

Toronto International Antiquarian Book Fair

Exhibitor Furnishings and Services Orders

Dear Exhibitor

This package contains information and order forms for booth furnishings and services. You will note that each booth includes basic furnishings, which are listed on the order form. The order forms in this package refer to additional furnishings and special services you may wish to have.

These optional items include:

Booth furnishings	Tables Extra table skirts Glass display cases – 3 styles Book cases Electrical outlets Floodlights on stands
Venue services	Exhibitor parking passes Janitorial service within exhibitor booths Telecommunications service to booths High speed internet access to booths

The **Exhibitor Booth Furnishings Order Form** contains brief descriptions of available items. For your convenience the glass display cases are described in detail in the document 'Glass Showcase Rentals'. Refer to this document to see images and details on the 3 styles available. Please note that case rental **includes** the electrical outlet required to power the lighting in the cases. These furnishings are ordered directly from TIABF.

The **MTCC Exhibitor Services Order Form** (9 pages) gives detailed information on the four venue services listed above, including detailed order forms, payment instructions and terms & conditions. These services are ordered directly from the show venue, Metro Toronto Convention Centre (MTCC).

We have also included a **Booth Layout Form**. Please use this form to show us how you want furnishings placed in your booth.

We trust this ordering system will allow you to furnish your booth and order services easily and efficiently. To make the process as stress-free as possible, we offer help and 'technical support' at any stage of the ordering process. Please feel free to contact **Jeff or Wendy Gadsden, show managers**, at any time with questions on any aspect of booth and services orders. Contact information is listed below.

Deadline for placing of orders and drafting of booth layout is September 30, 2011.

TIABF, Gadsden Promotions, PO Box 328, North Rustico, PE, Canada, C0A 1X0

Tel: (In North America) 1-800-667-0619; (Elsewhere) 00 1 902-963-3338 Fax: 1-902-963-4004

Email: gadsden@antiqueshowscanada.com

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Exhibitor Booth Furnishings Order Form - Complete and return by September 30, 2011

Item	Description	Qty	Price	Subtotal
Table	6 feet by 30 inches, skirted three side		\$41.00 CA	
Table	8 feet by 30 inches, skirted three sides		41.00	
Skirt	4th side of free standing table		23.00	
Display case glass	Tower, 40"w x 16"d x 79"h, w/lock and lights Case order includes 800 watt electrical outlet		375.00	
Display case glass	Square tower, 24"w x 24"d x 79"h, w/lock and lights. Includes 800 watt electrical outlet		375.00	
Display case glass	Counter height case, with 2 glass shelves, lock, lights and 800 watt electrical outlet		375.00	
Book case	Folding, wood, 3 shelves, 28"w x 12"d x 38"h		35.00	
Electrical outlet	800 watt duplex outlet, installed at centre of rear wall Note: included with glass display case order		126.00	
Floodlights on stand	3 x 120 watt floodlights on 8 foot tall chrome stand. Includes 800 watt electrical outlet.		118.00	
			Order total:	

13% HST _____

Total: _____

Method of Payment

***Credit card preferred

- Visa
- MasterCard
- American Express

Credit Card #

Expiry date

Signature

Name on card

Cheque or bank draft - US or CA funds only

Booth number

Business name

Address

Telephone



Please return this form no later than September 30, 2011 to:

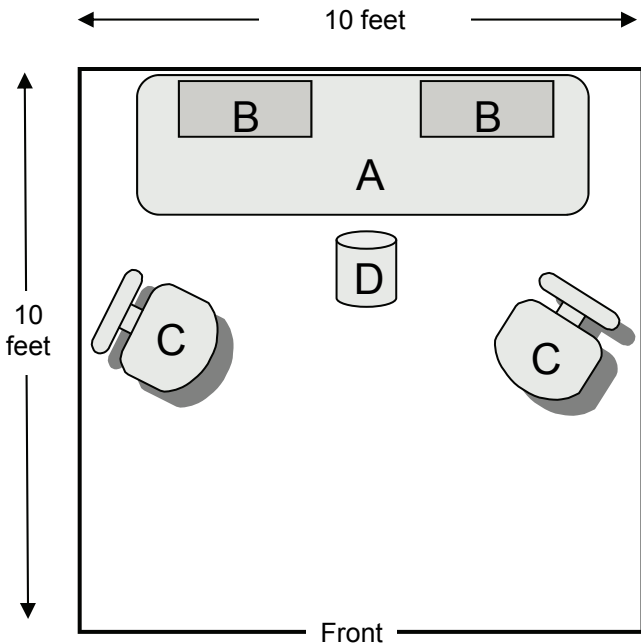
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Booth Layout Planning Form - 10 feet by 10 feet

Complete and return by September 30.

Business name: _____ Booth number _____



Height to top edge of drape 8 feet

Each booth includes:

- A** - Table 8' x 2.5' skirted (one)
- B** - Book case 28" w x 38"h x 12"d (two)
- C** - Padded side chair (two)
- D** - Wastebasket (one)
- E** - Booth sign (not shown) 8" x 44"
- F** - Drape on three sides
Corner booths: back plus one side

Optional booth furnishings:

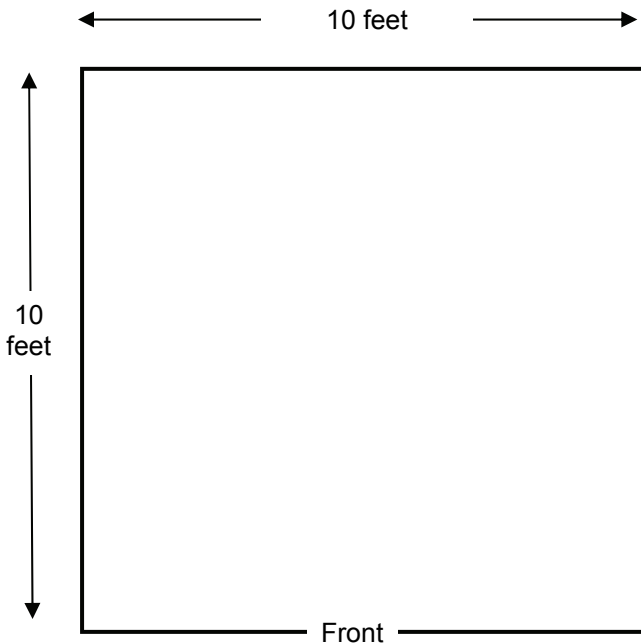
- G** - Additional tables - 6 or 8 feet x 30"
- H** - Additional book case - 28" w x 38"h x 12"d
- I** - Glass display case tall - 40"w x 16" d x 79" h
- J** - Counter height case w 2 shelves - 48"w x 24"d x 36"h

Please use the diagram below left to show where you want your booth equipment to be placed. Be sure to include any options you have ordered.

Please note when planning layout:

- If sharing, you must discuss your final layout with sharing partner before returning this form.
- If sharing, please indicate which half each partner will occupy.
- Glass cases may be placed anywhere in the booth, including facing the aisle along the front edge of the booth.
- Please check your booth number against the floor plan to see if you have a corner booth. These booths are open on two sides.
- Electrical outlet if ordered is placed midway along the back wall

Questions about this form or optional orders, call or email Jeff, contact information below.

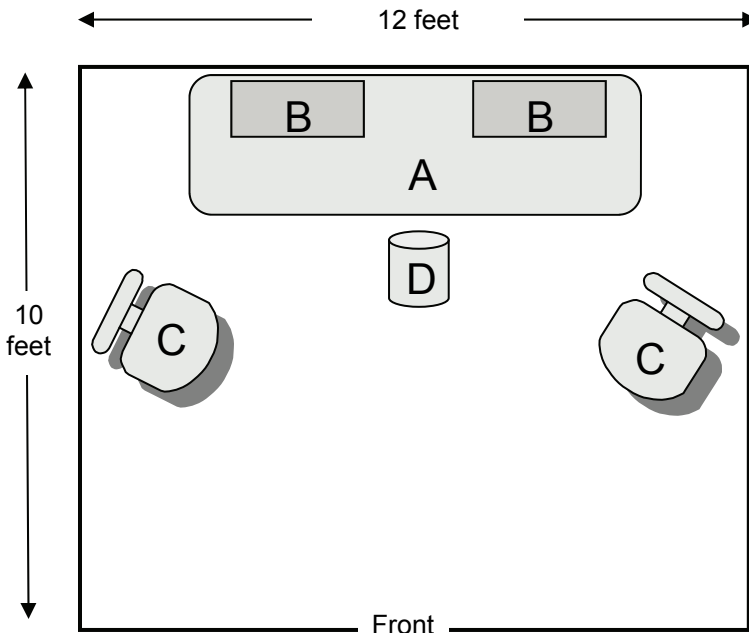


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Business name: _____

Booth number _____



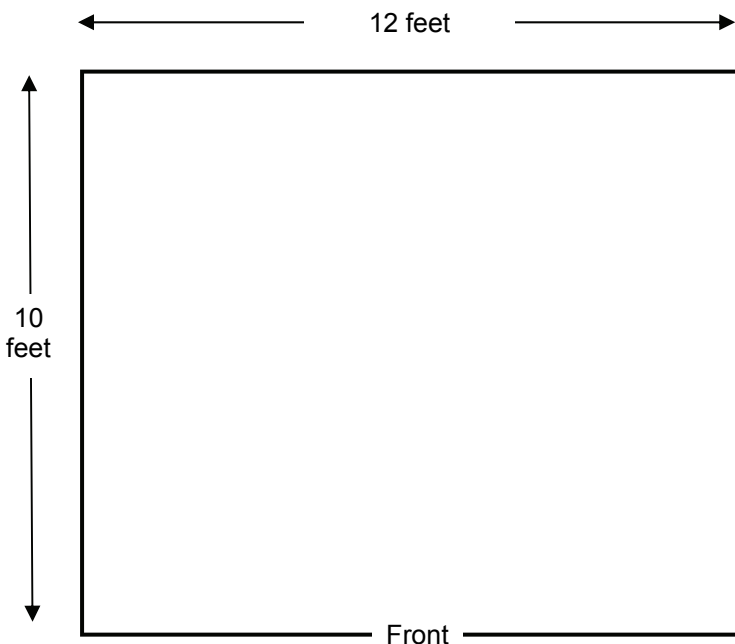
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- C - Padded side chair (two)
- D - Wastebasket (one)
- E - Booth sign (not shown) 8" x 44"
- F - Drape on three sides
Corner booths: back plus one side

Optional booth furnishings:

- G - Additional tables - 6 or 8 feet x 30"
- H - Additional book case - 28" w x 38"h x 12"d
- I - Glass display case tall - 40"w x 16" d x 79" h
- J - Counter height case w 2 shelves - 48"w x 24"d x 36"h



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SHOWCASE RENTALS



Schadebo Showcase rentals provide the perfect solution to exhibitors of all kinds. Our stylish rental display cases provide an attractive, safe and secure way for you to present your products.

Features:

- Price includes delivery, set-up and pick-up (GTA) and up to 1 week rental.
- Stylish neutral anodized aluminum finish with grey panels
- All cases include lighting and locks.
- Shelves are adjustable if required.

F-1 The freestanding tower showcase.

Dimensions: 40"W x 16"D x 79"H
Metric: 100cm x 40cm x 200cm



C-1 The 1/3 vision counter showcase.

Includes lockable storage area
Dimensions : 48"W x 24"D x 36"H
Metric: 120cm x 60cm x 90cm



C-2 The full vision counter showcase.

Dimensions: 48"W x 24"D x 36"H
Metric: 120cm x 60cm x 90cm



C-4 The corner counter showcase.

Can be used to create a kiosk layout
Dimensions: 55"W x 24"D x 36"H
Metric: 140cm x 60cm x 90cm



T-3 The square tower showcase.

Includes lockable storage area
Dimensions: 24"W x 24"D x 79"H
Metric: 60cm x 60cm x 200cm



REGISTRATION

ESCALATOR UP

Directory

F.

105

ENTRANCE



100	102	104	106	108	110
12'	10'	10'	10'	10'	10'

9'-0" WIDE AISLE

101	103	105	107	109
12'	10'	10'	10'	10'
200	202	204	206	208

9'-0" WIDE AISLE

201	203	205	207	209
12'	10'	10'	10'	10'
300	302	304	306	308

9'-0" WIDE AISLE

301	303	305	307	309
12'	10'	10'	10'	10'

400	10'
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402	10'
-----	-----

404	10'
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406	10'
-----	-----

408	10'
-----	-----

410	10'
-----	-----

412	10'
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414	10'
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12'-0" WIDE AISLE

12'-0" WIDE AISLE

F.H.C.

10

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