.35	___
___	210105	Opal Side Chair	25.75	33.50	___
___	210112	Casey Grey Padded Stool	62.60	81.40	___
___	71090	Black Diamond Arm Chair	79.85	103.80	___
___	71088	Black Diamond Stool	85.85	111.60	___
___	71045	Grey Gaslift Chair	84.60	110.00	___
___	71048	Grey Gaslift Stool	116.15	151.00	___

*Please Circle colour :

			<i>Blue Tweed</i>	<i>Black Tweed</i>
___	71041	Bugle Base Chair*	52.55	68.30
___	72065	Bugle Base Table	53.35	69.35
___	11331	BugleBaseTable/2BugleChairs	149.85	194.80
___	71040	Tilt Swivel Chair*	82.20	106.85

*Please Circle colour for Cylinders listed below:

			<i>Black</i>	<i>Grey</i>
___	75021	Display Cylinder/Medium*	105.35	136.95
___	75022	Display Cylinder/High*	113.15	147.10
___	75020	Display Cylinder/Low*	97.30	126.50
___	75079	Orion Computer Kiosk	218.45	284.00

*Please Circle colour for Pedestal Table listed below:

			<i>Black</i>	<i>Grey</i>
___	72067	Soho Cafe Table 30"H X 36"W*133.40	173.40	___

NOTE: Tables are 24" wide

*Please circle colour for table drape: *Blue Black Gold Grey Dark Green Plum Red Teal White Burgundy*

DRAPED

___	124430	4' Draped Table/30"H*	51.95	67.55	___
___	124630	6' Draped Table/30"H*	63.45	82.50	___
___	124830	8' Draped Table/30"H*	77.70	101.00	___
___	12406304th	Side Draping-6' X 30"H*	16.15	21.00	___
___	12408304th	Side Draping-8' X 30"H*	16.15	21.00	___
___	124442	4' Draped Table/42"H*	74.10	96.35	___
___	124642	6' Draped Table/42"H*	86.05	111.85	___
___	124842	8' Draped Table/42"H*	99.85	129.80	___
___	124046424th	Side Drape-6' x 42"H*	16.15	21.00	___
___	124048424th	Side Drape-8' x 42"H*	16.15	21.00	___

UNDRAPED

___	131430	4' Undraped Table/30"H	37.95	49.35	___
___	131630	6' Undraped Table/30"H	46.25	60.15	___
___	131830	8' Undraped Table/30"H	57.70	75.00	___
___	131442	4' Undraped Table/42"H	50.95	66.25	___
___	131642	6' Undraped Table/42"H	59.05	76.75	___
___	131842	8' Undraped Table/42"H	71.20	92.55	___

Studio Series Tables:

___	115103	Studio Series Black Table	35.90	46.65	___
___	115104	Studio Series Black End	37.45	48.70	___

Remember to select a colour of items with ().
A colour will be selected for you if not indicated.

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total

___	220117	Chrome Stanchion	43.20	56.15	___
___	220121	Chrome Stanchion w/8' Belt	51.50	66.95	___
___	220119	White Plastic Chain-per ft.	.60	.80	___
___	220118	Chrome Sign Holder	51.50	66.95	___
___	220109	Chrome Coat Tree	20.20	26.25	___
___	220134	Chrome Easel	28.80	37.45	___
___	220107	Wastebasket	9.10	11.85	___
___	220110	Chrome Bag Rack	47.80	62.15	___
___	750136	Flat Literature Rack	119.65	155.55	___

*Please circle colour for special drape: *Blue Black Gold Grey Plum Red Teal White*

___	12103	Special Drape- 3'High-per ft*	5.75	7.50	___
___	12108	Special Drape- 8'High-per ft*	6.75	8.80	___
___	121012	Special Drape - 12' High-per ft*10.40	13.50	___	
___	75057	Refrigerator/4 cubic ft.	85.85	111.60	___
___	74082	File Cabinet/2 Drawer	129.05	167.75	___
___	74081	File Cabinet/4 Drawer	193.25	251.25	___
___	15905	Small Fishbowl	19.60	25.50	___

Sub-Total _____ + 6%GST _____ + 8%PST _____ =

TOTAL _____

SPECIALTY FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total

___	910101	Black Leather Chair	173.70	225.80	___
___	910111	Charcoal/Black Mix Chair	113.70	147.80	___
___	910120	Black Fabric Sledbase Chair	62.70	81.50	___
___	910121	Antique Silver Arm Chair	68.45	89.00	___
___	910130	Black Leather Banana Stool	68.45	89.00	___
___	910131	Wrought Iron Bar Stool	91.05	118.35	___
___	910133	Hola Chair	57.55	74.80	___
___	910134	Cafe Chair	62.60	81.40	___
___	920139	End Table - Straight Leg	68.45	89.00	___
___	920138	Coffee Table - Straight Leg	91.05	118.35	___
___	920140	Coffee Table - Curved Leg	91.05	118.35	___
___	920141	End Table - Curved Leg	68.45	89.00	___
___	920145	42" Rd Mtg. Table - Granite	122.75	159.60	___
___	920146	30" Rd. Bistro Table	122.75	159.60	___
___	930100	Black Leather Loveseat	238.75	310.40	___
___	930110	Charcoal/Black Loveseat	174.75	227.20	___
___	950150	Black Ceramic Table Lamp	28.40	36.90	___
___	950151	Torshe Floor Lamp	50.50	65.65	___

ALL PRICES ARE IN CANADIAN DOLLARS

Subtotal + \$ _____ + \$ _____ = Total \$ _____
6% GST 8% PST

SHOW NAME:

AIDS 2006 GLOBAL VILLAGE

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

PLANTS					
Qty	Part #	Description	Discount Price	Standard Price	Total

Tropical					
___	42105	Table Size Plant	27.25	35.45	_____
___	42106	Boston Fern	28.30	36.80	_____
___	42108	Indoor Tree 7'-9' Tall	104.05	135.25	_____
___	421071	Floor Plant 6'-7' Marginata .	70.75	92.00	_____
___	421072	Floor Plant 6'-7' Benjamina	70.75	92.00	_____
___	421073	Floor Plant 6'-7' Areca	70.75	92.00	_____
___	4210100	Planter Box/per sq. ft.	25.25	32.85	_____
___	4210111	Floor Plant up to 5' Marginata	46.80	60.85	_____
___	4210112	Floor Plant up to 5' Benjamina	46.80	60.85	_____
___	4210113	Floor Plant up to 5' Areca ..	46.80	60.85	_____
___	4210114	Floor Plant up to 5' Schefflera	46.80	60.85	_____
___	4210200	Hanging Plant	40.40	52.50	_____

Floral					
___	4220200	Assorted Coursages	17.75	23.10	_____
___	4220300	Small Vase Arrangements .	46.80	60.85	_____
___	4220400	Fresh Cut Flowers	70.25	91.35	_____
___	4220500	Lg Tropical Flowers	93.95	122.15	_____

Subtotal + \$ _____ + \$ _____ = Total \$ _____ 6% GST 8% PST

**ALL PRICES ARE IN
CANADIAN DOLLARS**

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 Ph: 416-252-3361 • Fax: 416-252-2365

**DISCOUNT PRICE
 DEADLINE DATE
 JULY 28, 2006**



FREEMAN METHOD OF PAYMENT

NAME OF SHOW: **AIDS 2006 GLOBAL VILLAGE**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X
(STREET) (P.O. BOX)

PHONE #: _____ EXT.: _____ FAX #: _____
(CITY) (STATE/ PROVINCE) (ZIP/POSTAL CODE)

SIGNATURE: _____ PRINT NAME: _____

E-MAIL _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

METHOD OF PAYMENT

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK
 Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.

BANK TRANSFER
 Bank Transfer to Bank of Nova Scotia Bank # 002
 Transit or Branch # 47696
 Freeman ACCT # 0348619

Please reference (168344) on your remittance.

GST # R101889426

Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.
Note: Customers are responsible for any bank processing fees.

CREDIT CARD
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS MASTERCARD VISA

Account No.: _____ Exp. Date _____
 Personal Credit Card Company Credit Card

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

E-mail Address for Invoice Notification: _____

ENTER TOTALS HERE

FURNISHINGS ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOUR	DISMANTLE LABOUR	MATERIAL HANDLING
EXHIBIT TRANS/CUSTOMS	SIGNS	PLANTS & FLORAL	FORKLIFT	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.myfreemanonline.com.
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://totalshow.customersight.com/?168344>



AIDS 2006 GLOBAL VILLAGE

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

“We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

- ALL SERVICES
- I&D LABOUR/SUPERVISION
- MATERIAL HANDLING/IN & OUT
- TRANSPORTATION/CUSTOMS
- RENTAL FURNITURE/CARPET/SIGNS
- OTHER _____

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

THIRD PARTY AGENT INFORMATION

CREDIT CARD ACCOUNT NO.:

EXP. DATE:

- PERSONAL CREDIT CARD
- COMPANY CREDIT CARD

CARDHOLDER NAME: (PLEASE PRINT)

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

BILLING CITY/STATE/ZIP:

THIRD PARTY COMPANY NAME:

CUSTOMER #

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

E-MAIL

PHONE:

EXT.

FAX:

E-MAIL ADDRESS FOR INVOICE NOTIFICATION:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

(CITY)

(STATE)

(ZIP)

PHONE:

EXT.

FAX:

E-MAIL:

FREEMAN THIRD PARTY AUTHORIZATION



NAME OF SHOW: **AIDS 2006 GLOBAL VILLAGE**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ SIGNATURE: _____

E-MAIL: _____ DATE: _____

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on the reverse side of this form.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
sq. ft. _____ x \$16.15 = \$ _____

- \$16.15 per sq. ft. (standard price \$24.25)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call a Corporate Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colours _____

Backing Material:

- Foamcore Plexi
PVC Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$28.65	\$43.00 = \$	_____
7" x 22"	_____ @	\$30.20	\$45.30 = \$	_____
7" x 44"	_____ @	\$48.40	\$72.60 = \$	_____
9" x 44"	_____ @	\$56.70	\$85.05 = \$	_____
11" x 14"	_____ @	\$34.90	\$52.35 = \$	_____
14" x 22"	_____ @	\$55.40	\$83.10 = \$	_____
14" x 44"	_____ @	\$67.10	\$100.65 = \$	_____
22" x 28"	_____ @	\$72.05	\$108.10 = \$	_____
28" x 44"	_____ @	\$93.10	\$139.65 = \$	_____
20" x 60" (white only)	_____ @	\$106.65	\$160.00 = \$	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical Horizontal Use Your Judgment For Sign Layout

Background Colour: _____

Lettering Colour: _____

Font: _____

Subtotal + \$ _____ + \$ _____ = Total \$ _____
6% GST 8% PST

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- MACROMEDIA freehand
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Large files may also be posted to Freeman's FTP site for downloading—you may get the password and other needed information from your Freeman service representative in order to post files. However, a hard paper proof print must also be sent via overnight delivery in addition to posting the electronic files.



DO I NEED TO ORDER LABOR?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details. To order labor, refer to the enclosed Labor Order Form.

WHO SUPERVISES THE LABOR I HIRE?

You may supervise the labor yourself, or you may utilize the expertise of Freeman's installation & dismantle services staff to do it for you.

WHY SHOULD I USE FREEMAN'S I&D SERVICES?

Freeman has a team of specialists dedicated to your specific exhibit needs. From pre-show planning to packing up your exhibit for the next show, Freeman can coordinate all phases of your trade show participation:

- Preplanning and budgeting consultation
- Support service coordination – electrical, furnishings, floral, etc.
- Shipping and storage management
- On-site supervision with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full-service in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Post-show evaluations
- Multiple show coordination

FREEMAN SUPERVISION

Exhibits are set up prior to your arrival under the direction of Freeman's I&D supervisors. The charge for this service is 30 percent of the total labor charge, with a minimum fee of \$45.

SUPERVISION BY EXHIBITOR PERSONNEL

Installation

Your labor supervisor must check in at the Service Center to pick up laborers. Upon completion of work, your supervisor must return to the Service Center to release laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantle

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to booth after show closing. Start time is guaranteed only when labor is requested for the start of the working day.

F R E E M A N

FREEMAN INSTALLATION & DISMANTLE

PLEASE INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER



NAME OF SHOW: **AIDS 2006 GLOBAL VILLAGE**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

DISPLAY LABOUR (One Hour Minimum per Worker)

			Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:00 P.M.	Monday through Friday	\$ 74.75	\$ 97.20
Overtime-	4:00 P.M. to 6:00 P.M.	Monday through Friday	\$112.10	\$ 145.75
	8:00 A.M. - 4:00 P.M.	Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays		\$149.50	\$ 194.35

Show site prices will apply to all orders placed at show site.

- Start time guaranteed only at start of working day
- One hour minimum per person
- Supervisor must check in at Service Desk to pick up labour
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOUR

Freeman Supervised Labour - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/45.00)						= \$ _____
6% GST						= \$ _____
8% PST						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOUR

Freeman Supervised Labour - Please complete the reverse side of this form.

- The Freeman Companies is not responsible for product or literature that is not properly packed and labelled by exhibitor
- The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/45.00)						= \$ _____
6% GST						= \$ _____
8% PST						= \$ _____
Total Installation						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Services Representative.

NAME OF SHOW: **AIDS 2006 GLOBAL VILLAGE**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED Labour

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Showsite _____ Date Shipped _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Colour _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

Freight Charges

- Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- Reroute via Freeman's choice.
- Delivery back to warehouse at Exhibitor's expense.

PLEASE NOTE: The Freeman Companies will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

FREEMAN DISPLAY LABOUR

F R E E M A N

AIDS 2006 GLOBAL VILLAGE



MATERIAL HANDLING EXEMPTION FORM

Return this form to:
Exhibitor Services
Aids Global Village
Freeman

61 Browns Line
Toronto, ON M8W 3S2

Tel: 416-252-3361
Fax: 416-252-2365

Deadline: JULY 28, 2006

If you wish to be responsible for the off loading/reloading of your own materials, the **completion of the Material Handling Exemption Form is required.**

With the completion of the exemption form, you will be responsible for ensuring that your crates and cartons are moved to your booth location, that empties are removed and stored during the show and returned by you at the show's conclusion, and that your freight is moved to the loading docks and re-loaded at move-out. **AIDS 2006 Global Village** will supply a limited number of dollies on a first come - first serve basis for the movement of display materials from the receiving dock area to the exhibit floor, or for crate storage. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor.

All exhibitors must first check in at the freight desk. Floor management will advise when you may proceed to the loading docks to off-load. The maximum time allotted for vehicle off-loading is **45 minutes**. Should you be unable to meet this time restriction, Show Management has the right to order labour to assist you with the unloading at your expense at the prevailing on-site material handling rates. For further details on the material handling exemption procedure, please call Exhibitor Services at 416-252-3361.

If you require an exemption for material handling at AIDS 2006 GLOBAL VILLAGE , please complete and return by mail or fax to Freeman, Exhibitor Services Department at 416-252-2365.

Company Name: _____ Booth: _____

Exhibitor Name: _____

Address: _____

City, Prov/State, Postal Code: _____

Telephone: _____ Fax: _____

Contact: _____ Signature: _____

E-mail Address: _____

GLOBAL VILLAGE EXHIBIT MANUAL

FREEMAN MATERIAL HANDLING EXEMPTION



WHAT ARE FREIGHT SERVICES?

Page 1 of 3

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on *Quick Facts*.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on *Quick Facts*. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to *Quick Facts* for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on *Quick Facts* if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to *Quick Facts* for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on *Quick Facts*.



HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:
 - Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
 - Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, multiple shipments, carpet and/or pad only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
 - Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on *Quick Facts*. This includes both warehouse and show-site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on *Quick Facts*.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on *Quick Facts*.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.



HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete the Outbound Shipping Form in advance and fax to the number at the top of the Order Form, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pickup information. Please refer to *Quick Facts* for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance on the Order Form or at show site at the Service Center. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES *(may not be available in all locations)*

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit Transportation Services
(see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local delivery
- Priority Empty Return

F R E E M A N

PLEASE INCLUDE THE FREEMAN
METHOD OF PAYMENT FORM WITH
YOUR ORDER



FREEMAN MATERIAL HANDLING

NAME OF SHOW: **AIDS 2006 GLOBAL VILLAGE**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, multiple shipments, carpet and/or pad only shipments, and shipments that require additional time, equipment or labour to unload. Federal Express, Purolator and UPS are included in this category due to their delivery procedures. (See definitions on back)

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

STRAIGHT TIME: 8:00 A.M. to 4:00 P.M. Monday through Friday

OVERTIME: 4:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum 200 lbs
-------------	---------------	-----------------

Note: All show site shipments must arrive between 14:00 and 20:00 on August 11, 2006. No show site shipments will be accepted August 12, 2006.

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) beginning July 11, 2006

Crated or Skidded Shipment	\$ 57.20	114.40
Special Handling Shipment	\$ 74.40	148.80

Show Site Shipment (200 lb. minimum) beginning August 11, 2006 @ 14:00

Crated or Skidded Shipment	\$ 48.90	97.80
Special Handling Shipment	\$ 63.55	127.10
Uncrated or Pad Wrapped Shipment.....	\$ 73.35	146.70

Small Package - Maximum weight is 30 lbs per shipment

First Carton	\$	40.40
Each Additional Carton	\$	10.10

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after August 2, 2006	\$ 14.30	28.60
Show Site Shipment after August 11, 2006 @ 20:00	\$ 12.25	24.50

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment	\$ 12.20	24.40
Special Handling Shipment	\$ 15.90	31.80
Uncrated or Pad Wrapped Shipment.....	\$ 18.35	36.70

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment	\$ 12.20	24.40
Special Handling Shipment	\$ 15.90	31.80
Uncrated or Pad Wrapped Shipment.....	\$ 18.35	36.70

INBOUND AND OUTBOUND OVERTIME CHARGES MAY APPLY.

Description	Weight	CWT	Price per CWT	Estimated Total Cost
		÷ 100 =		
Surcharges		÷ 100 =		

Tip to Save on Material Handling!

- Consolidate shipments (i.e. if minimum shipment weight is 200 lbs.)

Separate Shipments	Consolidated Shipment
6/08 - 60 lbs. charged @ 200 lbs. \$ 114.40	3 pieces (1 shipment)
6/10 - 52 lbs. charged @ 200 lbs. \$ 114.40	177 lbs. @ 200 lbs = \$114.40
6/11 - 65 lbs. charged @ 200 lbs. \$ 114.40 = \$343.20	

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

Subtotal	
6% GST	
Total	

SPECIAL HANDLING DEFINITIONS

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labour/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet only shipments or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labour, or equipment, to unload, sort and deliver.

What is Ground Loading/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, etc.

What is Constricted Space Loading/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.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the 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.

What are Stacked Shipments?

Shipments loaded in such a manner requiring 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.

What are Multiple Shipments?

Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

What are Mixed Shipments?

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

What does it mean if I have "No Documentation"?

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber 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 and hooks.

PLEASE INCLUDE THE FREEMAN
METHOD OF PAYMENT FORM WITH
YOUR ORDER



NAME OF SHOW: **AIDS 2006 GLOBAL VILLAGE**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FORKLIFT

- Straight Time -** 8:00 A.M. to 4:00 P.M. Monday through Friday
- Overtime -** 4:00 P.M. to 6:00 P.M. Monday through Friday
8:00 A.M to 6:00 P.M Saturday and Sunday
- Double Time -** ALL TIMES NOT MENTIONED ABOVE AS WELL AS HOLIDAYS

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum
- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT Labour - Installation			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$136.35	\$177.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$172.70	\$224.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$209.05	\$271.75
FORKLIFT Labour - Dismantle			
314050	Forklift w/operator - up to 5,000 lbs - ST.....	\$136.35	\$177.25
314051	Forklift w/operator - up to 5,000 lbs - OT.....	\$172.70	\$224.50
314052	Forklift w/operator - up to 5,000 lbs - DT.....	\$209.05	\$271.75

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							6% GST	
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							6% GST	
_____							Total	

F R E E M A N

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS



FREEMAN SHIPPING OUTBOUND

NAME OF SHOW: AIDS 2006 GLOBAL VILLAGE

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

OTHER VAN LINE _____

OTHER AIR FREIGHT _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____
(EXHIBITOR NAME)

c/o Freeman
61 Browns Line
Toronto, Ontario
Canada, M8W 3S2

ADVANCE WAREHOUSE
MUST BE DELIVERED BY:
AUGUST 2, 2006



Event _____ AIDS 2006 GLOBAL VILLAGE

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____
(EXHIBITOR NAME)

c/o Freeman
61 Browns Line
Toronto, Ontario
Canada, M8W 3S2

ADVANCE WAREHOUSE
MUST BE DELIVERED BY:
AUGUST 2, 2006



Event _____ AIDS 2006 GLOBAL VILLAGE

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____
(EXHIBITOR NAME)

c/o Freeman
61 Browns Line
Toronto, Ontario
Canada, M8W 3S2

ADVANCE WAREHOUSE
MUST BE DELIVERED BY:
AUGUST 2, 2006



Event _____ AIDS 2006 GLOBAL VILLAGE

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____
(EXHIBITOR NAME)

c/o Freeman
61 Browns Line
Toronto, Ontario
Canada, M8W 3S2

ADVANCE WAREHOUSE
MUST BE DELIVERED BY:
AUGUST 2, 2006



Event _____ AIDS 2006 GLOBAL VILLAGE

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____

(EXHIBITOR NAME)

c/o **Freeman**
Metro Toronto Convention Centre
North Building, Hall A & B
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

SHOW SITE

DO NOT DELIVER PRIOR TO:
AUGUST 11, 2006 @ 14:00



Event _____ AIDS 2006 GLOBAL VILLAGE _____

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____

(EXHIBITOR NAME)

c/o **Freeman**
Metro Toronto Convention Centre
North Building, Hall A & B
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

SHOW SITE

DO NOT DELIVER PRIOR TO:
AUGUST 11, 2006 @ 14:00



Event _____ AIDS 2006 GLOBAL VILLAGE _____

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____

(EXHIBITOR NAME)

c/o **Freeman**
Metro Toronto Convention Centre
North Building , Hall A & B
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

SHOW SITE

DO NOT DELIVER PRIOR TO:
AUGUST 11, 2006 @ 14:00



Event _____ AIDS 2006 GLOBAL VILLAGE _____

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

F R E E M A N
EXHIBITION MATERIAL

R U S H

DO NOT DELAY

TO: _____

(EXHIBITOR NAME)

c/o **Freeman**
Metro Toronto Convention Centre
North Building, Hall A & B
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

SHOW SITE

DO NOT DELIVER PRIOR TO:
AUGUST 11, 2006 @ 14:00



Event _____ AIDS 2006 GLOBAL VILLAGE _____

Booth No. _____ No. _____ of _____ pcs.

Carrier _____

T E R M S & CONDITIONS

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE. FREEMAN IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

(a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;

(b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, c/o Gallagher Bassett Services, 6404 International Parkway, Suite 2300, Dallas, TX 75093 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment

F R E E M A N

TERMS & CONDITIONS

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

PAYMENT AND LABOUR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOUR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. and Freeman Decorating Ltd. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in Canadian funds and all checks must be in Canadian funds. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State or Province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in TORONTO, ONTARIO upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

LABOUR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labour provided under this section. It is the responsibility of EXHIBITOR to supervise labour secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, Provincial, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labour provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, Provincial, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO EXHIBIT TRANSPORTATION'S "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO SERVICES PROVIDED BY EXHIBIT TRANSPORTION BY FREEMAN. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THIS MATERIAL HANDLING AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO AN EVENT SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOUR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH THE FREEMAN COMPANIES.

1. DEFINITIONS For purposes of this Contract, "FREEMAN" means Freeman Decorating Ltd. Dba Freeman and its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

2. PACKAGING AND CRATES. FREEMAN shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures;
- Removal of containers with old empty labels and without FREEMAN labels; or
- improper information on empty labels.

FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier, and during such times, your materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

6. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

7. FREEMAN'S RESPONSIBILITIES. FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

8. INSURANCE. It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

9. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive

MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOSS PROFITS, LOSS OF USE, INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

10. DECLARED VALUE. Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of FREEMAN'S maximum liability stated herein. FREEMAN will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

11. JURISDICTION / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. The parties hereby confirm their express wish that this contract and all documents relating thereto be drawn up in English only, but without prejudice to any such documents or instruments which may from time to time be drawn up in French only, or in both French and English. Les parties aux présentes confirment leur volonté que le présent contrat de même que tous autres documents s'y rapportant soient rédigés en anglais seulement, mais sans préjudice cependant à tous tels document qui pourront à l'occasion être rédigés en français seulement ou à la fois en français et en anglais. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labour secured through TFC, or the negligent supervision of such labour by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TFC'S equipment;
- EXHIBITOR'S violation of Federal, Provincial, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

13. WAIVER & RELEASE. EXHIBITOR, as a material part of the consideration to FREEMAN for material handling services, waives and releases all claims against FREEMAN with respect to all matters for which FREEMAN has disclaimed liability pursuant to the provisions of this Contract.

14. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

FREEMAN





SPECIALTY CONTRACTOR FORMS



TODAY'S DATE: _____

EXHIBITOR: _____
 STREET: _____
 CITY: _____
 PROV. / STATE: _____ POSTAL CODE / ZIP CODE: _____
 E-MAIL: _____
 TEL. No.: _____ FAX No.: _____
 ORDERED BY: _____
 P.O. No.: _____ PST No.: _____

SHOW NAME: AIDS Global Village
 LOCATION: Metro Toronto Convention Centre - Hall AB North Building
 BOOTH No.: _____
 INSTALLATION DATE: _____ TIME: _____
 EXHIBIT STARTING DATE: _____ TIME: _____
 EXHIBIT ENDING DATE: _____ TIME: _____
 CONTACT ON SITE: _____
 STAYING AT: _____ TEL. No.: _____

*** * * ORDER NOW * * * 20% PREMIUM FOR ON-SITE ORDERS * * ***

QTY	EQUIPMENT AVAILABLE	Show Rate	TOTAL
FLAT SCREEN DISPLAYS			
	17" NEC LCD Flat Screen Monitor 3:4 Ratio 1280 x 1024	290.00	
	20" NEC LCD Flat Screen Multi-Sync Monitor 3:4 Ratio 1280 x 1024	430.00	
	37" SHARP LCD Monitor 16:9 Ratio 1280 x 1024	1080.00	
	37" HITACHI Plasma Monitor 3:4 Ratio 1024 x 768 c/w Wall Mount & Speakers	1875.00	
	42" SONY Plasma Monitor 16:9 Ratio 1024 x 1024 c/w Wall Mount & Speakers	1450.00	
	50" PIONEER Plasma Monitor 16:9 Ratio 1280 x 768 c/w Wall Mount & Speakers	2020.00	
	Larger Displays Available Upon Request		
VIDEO PLAYERS			
	DVD Player Multi Zone	220.00	
	1/2" VHS Player with Auto Repeat	220.00	
	1/2" VHS Multi-Standard Player (PAL, SECAM, NTSC)	440.00	
	BETACAM SP UVW-1800 Player Recorder	650.00	
VIDEO MONITORS/VIDEO COMBOS/RECEIVERS			
	1/2" VHS Combo Unit c/w 20" Monitor & Auto Repeat	290.00	
	20" SHARP LCD Video Monitor 3:4 Ratio c/w Speakers	440.00	
	32" SHARP LCD Video Monitor 3:4 Ratio c/w Speakers	720.00	
	28" SONY Video Receiver	220.00	
	29" SONY Video Monitor	360.00	
	53" SONY KPR Projector/Monitor	1050.00	
VIDEO ACCESSORIES			
	48" Draped Video Cart	60.00	
	48" Draped Video Cart (when utilizing personal equipment)	90.00	
	Plasma Floor Stand	150.00	
COMPUTERS			
	IBM Standard Desktop PC P4 2.0GHz 40GBHD 512MB RAM CDRom with 17" LCD Flat Screen	320.00	
	Toshiba Notebook Computer P4 1.5GHz 30GBHD 256MB RAM DVD 15" TFT Screen	380.00	
	Macintosh Computers Available	Please Call	
	All computers come standard with 56K Modem, 10/100 Ethernet and Software		
PRINTERS			
	HP 990CSE 17 ppm Colour Photo Quality Inkjet Printer	150.00	
	HP LaserJet 1200 15 ppm B/W Laser Printer	200.00	
	HP LaserJet 4100N 25 ppm B/W Laser Printer with 10/100 BaseT Capability	290.00	
COMPUTER ACCESSORIES			
	External USB CD-RW Burner 24x10x40	100.00	
	External USB ZIP Drive 250MB	100.00	
	Powered Stereo Desktop Speaker System	100.00	
	Plain Paper Fax Machine	100.00	
	UPS Power Back-up 350 VA	100.00	
	HP USB Flat Bed Scanner	100.00	

Equipment available continues on back



Notice to Exhibitors/Conventioners

- NEW**
1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Vice President of Customer Services in each individual case. These prohibitions include the drilling of holes, insertion of nails, screws, hooks and push pins, or the attaching in any manner of decals, promotional literature or items, or the affixing of any form of unapproved tape. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client.
 2. Use of masking, clear packaging and plastic-based tape are prohibited to secure booth flooring to Exhibit Floor. Only cloth-based tapes such as "Polyken" are acceptable. Labour charges will apply to remove prohibited tapes.
 3. Helium balloons, animals, birds or pets of any description require written authorization.
 4. Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization.
 5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes boxes, easels, chairs, tables, etc.
 6. Protective footwear must be worn during move-in and move-out.
 7. It is recommended, as a safety precaution, no one under the age of 16 years be allowed in the exhibit area during move-in/out.
 8. During move-in/out, exhibit halls, loading dock areas and "back of the house" service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
 9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less.
 10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
 11. Use of pyrotechnics, hazers, fog/smoke machines require prior approval. The Fire Safety Manager will need a full production schedule including rehearsals. Labour charges will apply for a firewatch.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimile: 416-585-8224
Website: www.mtccc.com

Fire Regulations for Exhibitors

The purpose of these requirements is to maintain an acceptable level of fire safety within the Metro Toronto Convention Centre. The fire protection systems built into the Convention Centre have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Convention Centre to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Fire Safety Officer of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from the Metro Toronto Centre Fire Safety Officer.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency Procedures.

prohibited materials, processes, equipment and booth configuration

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and/or foamcore, gaterboard, corrugated plastic.
4. Fireworks.
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoking in posted "No Smoking" areas.
10. Fuelling of motor vehicles.
11. Liquified petroleum or natural gas.
12. Wood matches with "all surface" strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Ontario Electrical Code.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimile: 416-585-8224
Website: www.mtccc.com

materials, processes and equipment requiring special permit for use

The use of the following materials, processes or equipment is subject to approval from the Metro Toronto Convention Centre Fire Safety Officer. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to the Metro Toronto Convention Centre who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles, torches, or cooking appliances
 - (a) Portable Commercial Cooking Equipment: Must meet NFPA96 - 184 "Installation of Equipment for the Removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment", in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

acceptable booth configuration

The following booth configurations will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from the Metro Toronto Convention Centre Fire Safety Officer. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Officer for his approval. The Fire Safety Officer will discuss these configurations with the Toronto Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.

* **note:** Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Fire Safety Officer and when they are in accordance with MTCC guidelines attached and/or National Fire Prevention Act #13 (1982) and the Ontario Building Code and the National Building Code.

* Any enclosed showroom with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 2,500 square feet or more must contain one fire extinguisher.

acceptable materials for booth construction

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Noncombustible materials as regulated by the Ontario Building Code.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimile: 416-585-8224
Website: www.mtccc.com

interior finishes and furnishings

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper: cardboard or compressed paperboard less than 1/8" thick is considered paper
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

limitations

1. Made from noncombustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the Metro Toronto Convention Centre Fire Safety Officer.

note: It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the materials (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Manager or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6

Telephone: 416-585-8199 Facsimile: 416-585-8224

Website: www.mtccc.com

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 3/4 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Fire Safety Officer.
3. The electrical system shall be de-energized by either:
 - (a) removing the battery, or
 - (b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than 3/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

electrical equipment and connections

Rule 2-022 of the Electrical Safety Code, a provincial regulation, requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection/Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.

Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with Ontario Hydro an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows, and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual.

Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

please note that the ontario hydro inspectors have the authority to order the removal of unapproved electrical equipment from the show.

portable spotlights

All clamp on types of portable spotlights shall be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) or power bars may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three conductor cord to be used.

procedures during set-up and dismantling of shows

No smoking is allowed during the set-up or dismantling of shows.

Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimile: 416-585-8224
Website: www.mtccc.com

procedures during set-up and dismantling of shows (cont'd)

Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the Centre's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule."

The following equipment and operations are prohibited during show set-up and dismantling:

1. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
2. Electrically powered tools and equipment other than those listed by CSA or approved by Ontario Hydro.
3. Portable heating equipment.
4. Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Fire Safety Officer.
5. Painting with flammable or volatile paints and finishes.
6. Use of other equipment or operations that increase the risk of life safety.

ceiling suspended items

1. All items to be suspended from ceilings including signs, displays, light and sound equipment etc., must be approved in advance.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately upon close of the show.

emergency procedures

The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimile: 416-585-8224
Website: www.mtccc.com



Fire Safety Reply

Event: _____

Complete and return by: _____

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the requirements. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre and the Toronto Fire Department.

	Yes	No
1) Exhibit configuration is 1,000 sq.ft. or more	<input type="checkbox"/>	<input type="checkbox"/>
2) Exhibit has roof/mezzanine/second storey	<input type="checkbox"/>	<input type="checkbox"/>
3) Exhibit has a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
4) Exhibit exceeds 12 feet in height	<input type="checkbox"/>	<input type="checkbox"/>
5) Exhibit material exceeds 10,000 lbs. gross weight	<input type="checkbox"/>	<input type="checkbox"/>
6) Exhibit material exceeds 300 lbs./sq.ft. limit	<input type="checkbox"/>	<input type="checkbox"/>
7) Exhibit has prohibited material	<input type="checkbox"/>	<input type="checkbox"/>
8) Materials/processes/equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
9) Exhibit has suspended signs/banners/lights	<input type="checkbox"/>	<input type="checkbox"/>
10) Exhibit has hard wall (in-line booths N/A)	<input type="checkbox"/>	<input type="checkbox"/>
11) Exhibit has motorized vehicle/combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
12) Exhibit contains liquid fuels/natural gas/propane (6 weeks notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
13) Exhibit contains cooking appliances	<input type="checkbox"/>	<input type="checkbox"/>
14) Exhibit contains hazardous material which do not comply with Government regulations on material handling in the work place	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: a) If questions 1 to 4 are answered "Yes" specific floorplans must be submitted
 b) If questions 5 to 14 are answered "Yes" specific details must be included

Details: _____

notice: all exhibitors must wear protective footwear during move-in/out

Return completed form and necessary floorplans to:

Metro Toronto Convention Centre
 Security Department
 255 Front Street West
 Toronto, Ontario M5V 2W6
 Fax: (416) 585-8125

Exhibitor/Company Name: _____

Contact Person: _____

Address: _____

Postal Code: _____ Booth #: _____

Telephone #: _____ Fax #: _____

Our People are the Centre

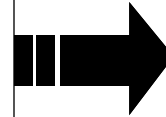
255 Front Street West, Toronto, Ontario M5V 2W6
 Telephone: 416-585-8199 Facsimile: 416-585-8125
 Website: www.mtccc.com

Telecommunication Services Order Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show: Global Village		Show Dates:		Booth#:	
Company Name:			On-site Contact Name:		
Address:		City:	Prov./State:	Postal/Zip Code:	
Telephone No:		Fax No:		Email:	
Credit Card No:		Expiration:	Cardholder Signature:	Print Cardholder Name:	
For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred.					

Please indicate the approximate location of service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening



BACK	
LEFT	RIGHT
FRONT	

Basic Analog Telephone Service - Dial "7" for an outside line
 Basic Analog service is suitable for Telephone, Fax, Modem or Credit Card/Debit Authorization Machines

\$225.00 + 7% GST

Please Indicate Amount of Lines Needed For Type of Service Required

# Required	<input style="width: 40px; height: 20px;" type="text"/> Long Distance Allowed (Credit Card # or \$500 deposit required per line)	# Required	<input style="width: 40px; height: 20px;" type="text"/> Local Calling Only
------------	--	------------	---

Advanced Rate - Orders that are **received** with full payment 30 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$25.00 discount.
 All orders **received** after 30 days will be charged the regular rate.

Please enter quantity in box for any equipment for special services you require			
Equipment Rental		Special Services	
<input type="checkbox"/>	Basic Telephone Handset	\$15.00 + 7% GST	<input type="checkbox"/>
<input type="checkbox"/>	Fax Machine	\$250.00 + 7% GST	<input type="checkbox"/>
<input type="checkbox"/>	Handsfree Telephone	\$60.00 + 7% GST	<input type="checkbox"/>
<input type="checkbox"/>	Polycom Conference Unit	\$160.00 + 7% GST	<input type="checkbox"/>
<input type="checkbox"/>	Voice Mail Box	\$20.00 + 7% GST	<input type="checkbox"/>
<input type="checkbox"/>	Basic Line Features i.e.. Hunting	\$20.00 + 7% GST	<input type="checkbox"/>
<input type="checkbox"/>	Jack Extension - Same Number	\$75.00 + 7% GST	<input type="checkbox"/>

Basic Analog Telephone Service Local Calling Only can be used for 1-800 numbers and Calling Cards.
 Lost or Damaged Equipment is subject to replacement or repair charges.
 All Long distance calls and other Telco services including directory assistance will be charged at the prevailing rate plus handling.
 There are no refunds for orders canceled after show has commenced.
 There are no refunds for services installed and not used during an event (no exceptions).
 Prices are based on current rates and are subject to change without notice.
 Claims will not be considered unless filed by customer prior to end of show .

See reverse of this form for full list of terms and conditions

Metro Toronto Convention Centre Use Only			
Date Received:		Payment Received:	Payment by: Credit Card: _____ Cheque #: _____ PO#: _____
Phone Number:	Assignment:	Required services	

Our People are the Centre



Telecommunication Services Terms and Conditions

1. Payment Terms:

- Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than thirty (30) days for Telecommunication Services.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA, Master Card or Diner Club credit card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC's Accounting Department 15-30 days after the show's closing date.
 - Order form prices do not include Local Taxes. Taxes will be included on the final bill.
2. Prices are subject to change without notice.
 3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
 4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
 5. All claims/disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
 6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
 7. Notification of cancellation must be in writing and received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
 8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
 9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
 10. Telephone service is contracted for actual show days only. Telephone Service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the MTCC Technology Services Department of any special requirement(s).
 11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
 12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the MTCC Technology Services Department. Additional fees will apply to extend service(s) to booth.
 13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
 14. Any equipment that is found to be causing disruptions to any part of the MTCC's infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
- 15. Long Distance, Directory Assistance and Toll Free Calling:**
- The Exhibitor is responsible for all long distance, directory assistance and operator assisted calls that are charged against the assigned telephone number(s).
 - A surcharge of 20% will be added for all charges that are incurred on your assigned phone number(s).
 - Basic Analog Lines with local calling only can be used for the dialing of local calls, "1-800" calls, directory assistance and calling card calls. All other "1+" or "0+" dialed calls on these lines are restricted.

Should you have any questions please call the Technology Services Department at 416-585-3596.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-3596 Facsimile: 416-585-8275
Website: www.mtccc.com

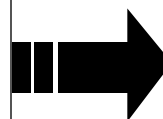


High-Speed Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show:		Show Dates:		Booth#:	
Company Name:			On-site Contact Name:		
Address:		City:	Prov./State:	Postal/Zip Code:	
Telephone No:		Fax No:		Email:	
Credit Card No:		Expiration:	Cardholder Signature:	Print Cardholder Name:	
For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred.					

Please indicate the approximate location of service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening.



BACK	
LEFT	RIGHT
FRONT	

Wireless Access Points, DHCP Servers, Routers, Nat Devices or Proxy Servers on the MTCC network are strictly prohibited. Installation of such Devices will result in immediate termination of services ordered.

Wired Internet Access \$895.00 + 7% GST Please indicate Amount Needed For Type of Service Required	Wireless Internet Access \$395.00 + 7% GST Please indicate Amount Needed For Type of Service Required
# Required <input type="text"/> Wired Internet Access One Cat 5 Cable with 2 IP's Installed In Booth	# Required <input type="text"/> Wireless Internet Access One Account per Computer - Non Transferable
Advanced Rate - Orders that are received with full payment 14 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$100.00 discount	No Advanced Rate for Wireless Orders Client is responsible for 802.11 A/B/G compliant device

All orders received after 14 days will be charged regular rate

Please enter quantity in box for any equipment for special services you require			
Special Services		Equipment Rental	
# Required	Additional IP Address	\$150.00 +7% GST	<input type="checkbox"/> 10/100mb 16 Port Hub \$65.00 +7% GST
<input type="text"/>	One IP Address Needed Per Device		<input type="checkbox"/> Data Cable # Required <input type="text"/> \$20.00 + 7% GST
# Required	Internal Networking	\$250.00 +7% GST	Bell Canada Ordered Service
<input type="text"/>	Per Connection - No Internet Access		<input type="checkbox"/> ISDN - (2 b + d channel - no NT1) \$475.00 + 7% GST

Customer is responsible for providing and configuring the required equipment i.e.: computers, nic cards, TCP/IP software.
 Lost or Damaged Equipment is subject to replacement or repair charges.
 There are no refunds for orders canceled after show has commenced.
 There are no refunds for services installed and not used during an event (no exceptions).
 Prices are based on current rates and are subject to change without notice.
 Claims will not be considered unless filed by customer prior to end of show.

See reverse of this form for full list of terms and conditions

Metro Toronto Convention Centre Use Only			
Date Received:		Payment Received:	Payment by: Credit Card: _____ Cheque #: _____ PO#: _____
Network:	Assignment:	Required services	

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
 Telephone: 416-585-3596 Facsimile: 416-585-8275



Internet Services Terms and Conditions

1. **Payment Terms:**
 - Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than seven (7) days for Internet – Network Services **PRIOR** to the show/event opening.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA, Master Card or Diner Club credit card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC Accounting Department 15-30 days after the show closing date.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the MTCC Technology Services Department.
18. The MTCC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the Standard High Speed Internet Connection. The Priority Connection must be ordered for the use of this equipment if said equipment has been cleared and deemed acceptable for use by the MTCC Technology Services Department.
19. Due to the dynamic nature of the Internet, the MTCC cannot guarantee any level of performance or accessibility beyond our gateway. The MTCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. **Wireless Services:**
 - Wireless/System performance, battery life and functionality may vary depending on your specific hardware and software configurations.
 - Wireless Access Points are strictly prohibited unless authorized by the Metro Toronto Convention Centre.
 - Client must provide their own 802.11 compliant wireless device.
21. **Internet service requirements/client responsibilities – It is the responsibility of the client to provide the following:**
 - Computers, workstations, etc.
 - Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) for each computer.
 - Network Driver: TCP/IP.
 - Proper configuration of computer equipment for TCP/IP connection.
 - Electrical services for your booth, room, or service location.
 - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-3596 Facsimile: 416-585-8275
Website: www.mtccc.com



Janitorial Service Order Form

GST No. **R121403414**

In order to arrange for janitorial service please complete this form:

SHOW: _____ SHOW DATES: _____

CONTACT NAME: _____ BOOTH #: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ TELEPHONE #: _____ FAX #: _____

CREDIT CARD #: _____ EXPIRY DATE: _____

CARD HOLDERS SIGNATURE: _____
 VISA MASTERCARD AMERICAN EXPRESS DINERS CLUB

RATES (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets)

One Clean Only (minimum charge \$40.00) 20¢/sq.ft. x _____ x 1 Day = \$ _____
---	---

Daily Cleaning (must be more than one clean)	
under-1000 sq.ft.	15¢/sq.ft. x _____ x _____ Days = \$ _____
1001-2500 sq.ft.	14¢/sq.ft. x _____ x _____ Days = \$ _____
2501-5000 sq.ft.	11¢/sq.ft. x _____ x _____ Days = \$ _____
5001-10000 sq.ft.	10¢/sq.ft. x _____ x _____ Days = \$ _____
10001 sq.ft. + over	9¢/sq.ft. x _____ x _____ Days = \$ _____
Steam Cleaning	20¢/sq.ft. x _____ x _____ Days = \$ _____
Additional waste removal \$40.00/pick-up	\$ _____
On-Site Order Charge/Additional Charges	= \$ _____

The above rates are based on gross booth area. Prices are in Canadian funds.

Additional charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Additional exhibit cleaning is available @ \$40.00 per hour (minimum 4 hours)

Please list instructions/Special requirements. _____

ALL ORDERS MUST BE PREPAID IN FULL – ON-SITE ORDERS ADD 25%
Please retain a copy of your order form as credit card receipts will not be provided

RETURN APPLICATION TO:
 metro **toronto** convention centre
 255 Front Street West, Toronto, Ontario M5V 2W6
 Attention: Exhibitor Services Centre Fax: 416-585-8388

Make all inquiries to the MTCC Exhibitor Services Centre at (416)585-8387
 Please make cheque payable to: metro **toronto** convention centre

DATE: _____ 20 _____	SUB-TOTAL _____
AUTHORIZED CUSTOMER SIGNATURE: _____	GST 7% _____
	TOTAL PAID _____

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
 Telephone: 416-585-8387 Facsimile: 416-585-8388
 Website: www.mtccc.com



Exhibitors Parking Pass Order Form

Exhibitors at the Metro Toronto Convention Centre can pre-purchase a discounted parking pass if parking two consecutive days or more. Rate inclusive of tax is **\$11.00** per day and allows for in/out privilege. Nondiscounted daily rates are \$14.00 weekdays 7:00 a.m. to 7:00 p.m.: Day + Evening Maximum is \$20.00 and there are no in/out privileges. Weekend daily flat rate is \$14.00; and for Events as posted. Rates are inclusive of tax (GST #R12140341). Rates subject to change without notice. Passes are non-refundable and non-transferable.

There are 1700 garage spaces as follows: 1200 North Building (enter Simcoe St. south of Front St. W.); 500 South Building (enter Lower Simcoe St. south of Bremner Blvd.). There is an internal walkway adjoining buildings. Map is on reverse side. Garage clearance: North Building 1.9m (6'3"); South Building 2.0m (6'6").

Passes will be available for pick-up at the Service Desk on the main exhibit floor during show move-in or alternately at the Parking Office at Level 5A of garage in the North Building and Level 600 in the South Building, when the service desk is not manned.

please complete the following: (Please Print Clearly)

Name of Event: _____ Booth # _____

billing address

Company: _____

Street: _____ Unit # _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Contact Name: _____

Telephone: _____ Fax: _____

please indicate number of passes required:

dates:

license plate:

_____ 2-Day Passes @ \$22.00 \$ _____ Valid: _____

_____ 3-Day Passes @ \$33.00 \$ _____ Valid: _____

_____ 4-Day Passes @ \$44.00 \$ _____ Valid: _____

_____ 5-Day Passes @ \$55.00 \$ _____ Valid: _____

Other: _____ \$ _____ Valid: _____

TOTAL: \$ _____

**all orders must include a method of payment/credit card# or cheque payable to the metro toronto convention centre
Please retain a copy of your order form as credit card receipts will not be provided.**

Credit Card: Visa Mastercard American Express Diner's Club

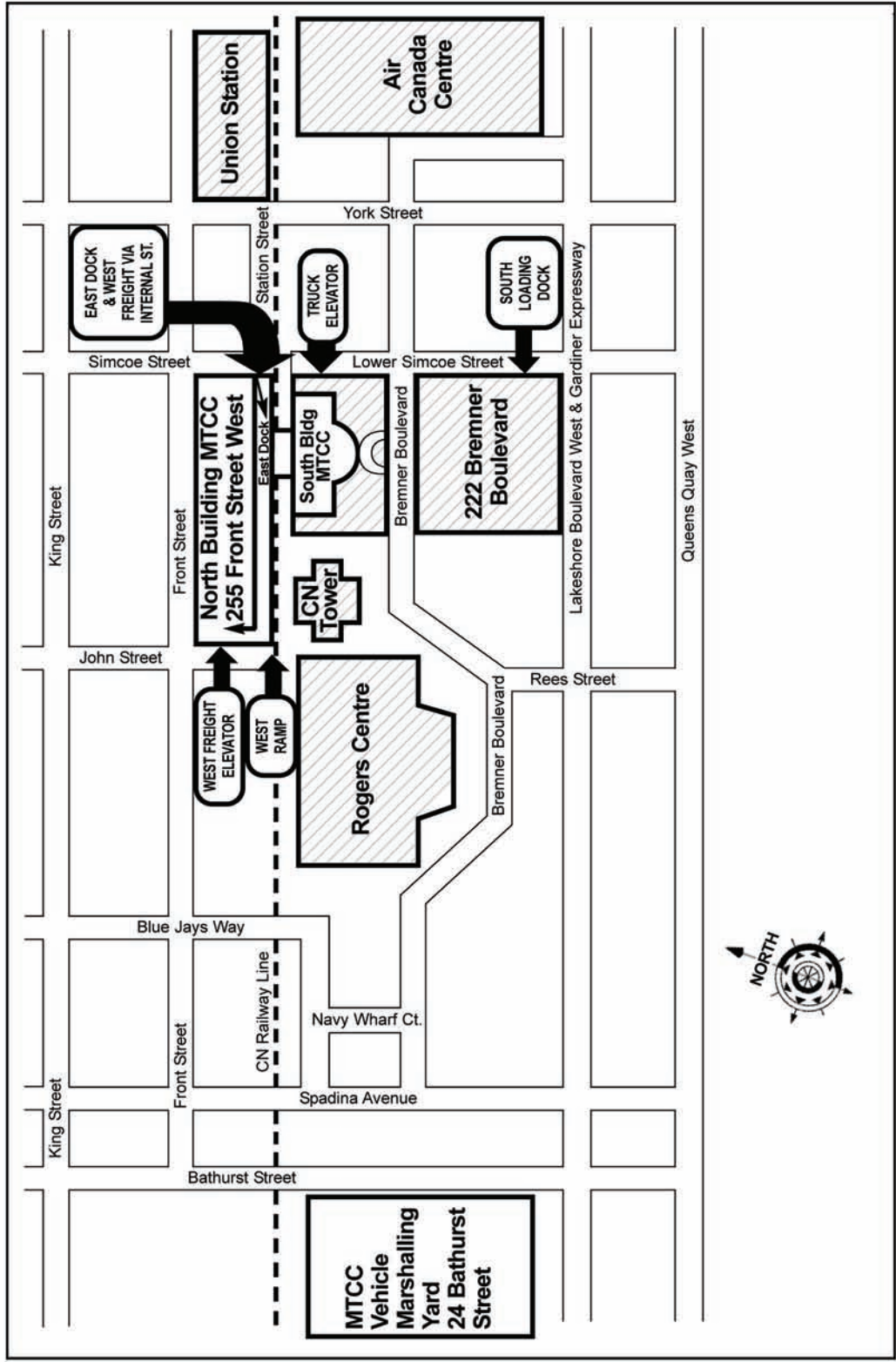
Card Number: _____ Expiry Date: _____

Name on Card: _____

Authorized Customer Signature: _____

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8387 Facsimile: 416-585-8388
Website: www.mtccc.com





Vehicle Marshalling

A marshalling yard has been established at 24 Bathurst Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

PROCEDURES:

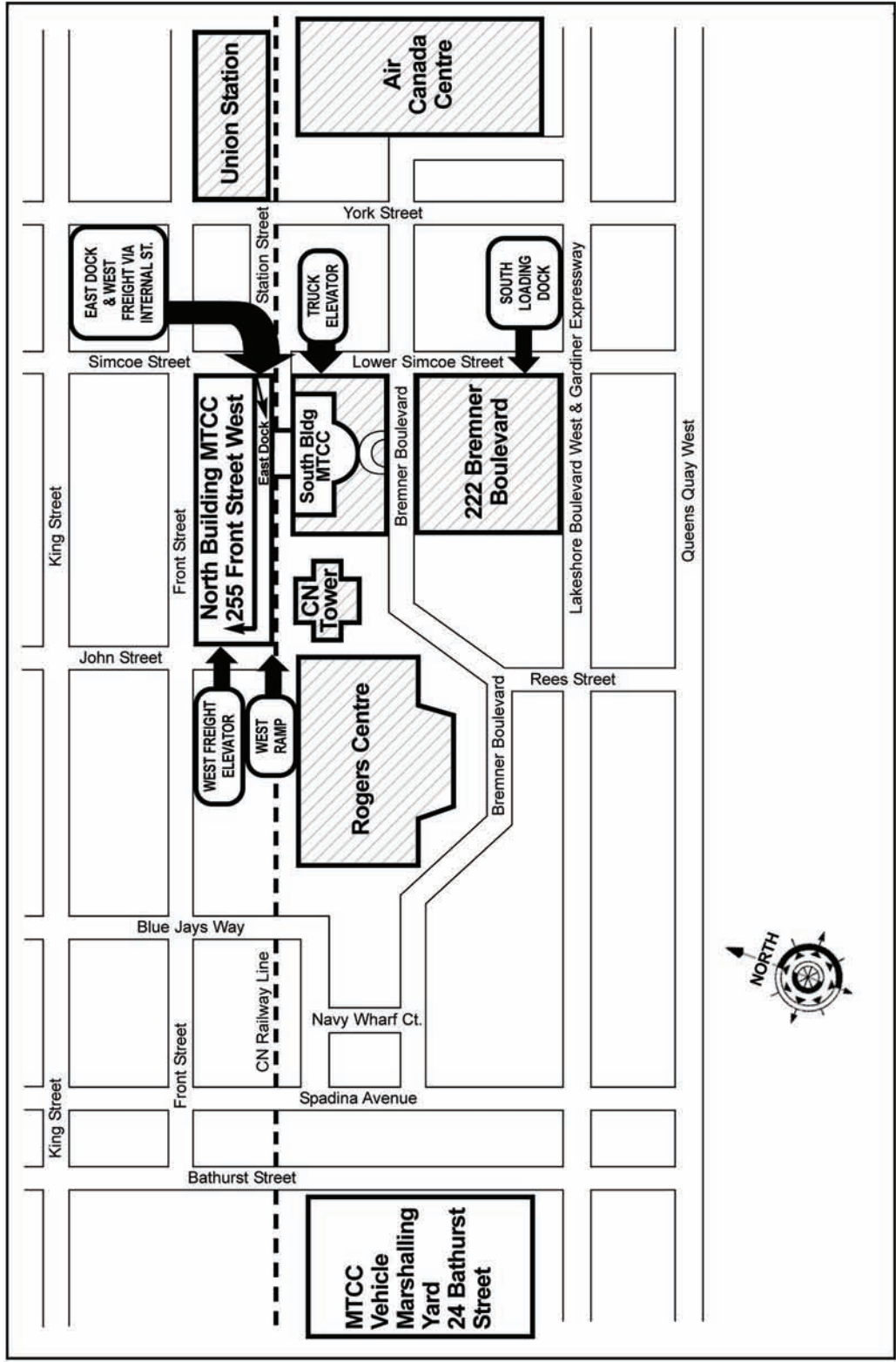
1. All vehicles will report first to the vehicle marshalling area. This lot is 1.2 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times with the exception of the first day of move-out when the yard will open 2 hours prior to show closing.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by MTCC dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with MTCC dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$30.00 plus 7% GST per day. Arrangements must be made in advance through the Dock Office 416-585-8345/416-585-8239.

NOTE:

Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: 416-585-8345 or 416-585-8278.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimile: 416-585-8224
Website: www.mtccc.com





Authorization Request Sample Food and/or Beverage Distribution

metro **toronto** convention centre corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute samples of food and/or beverage products ONLY upon written authorization. Metro Toronto Convention Centre Corporation will not be responsible for the quality or state of the food or beverage served by an authorized vendor.

General conditions:

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
2. All items are limited to SAMPLE SIZE
 - a) Sample or promotional beverages must be approved by the catering department and may be subject to a "loss of revenue" charge and must be related to the nature of the event.
 - b) Sample food items limited to "bite sized" portions.
 - c) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased from the Catering Department.

If you have any questions, please do not hesitate to contact the catering department at (416) 585-8144

Date _____ Name of Event _____

Event # _____ Booth # _____ F & B Coordinator _____

Firm Name _____ Contact _____ Fax _____

Telephone _____ Fax _____ Email _____

Address _____ Prov./State _____

Country _____ Postal/Zip Code _____

Product(s) you wish to dispense, please include size: _____

Proposed method of dispensing: _____

Please explain purpose of offering sample(s): _____

Remarks: _____

for office use only

Coordinator Name _____ Coordinator Signature _____

Date: _____ Approved _____ Not Approved _____

Remarks: _____

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8144 Facsimile: 416-585-8251
Website: www.mtccc.com



MTCC Recycling Program

.... where does all the cardboard, wood, and plastic go?

The MTCC has an aggressive waste reduction program. We want to be good corporate citizens and reduce landfill by recycling whenever possible. We invite our exhibitors and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful!!

Cardboard and paper recycling on the show floor: When our Cleaning Department removes the cardboard boxes and left over brochures/flyers, they automatically break them down and put them in a special compactor - separate from other garbage.

Plastic waste is also placed in this special compactor. We pick up plastic waste from the show floor, and make sure it's kept away from other garbage - the separation of cardboard/paper from plastics happens at the recycling plant.

Wood is also picked up and placed in a designated wood bin. You would be surprised at how much wood is left for garbage after shows, especially from wooden pallets/skids and booth construction.

Clearly marked **3-part waste, can/bottle & /paper receptacles** are conveniently located throughout the centre - in meeting rooms and pre function areas. It is important to note that it is only accepted for recycling when it is separated at the source.

We are proud partners with local Toronto **shelters** for all prepared food surplus. Our feed-the-shelter program is in concert with an ongoing **farm-food** program, which sees all of our biological waste sent to local area farms.

We have installed **light sensors** in meeting rooms and emergency stairwells, to reduce electrical waste.

Our Administrative Staff are active participants in our Recycling Program - **there's a blue box under everyone's desk** - and we make a point of using it for paper and pop/plastic containers.

What can Exhibitors do?

Help us by clearly marking boxes that are for recycling - even if they are full of brochures. Even if it is an entire skid full. If you are not taking it home with you, we can recycle it here as part of the bulk trash

What can Show Managers do?

Help us promote our recycling program in all of your printed materials, programs, brochures. Every little bit helps, and it starts with the planning and communication from you.

We are proud of our program, we stand behind it. We want you to benefit from it too!!

Our People are the Centre










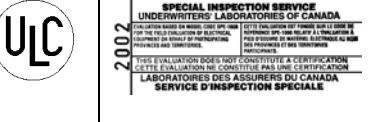
255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimile: 416-585-8224
Website: www.mtccc.com

PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition **MUST BE APPROVED**. At Trade Shows, unapproved electrical equipment will only be permitted when the Electrical Safety Authority gives permission.

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-15 shows all approved certification marks or Field Evaluation markings accepted in Ontario.

<p>Canadian Standards Association (CSA)</p>		<p>ELECTRICAL SAFETY AUTHORITY (ESA)</p>	
<p>Entela</p>		<p>Met Laboratories Inc. (MET)</p>	
<p>Intertek Testing Services</p>		<p>OMNI Environmental Services Inc.</p>	
<p>Quality Auditing Institute</p>		<p>TUV Rheinland</p>	
<p>TUV America</p>		<p>Underwriters' Laboratories of Canada (ULC)</p>	

Note:

1. Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.
2. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show. The Electrical Safety Authority will permit equipment to be shown as stated in Rule 2-022(5) of the Ontario Electrical Safety Code for specific equipment and for a determined period of time.

Please complete the *application form* (see back) to receive a written permission to show unapproved electrical equipment. This should be forwarded with a cheque or credit card authorization to the Electrical Safety Authority's Customer Service Centre. Permission to show should be displayed with the equipment during the entire show, and does not provide permission to energize unapproved electrical equipment. A fee of \$50.00 plus gst will be administered for this service. Your permission to show/receipt, will be mailed or faxed to you.

**FAILURE TO COMPLY COULD RESULT IN THE EQUIPMENT BEING ORDERED
REMOVED FROM DISPLAY.**



APPLICATION FOR PERMISSION TO SHOW

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278

or

Mail to: The Electrical Safety Authority
Customer Service Centre
P.O. Box 24143
Pinebush Postal Outlet
Cambridge, ON N1R 8E6

For more information call: 1-877-esa-safe

Please provide the following information ▶

COMPANY INFORMATION

COMPANY NAME: _____ ATTENTION: _____

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____

POSTAL/ZIP: _____ COUNTRY: _____

PHONE: _____ FAX: _____

SHOW INFORMATION

NAME OF SHOW: _____

SHOW LOCATION: _____

ADDRESS: _____

SHOW DATES: Starting: _____ Ending: _____

BOOTH #: _____ CONTACT AT SHOW: _____

LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN

Quantity	Manufacturer	Description	Model

The Fee for Permission to Show is \$50.00 + \$3.50 GST = \$53.50

Cheques must be in Canadian funds, and should be made payable to: Electrical Safety Authority.

- CHEQUE *or*
- CREDIT CARD

If you are paying by credit card please provide the following:

VISA *or* MasterCard *or* AMEX

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____
(please print clearly)

5675 MCLAUGHLIN ROAD, MISSISSAUGA, ON L5R 3K5
 Tel: (905) 283-0550 Fax: (905) 283-0551
M.T.C.C. SITE OFFICE – Tel: (416) 585-8109
www.showtech.ca



INT'L AIDS CONFERENCE 2006
AUGUST 13 – 18, 2006
NORTH BLDG - 8102-17030

PLEASE PROVIDE THE SERVICES LISTED BELOW:

ADVANCE PRICE: **JULY 15/06**

COMPANY NAME: _____ BOOTH #: _____
 ADDRESS: _____ Telephone #: _____
 CITY & POSTAL CODE: _____ Fax #: _____

SIGN/BANNER HANGING: Please complete Sign/Banner Form and return prior to deadline date.

SECTION A: RENTAL LIGHTING – GST & PST APPLICABLE

	QTY	ADVANCE PRICE	AFTER DEADLINE	TOTAL AMOUNT
Two - 120 watt floodlights on 8ft chrome stand (L2150)	_____	\$ 97.00	\$ 131.00	_____
Three - 120 watt floodlights on 8ft chrome stand (L3150)	_____	\$ 104.00	\$ 140.00	_____
Ceiling mounted 1000 watt quartz floodlight (L1000)	_____	\$ 223.00	\$ 301.00	_____
System & Booth Lighting - Hard wall required:				
200 watt black arm light fixture (L200B)	_____	\$ 69.00	\$ 93.00	_____
200 watt white arm light fixture (L200W)	_____	\$ 69.00	\$ 93.00	_____
120 watt chrome arm light fixture (L150A)	_____	\$ 53.00	\$ 72.00	_____
3ft track c/w 3-150 watt quartz floodlights - fascia required (LT3150)	_____	\$ 151.00	\$ 204.00	_____
15ft extension cord - power order required (E15)	_____	\$ 21.00	\$ 21.00	_____
			Sub-Total A:	_____

SECTION B: ELECTRICAL POWER - GST APPLICABLE ONLY

800 watt, 120 volt duplex outlet, approx. 6 amps (E800)	<i>Rear of booth</i>	_____	\$ 103.00	\$ 139.00	_____
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500)	<i>Rear of booth</i>	_____	\$ 116.50	\$ 157.00	_____
15 amp, 120 volt outlet (CS120115)	<i>Rear of booth</i>	_____	\$ 138.50	\$ 187.00	_____
24 hour, 1500 watt, 120 volt duplex outlet (E150024)	<i>Rear of booth</i>	_____	\$ 177.50	\$ 240.00	_____
<i>*Note: Overhead/undercarpet orders must include booth layout showing back of booth/aisles and outlet locations.</i>					
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500V)	<i>*Overhead print req'd</i>	_____	\$ 144.50	\$ 195.00	_____
15 amp, 120 volt outlet (CS120115V)	<i>*Overhead print req'd</i>	_____	\$ 166.00	\$ 224.00	_____
24 hour, 1500 watt, 120 volt duplex outlet (E150024V)	<i>*Overhead print req'd</i>	_____	\$ 205.00	\$ 277.00	_____
800 watt, 120 volt duplex outlet, approx. 6 amps (E800U)	<i>*Undercarpet print req'd</i>	_____	\$ 131.00	\$ 177.00	_____
1500 watt, 120 volt duplex outlet, approx. 12 amps (E1500U)	<i>*Undercarpet print req'd</i>	_____	\$ 144.50	\$ 195.00	_____
15 amp, 120 volt outlet (CS120115U)	<i>*Undercarpet print req'd</i>	_____	\$ 166.00	\$ 224.00	_____
24 hour, 1500 watt, 120 volt duplex outlet (E150024U)	<i>*Undercarpet print req'd</i>	_____	\$ 205.00	\$ 277.00	_____

Special Requirements – Contact SHOWTECH no later than 3 weeks prior to move-in date for Quotation.

BUILDING VOLTAGE: 120-208-600 volts Other voltages available on request
 Please Supply: Amp/HP/KW/Watts Volts Phase Qty Quoted Unit Price:

Sub-Total B: _____
 Sub-Total A & B: _____
 6% GST on A & B: _____
 8% PST on A only: _____

Company Contact Name: _____

TOTAL AMOUNT PAYABLE: _____

PLEASE NOTE: ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROCESSED AT THE AFTER DEADLINE PRICE.
 PAYMENT IN ADVANCE MUST ACCOMPANY THIS ORDER (NO EXCEPTIONS PLEASE!)
 MAKE CHEQUE PAYABLE TO: **SHOWTECH**

Name of Cardholder (Please Print) _____ Credit Card Expiration Date
 Month _____ / Year _____

Cheque Enclosed Visa Master Card Amex Cash

CREDIT CARD NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Authorized Customer	Signature X _____	Date: _____	TOTAL ➔	_____

SHOWTECH RULES & REGULATIONS

GENERAL:

The Centre's and/or its agents reserve the right to inspect any and all equipment and materials which a tenant may wish to have connected to the Centre's power sources and/or may wish to use while in the building.

Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.

No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.

All material and equipment supplied by SHOWTECH shall remain the property of the Company. The exhibitor shall be held responsible for such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.

PAYMENT:

Out of country payment may be made by money order, or credit card. Purchase orders are not considered payment. Orders that do not include payment will be regarded as incomplete and will not be processed. Due to the temporary nature of the installation all disputes / claims must be brought to the attention of SHOWTECH PRIOR to move-out.

DISCOUNTS:

Advance price will apply to orders received with payment prior to the deadline date. Orders received after this date shall be priced as after Deadline Prices.

ON-SITE ORDERS:

Orders placed during move-in of the show **MUST** be paid in full by valid credit card, or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.

RATES:

Additional and/or special electrical/mechanical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by SHOWTECH include installation, service while in use, and removal.

CANCELLATIONS:

- a) If services have already been provided at the time of cancellation, original charges will apply;
- b) No refund on services that require special services or advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items;
- c) If we receive a cancellation notice in writing **on or before** the deadline date, a full refund will be issued on listed items from our order form;
- d) If we receive a cancellation notice in writing **after** the deadline date, a 50% refund will be issued on listed items from our order form.

PROVINCIAL SALES TAX (PST) EXEMPTION STATUS:

If you are exempt from PST, the Provincial Government requires that you forward an exemption certificate to us. Resale certificates are not valid unless you are re-billing these charges to your customers.

THIRD PARTY ORDER (Exhibitor appointed Contractor):

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. In the event that the named third party does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

ELECTRICAL:

1. ALL OUTLETS ARE SUPPLIED TO BACK AREA OF BOOTH. If required elsewhere, extension cords will be available at SHOWTECH's service area for a nominal charge.
2. All electrical power is turned off after show closes and turned on prior to show opening. IF YOU REQUIRE POWER ON A 24-HOUR BASIS, PLEASE INDICATE ON ORDER FORM IN CORRECT SPACE PROVIDED.
3. Wall, column and permanent building receptacles are not part of your exhibit and are not to be used, regardless of their location in relation to your booth. Exhibitors utilizing these receptacles will be charged for their use. Borrowing power from an adjoining booth is not permitted.
4. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited.
5. Lighting rentals INCLUDE electrical power. Outlets must be ordered to service all other electrical requirements.
6. All electrical equipment should be properly tagged and wired with full information as to ampere, wattage, kilowatts, horsepower, volts, phase, cycle, etc. ready for connection.
7. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of the Electrical Safety Code that any electrical equipment which is being displayed, offered for sale or used in any show, convention, or similar exhibition **MUST BE APPROVED**. The authority for enforcing this regulation is vested in the Local Hydro Electrical Inspection Department.

MECHANICAL:

1. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
2. All installations and connections to be made to the Centre's sources of natural gas, compressed air, water and all connections to drains, must be made by an authorized SHOWTECH tradesperson.
3. Mechanical services are only turned on during Show Hours.
4. It is the responsibility of the exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.



ELECTRICAL INFORMATION

SAVE TIME AND MONEY

PLEASE READ BEFORE ORDERING

SHOWTECH, POWER & LIGHTING, has prepared the following information to assist you when ordering your electrical services. If you have any questions about your order, please call our Customer Service Representative at the telephone number on your Electrical Order Form. It would be our pleasure to answer your questions.



ELECTRICAL ORDER CHECKLIST

1. Complete the SHOWTECH Electrical Order Form
 - Do you require lighting?
 - Lighting creates impact and makes your booth and products stand out.
 - Check the equipment rating plates on your equipment to determine wattage or amps, (horsepower for motors), voltage and phasing you will require.
 - Order 24-hour power if needed. i.e. refrigeration equipment, aquariums, computers, fax machines.
Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
 - Include a booth floor plan, where applicable.
 - Enclose payment and order prior to the deadline date. This will save you time and money.
2. Review the Electrical Code requirements on page 3 and take necessary actions to ensure all show equipment meets the necessary specifications. This will help you avoid surprises by identifying equipment which will not pass approval before you arrive at the show.
3. Contact our Customer Service Representative with any questions. It is our pleasure to help you.

HELPFUL HINTS

Help us help you! Read all information!

Please be sure to read your Exhibitor's Manual. It provides you with a summary of show rules, display guidelines and order forms for all services. If you have any problems filling out your SHOWTECH Electrical, Mechanical or Sign/Banner order forms, contact us at the number on the order form.

Save Money! Place your order before the deadline!

You can save significant time and money by ordering and paying for your SHOWTECH Services prior to the deadline date.

Sales Taxes!

To avoid overpaying, follow the instructions on our order form. The prevailing Goods and Services Tax (GST) applies to all orders for Canadian based shows (no out of country exemptions). The prevailing Provincial Sales Tax (PST) will apply to the Province where you are exhibiting. i.e. Ontario's PST is 8%, anyone exhibiting in an event in Ontario will be charged 8% PST + GST.

Plan your exhibit! Avoid last minute changes!

Design your booth with electrical efficiency in mind. Our staff will be happy to assist you. Settle on a design in advance and avoid making changes. Changes are expensive and can create delays when setting up your display.

Send detailed and accurate plans!

If you require outlets to be placed in locations other than at the backwall, you need to order undercarpet/overhead outlets. Please send us a copy of your floor plan. These floor plans should include locations of all electrical, mechanical, lighting and sign/banner installations. Clearly mark the electrical/mechanical rating of each item. They should also indicate adjoining booth numbers or aisle numbers. Sending floor plans promptly will provide information necessary to place your services properly prior to carpet and booth installation.

Avoid Code Violations!

All wiring must have a 3-wire grounded cord, minimum #16 gauge. We use flat cords for under carpet installation. If you are not sure if your exhibit conforms to code, or if you have any questions about your exhibit's electrical wiring, please contact our staff.

Communicate!

If you are unsure how to place your SHOWTECH order, please contact our staff. We want you to have a pleasant show experience. We can help you best if you contact us before you arrive at the show. Clearing up confusion and problems before the show move-in prevents costly set up delays and on-site problems. Contact us at the numbers listed on our Order Form.



ELECTRICAL CODE

Temporary electrical services for exhibits

Electrical regulations for an exhibit at all convention facilities are necessary to ensure the safety of all exhibitors, visitors and staff, and is based on the Canadian Electrical Code and Local Hydro regulations.

Too frequently, fires have been traced to an exhibitor's "faulty booth wiring", sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits may be inspected "by the Local Hydro Inspector" to determine if any violations exist. If a violation is identified qualified SHOWTECH electricians are available to correct the problem. Required corrections will be performed on a time and material basis. If the exhibitor does not wish to have the problem corrected, electrical service cannot be supplied.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about the booth has the appropriate approval. Should any of this equipment not comply, it is recommended that you request "temporary permission" to exhibit while the necessary approval is being sought. We would be pleased to assist you or contact the following bureau's direct for further instructions.

Electrical Safety Association "Special Inspection"	905-507-4949
Local CSA Office	416-747-4300

Serious risks are involved which can be reduced with an accurate understanding of basic requirements. Safe wiring inside an exhibit is essential.

- Borrowing power from an adjoining booth is NOT permitted. Using your neighbour's outlet may cause an overload in the circuit.
- All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, horsepower/kilowatt and full load current and C.S.A. or Electrical Safety Authority approval sticker.
- All display wiring must have a 3 wire grounded cord, minimum of #16 gauge.
- The use of open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- Zip cords or two wire cords are unacceptable. They are ungrounded and could result in safety hazards.
- Permanent building receptacles are NOT part of a booth space. Exhibitors will be charged for their use.



SHOWTECH'S RESPONSIBILITIES

As the electrical contractor, we will be responsible for:

- All facility distribution of electrical wiring and power distribution
- All motor and equipment hook-ups requiring hard wire connections
- Installation of electrical fixtures
- Installation of electrical motors to be energized and electrical apparatus.

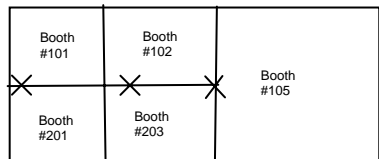


ELECTRICAL OUTLET LOCATION

The following are standard methods of installation.

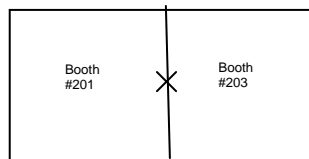
✕ Indicates location of outlets

Line Booths



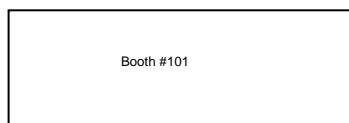
Peninsula Booth

Back to Back Peninsula Booth



- Your pre-ordered outlet will be installed at the rear of your booth, at the backwall or drape line. For other locations please indicate whether the outlet is overhead or under carpet on our electrical order form. We will be pleased to answer your questions. Contact us at the number on our electrical order form.

Island Booth



- Exhibitors should designate one (1) location for Island Booth outlets. For other locations and distribution of power please indicate on the electrical order form whether the outlet is overhead or under carpet.
- For facilities with floor ports, your power will be placed in one (1) location at our discretion. Please refer to our electrical order form to view other options.
- When no floor plan is provided with an Island Booth, we will place power in one (1) location at our discretion.

A booth floor plan must be submitted with the electrical order form if you require your outlet/s at any location other than the backwall/drape line. Please show location and size of electrical outlet. Also be sure to indicate adjacent booth numbers or aisles.

We would be pleased to answer your questions. Please contact us at the number on our electrical order form. For further information on our services and products please visit us at our website www.showtech.ca.



The AIDS 2006 Conference has partnered with FedEx Kinko's to provide a fantastic value added service to all exhibitors and meeting planners. Effective immediately, all can take advantage of a preferred relationship for any/all printing needs with FedEx Kinko's. The FedEx Kinko's program is designed for exhibitors and meeting planners with printing needs while in the office or on the road. AIDS 2006 Conference members can access any one of the FedEx Kinko's locations across Toronto to take advantage of the discount and the many tools they need to succeed.

Preferred services to all AIDS 2006 Conference members include;

Printing

- Sales/Marketing materials
- PowerPoint presentations
- Signs and banners
- Catalogues
- Brochures
- Manuals
- Reports

How to take advantage of the program?

Contact: **Sean Dwyer at (416) 875.8603**
or email: **sean.dwyer@fedexkinkos.com**

If you have any questions regarding the discount pricing or how the benefits apply to you, please contact Sean, your dedicated AIDS 2006 Conference representative.

Imprimeur pour la conférence AIDS 2006
Escompte de

50%

Avec FedEx Kinko's

La Conférence AIDS 2006 est entré en partenariat avec FedEx Kinko's en offrant une occasion avantageuse à tous les planificateurs de réunions et aux responsables des étalages de la conférence. Dès maintenant, vous pouvez profiter d'une relation favorisée quant à vos projets d'imprimerie avec FedEx Kinko's. Ce programme est offert à tous les planificateurs de réunions et aux responsables des étalages de la conférence. Les participants à la conférence AIDS 2006 peuvent avoir accès à toutes les succursales de FedEx Kinko's à Toronto pour profiter de l'escompte de 50% et des outils nécessaires pour réussir.

Sont inclus dans les services favorisés pour tous les participants à la conférence AIDS 2006 :

Imprimerie

- Ventes/matériaux de marketing
- Présentations PowerPoint
- Affiches et bannières
- Catalogues
- Brochures
- Manuels
- Rapports

Comment profiter de ce programme?

Contact: **Sean Dwyer at (416) 875.8603**

Courrier électronique: **sean.dwyer@fedexkinkos.com**

Si vous avez des questions concernant le coût de l'escompte ou comment vous pouvez en profiter, veuillez entrer en contact avec Sean, votre représentant à FedEx Kinko pour la Conférence AIDS 2006.