EXHIBITOR KIT 2018

Security Canada EAST
Sheraton Laval
Laval, Quebec
April 25, 2018

CANADA'S LARGEST SECURITY SHOWS

www.securitycanadaexpo.com
Dear Exhibitor,

Welcome to Security Canada East International Security Conference & Exposition!

We have produced this manual as a source of information to assist you in the successful planning of your exhibit.

Please read this manual carefully to address any questions or concerns that you may have.

**IMPORTANT**

This kit makes use of bookmarks so that you may quickly jump to the pages you need.

To display the Bookmarks panel when a file is opened, follow these steps:

2. In the Document Properties dialog box that opens, select the Initial View tab.
3. From the Navigation drop-down list, choose Bookmarks Panel and Page and then click OK.

Should you require any additional information please contact us at (905) 513-0622 or (800) 538-9919.

Sincerely,

Steve Basnett
Steve Basnett CEM
## Exhibitor Check List

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Guide Listing Form</td>
<td>March 12</td>
<td></td>
</tr>
<tr>
<td>Hotel Room Block Cut Off</td>
<td>March 26</td>
<td></td>
</tr>
<tr>
<td>Exhibitor Badges</td>
<td>April 6</td>
<td></td>
</tr>
<tr>
<td>Furniture Rentals</td>
<td>April 6</td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval</td>
<td>April 4</td>
<td></td>
</tr>
<tr>
<td>Advise Booth Staff of Shipping Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipping Labels</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Important Exhibiting Information

Booth Number
You can find your booth number online at http://securitycanadaexpo.com/exhibitor/security-canada-east/sce-floor-plan

Set Up Times
April 24 from 1:00 p.m. to 5:00 p.m. and April 25 from 8 a.m. until 9:30 a.m. for last minute cleaning and adjustments. Please advise your booth staff.

Show Hours
The show will open at 10:00 a.m. and close at 5:00 p.m. Please advise your booth staff so they may book their flights accordingly as there is a penalty for tearing down early.

Booth Size
The booth size is 10 feet wide by 8 feet deep with an 8’ height restriction.

Booth Inclusions
Each booth includes a 6’ draped table and access to electrical.

Evening Event
The Quebec Chapter will be hosting a function following the trade show. For more information please visit www.canasa.org

Important Information
- Exhibitors will not need to bring their own carpet. The floor covering is at the discretion of the hotel.

- Lead retrieval is available for a nominal fee. Please see the included form.

- We strongly advise that you bring a good quality surge protector along with your extension cord and power bar as we cannot control fluctuations in the power provided.

- As in previous years storage will NOT be provided on-site. Your shipping material will need to fit under your draped table or you will need to make your own storage arrangements.
GENERAL OVERVIEW

SHOW PRODUCTION  
Canadian Security Association  
50 Acadia Avenue, Suite 201  
Markham, Ontario  
L3R 0B3  
Phone: (905) 513-0622 or (800) 538-9919  
Fax: (905) 513-0624  
Email: sbasnett@canasa.org

PURPOSE  
The Security Canada East International Security Conference & Exposition has been designed to provide attendees with a unique networking experience and information on the latest products and services.

EXPOSITION SCHEDULE

Tuesday April 24

1:00 p.m. – 5:00 p.m. Exhibit Set-up

Wednesday April 25

8:00 a.m. - 9:30 a.m. Exhibit Set-up Continues  
9:00 a.m. Registration Opens  
10:00 a.m. Exhibits open  
Noon Buffet luncheon on show floor  
4:00 p.m. Cocktail reception on show floor  
5:00 p.m. Exhibits close and Tear Down begins  
8:00 p.m. Exhibit Hall closes and must be clear

VENUE

Sheraton Laval  
2440, Autoroute des Laurentides, Laval, Québec, H7T 1X5  
(450) 687-2440 or (800) 667-2440
SPECIFIC INFORMATION

ACCOMMODATIONS
The host hotel for Security Canada East is the Sheraton Laval, 2440, Autoroute des Laurentides, Laval, Québec H7T 1X5, (450) 687-2440 or (800) 667-2440. The room rate is $152.00 Canadian funds (plus taxes) per room per night.

In order to receive this corporate rate you must mention at the time of reservation that you are with “Security Canada”. The deadline for reservations is March 26.

ADMISSION COST
There will be no charge to attend the exhibits, provided attendees pre-register prior to the deadline of April 18. On-site there will be a charge of $20.00 for CANASA members and $40.00 for non-members (this includes the applicable taxes).

AIRLINE
Air Canada has been appointed the official airline. When booking please use PROMOTION CODE 9ZDYA4Q1.

CANADA CUSTOMS
Please contact the official broker or the broker of your choice, to find out all the regulations for clearance of your display materials. Please refer to the enclosed document from Revenue Canada.

CUSTOMS BROKERAGE
The Official Customs Broker for Security Canada is Lange. For more info contact:

Lange
3965 Nashua Drive, Mississauga, ON, L4V 1P3
Attn: Amanda Parsons
Tel: 905-362-4383
Fax: 905-362-1285
Email: amandap@langeshow.com
**DISPLAY**

Each space is 10 ft. wide by 8 ft. deep. Each Exhibitor will be provided with a 6 ft. x 2 ft. draped table. There will be draping for the back wall (8 ft. high) and side railings (3 ft. high). Light weight signage may be suspended from the pipe and drape at the back of the space.

Exhibits may not exceed 8 ft. in height and all visible areas must be finished. Display material must fit within the booth space. No part of the structural display at its full 8 ft. height may extend out more than 5 ft. from the back wall. The remaining frontage may not exceed 3 ft. in height to allow for greater visibility to all booths.

Show management reserves the right to adjust or remove an Exhibitor’s display should it exceed the intent of the environment or to accommodate those products that do not fit or that block the sight line of other Exhibitors.

**ELECTRICAL SERVICES**

Every table will have access to a basic electrical outlet; however, you must provide your own extension cords and power bars. Should you require extra power please contact show management.

We strongly recommend you bring a surge suppressor as neither show management nor the facility is responsible for power fluctuations.

**EXHIBITOR BADGES**

There will be five free Exhibitor badges per booth. Exhibitors wishing to purchase additional badges for staff may do so at a cost of $30.00 each (plus applicable taxes). This cost is to help offset the food and beverage that will be served throughout the day. The email that this kit came in contains a link to the badge ordering site as well as your password. Please do not register your customers for Exhibitor badges. You may invite them to attend for free using the tools on our Exhibitor Resource page.

**EXHIBITOR LIST & FLOOR PLAN**

Please refer to the show website for the latest floor plan and list of Exhibitors including booth numbers. We make every effort to accommodate space requests but cannot guarantee them. Should you wish to relocate your space please advise sbasnett@canasa.org as soon as possible. The floor plan can be found here.
INTERNET

Internet service is available at the Sheraton Laval. Please contact Marcelle, the Conference Services Manager, directly at (450) 687-2440 or (800) 325-3535.

MOVE IN

Booths will be identified upon arrival to assist Exhibitors with their set-up. Move in is from 1:00 p.m. to 5:00 p.m. on April 24 and 8 a.m. – 9:30 a.m. on April 25.

MOVE OUT

The exposition will close at 5:00 p.m. Please advise your staff not to tear down your display until that time and to book their travel accordingly. Early tear down will result in a penalty.

RESOURCES

Please visit the Exhibitor Resource page for show promotional material including customizable e-flyers you can send to existing and potential customers to invite them to your booth.

SHIPPING

The hotel will not accept shipments before April 23rd. Any material arriving prior to April 23rd will be turned away. Please plan accordingly. If your shipment might arrive earlier please arrange for advance warehousing through Robert George of Lange Transport at (800) 668-5687 or robertg@langeshow.com Sample shipping labels have been included in this kit. Please refer to the Shipping Information sheet for more information.

SHOW GUIDE

We will be producing a show guide, which will list all Exhibitors, floor plan and agenda of the event. This issue will be distributed to all attendees at the show. Your company info will automatically appear as you entered it on your contract unless you submit the enclosed Show Guide Listing form with updated information.

STORAGE

Storage will not be provided on-site. You will, however, be able to store small items under your draped table. All other freight must be stored off-site either in your vehicle, hotel room, or by making arrangements with the show contractor.
USEFUL HINTS

The secret to enjoying a successful exhibition is pre-planning and organization. The following few hints may help you achieve an efficient, problem-free exhibit.

1. Let your customers know that you are participating in Security Canada East. Inform them in special mailings, through trade publication advertising and by using the customizable e-flyer available at Exhibitor Resource.

2. Tell your customers they can meet and talk with your top executives and have your company officials remain throughout the show!

3. Show management suggests that you bring a supply of literature in both official languages (French and English) to the show. This will ensure you will be better able to communicate with visitors.

4. Use your exhibit space to put up an eye-catching display that keeps buyers and their interests in mind.

5. Make sure your booth display conveys your sales and product message, as well as the kind of image you want to create for your company.

6. Plan an interesting, functional display that will spotlight the advantages of your product or service.

7. Prepare and have available at your booth, effective promotional material to hand out to buyers.

8. Most important of all, have something new for the show and promote it! It can be new products, new pricing policies, or a new service. Attendees are always looking for new ideas at each Security Canada show.

9. Promote, promote, promote. Take advantage of some of the marketing/promotional opportunities that show management is offering. If you want to do something not currently offered please contact us, we would be happy to work with you.
SCE 2018 Show Guide

We will be producing a guide that will list all Exhibitors, a floor plan and an agenda of the event, which will be given to all attendees when they pick up their badge. This listing is included as part of your booth package.

Your company listing will be displayed as it appears on your contract unless otherwise specified in the space below.

You do not need to complete this form unless you wish your listing to differ from the information you provided on your contract.

Please type or print clearly and fax back to (905) 513-0624 or email to lwawryk@canasa.org

Company: ________________________________

Coordinators Email: _______________________

Booth Number: ___________________________

Sales Contact: ____________________________

Sales Phone Number: _______________________ 

Member of CANASA: ☐ Yes ☐ No

Return form to CANASA no later than March 12
SECURITY CANADA EAST 2018

IMPORTANT SHIPPING INFORMATION

Beginning on Monday, April 23 the Sheraton will accept clearly labeled shipments from Security Canada East Exhibitors and put them in a dedicated storage room (LAVAL 1). They will not accept anything prior to April 23.

Any material arriving prior to April 23 will be turned away.

If you are shipping to the Sheraton please use the included labels.

Exhibitors will need to pick up their own items from the storage area and bring them to their booth.

At show close Exhibitors must prepare their items for shipment, clearly label them, attach a completed bill of lading, and advise the Banquet Maitre’D. Items must be picked up no later than 5 p.m. on April 26. The hotel will not be responsible for them after this time but reserves the right to charge a storage and handling fee for any items left on premise after this date.

Exhibitors will need to bring their own courier way bills and arrange with their courier for pick up. The hotel does not offer this service.

PLEASE FORWARD THIS INFORMATION TO THE STAFF WORKING YOUR BOOTH TO AVOID ANY CONFUSION OR LOST SHIPMENTS.
Ship To: Sheraton Hotel Laval, Receiving – Convention & Banquet Services 2440, Autoroute des Laurentides, Laval, Québec, H7T 1X5 (450) 687-2440

Please Hold For: Security Canada East 2018
For arrival April 23 - 24, 2018
Booth #: __________
Exhibiting Company: ___________________
Exhibitor’s Full Name: ________________
Exhibitor’s Contact Number: ___________
Piece # ________ of __________

SHIP TO: Sheraton Hotel Laval, Receiving – Convention & Banquet Services 2440, Autoroute des Laurentides, Laval, Québec, H7T 1X5 (450) 687-2440

PLEASE HOLD FOR: Security Canada East 2018
For arrival April 23 - 24, 2018
Booth #: __________
Exhibiting Company: ___________________
Exhibitor’s Full Name: ________________
Exhibitor’s Contact Number: ___________
Piece # ________ of __________
Sécurité Canada

Fournisseur officiel de service d'expositions
Official exposition service supplier

Décor Experts Expo
Expositions - Stands personnels - Événements spéciaux - Service d'impressions
Trade shows - Custom exhibits - Special events - Graphics service

Chargé de projets: Dominic Guay
dominic.guay@dee-expo.com
778, Jean-Neveu
Longueuil (Québec) J4G 1P1
Tél.: Phone: (450) 646-2251 X: 232
Téléc.: Fax: (450) 646-6342
www.decorexpertsexpo.com

25 Avril 2018 / April 25th, 2018
Sheraton Laval

Chargée de projets: Dianne Lachance
dianne.lachance@dee-expo.com
778, Jean-Neveu
Longueuil (Québec)
Tél.: Phone: (450) 646-2251
Téléc.: Fax: (450) 646-6342

Chargée de projets: Fabienne Séguin
fabienne.seguin@dee-expo.com
778, Jean-Neveu
Longueuil (Québec) J4G 1P1
Tél.: Phone: (450) 646-2251
Téléc.: Fax: (450) 646-6342
www.decorexpertsexpo.com

Chargée de projets: Sylvie Bédard
sbedard@dee-expo.com
267, rue Cambert
Québec (Québec) G1B 3S4
Tél.: Phone: (418) 666-7133
Téléc.: Fax: (418) 682-6697

Chargée de projets: Elizabeth Dumont
elizabeth.dumont@dee-expo.com
778, Jean-Neveu
Longueuil (Québec)
Tél.: Phone: (450) 646-2251 X: 222
Téléc.: Fax: (450) 646-6342
www.decorexpertsexpo.com
Date: 25 Avril 2018 / April 25th, 2018
Compagnie / Company:
Tél: / Phone:
Adresse / Address:
Courriel / E-mail:
Responsable / Contact:
No. stand / Booth no.:

TPS / GST 138629431RT
TVQ / QST 1016915714

Veuillez remplir et retourner par télécopieur avant le: APRIL 6th, 2018

PRIX APRÈS CETTE DATE: $1037.50

DOMINIC GUAY
25 Avril 2018 / April 25th, 2018
Sheraton Laval
dominic.guay@dee-expo.com

830$

CHOIX DE MOBILIER / FURNITURE CHOICE

CHOIX DE L'OPTION

MURS ANGULAIRES BLANCS ANGLED WHITE WALLS
MURS ANGULAIRES RAINURÉS ANGLED SLAT WALLS
MURS ANGULAIRES PERFORÉS ANGLED PEG BOARD WALLS
MURS ANGULAIRES EN VELCRO ANGLED VELCRO WALLS

TAPIS DÉJÀ DANS LA SALLE CARPET ALREADY IN THE ROOM

IDENTIFICATION EN FASTÉ / FRONT IDENTIFICATION

VEUILLEZ INSCRIRE EN LETTRES MOULÉES LE NOM EXACT DEVANT APPARAÎTRE EN FASTÉ MAXIMUM DE 23 LETTRES, ESPACES INCLUS

PROJECT MANAGER
25 AVRIL 2018 / APRIL 25th, 2018

VISA
MASTERCARD
AMEX

SOUS-TOTAL / SUBTOTAL:

TPS / GST (5%):

TVQ / QST (9.975%):

TOTAL:

N° de carte / Card no.: -
Date d'expiration / Expiration Date: /
Code de sécurité / Security code: -

Signature du titulaire / Cardholder’s Signature:

50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation
**UTILISEZ LES TARIFS DE LA COLONNE (B) SI PAYÉ APRÈS LE / USE COLUMN RATES (B) IF PAID AFTER**

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTE / QTY</th>
<th>MEUBLES ET ACCESSOIRES</th>
<th>FURNITURE &amp; ACCESSORIES</th>
<th>A</th>
<th>B</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td></td>
<td>Boîte de tirage 12&quot; plexi</td>
<td>12&quot; plexi raffle cube</td>
<td>90,00 $</td>
<td>112,50 $</td>
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<tr>
<td>1002</td>
<td></td>
<td>Bras d’éclairage ajustable</td>
<td>Adjustable lighting fixture (arm)</td>
<td>50,00 $</td>
<td>62,50 $</td>
<td></td>
</tr>
<tr>
<td>1004</td>
<td></td>
<td>Chaise noire</td>
<td>Black chair</td>
<td>27,00 $</td>
<td>33,75 $</td>
<td></td>
</tr>
<tr>
<td>1005</td>
<td></td>
<td>Chaise sténo</td>
<td>Steno chair</td>
<td>42,50 $</td>
<td>53,15 $</td>
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<tr>
<td>1031a</td>
<td></td>
<td>Chaises sténo ajustable</td>
<td>Adjustable steno chair</td>
<td>75,00 $</td>
<td>93,75 $</td>
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<tr>
<td>1006</td>
<td></td>
<td>Chevalet - trépied</td>
<td>Easel</td>
<td>29,00 $</td>
<td>36,25 $</td>
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<tr>
<td>1008</td>
<td></td>
<td>Comptoir .5m x 1m x 40&quot;</td>
<td>Counter .5m x 1m x 40&quot;</td>
<td>130,00 $</td>
<td>162,50 $</td>
<td></td>
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<tr>
<td>1010</td>
<td></td>
<td>Comptoir ( portes / tablette )</td>
<td>Counter ( doors / shelf )</td>
<td>150,00 $</td>
<td>187,50 $</td>
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<tr>
<td>1012</td>
<td></td>
<td>Cube ( blanc ) hauteur: 14&quot; 24&quot; 30&quot; 40&quot;</td>
<td>Cube ( white ) height: 14&quot; 24&quot; 30&quot; 40&quot;</td>
<td>100,00 $</td>
<td>125,00 $</td>
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<tr>
<td>1014</td>
<td></td>
<td>Corbeille à papier</td>
<td>Waste basket</td>
<td>12,00 $</td>
<td>15,00 $</td>
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<tr>
<td>1016</td>
<td></td>
<td>Rail d’éclairage 2 ampoules, (électricité non comprise)</td>
<td>Lighting fixture 2 spots, (power not included)</td>
<td>75,00 $</td>
<td>93,75 $</td>
<td></td>
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<tr>
<td>1017</td>
<td></td>
<td>Table à café 20&quot;</td>
<td>Coffee table 20&quot;</td>
<td>42,00 $</td>
<td>52,50 $</td>
<td></td>
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<tr>
<td>1018</td>
<td></td>
<td>Table bistro basse 30&quot;</td>
<td>Low pedestal table 30&quot;</td>
<td>58,00 $</td>
<td>72,50 $</td>
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<tr>
<td>1018b</td>
<td></td>
<td>Table bistro haute 40&quot;</td>
<td>High pedestal table 40&quot;</td>
<td>80,00 $</td>
<td>100,00 $</td>
<td></td>
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<tr>
<td>1020</td>
<td></td>
<td>Table drapée: 2’ X 4’</td>
<td>Draped table: 2’ X 4’</td>
<td>54,00 $</td>
<td>67,50 $</td>
<td></td>
</tr>
<tr>
<td>TAB6</td>
<td></td>
<td>Table drapée: 2’ X 6’</td>
<td>Draped table: 2’ X 6’</td>
<td>68,00 $</td>
<td>85,00 $</td>
<td></td>
</tr>
<tr>
<td>TAB8</td>
<td></td>
<td>Table drapée: 2’ X 8’</td>
<td>Draped table: 2’ X 8’</td>
<td>81,00 $</td>
<td>101,25 $</td>
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<tr>
<td>1021</td>
<td></td>
<td>Table drapée haute 2’ X 4’ (42&quot; de hauteur)</td>
<td>Raised draped table: 2’ X 4’ (42&quot; height)</td>
<td>76,00 $</td>
<td>95,00 $</td>
<td></td>
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<tr>
<td>1022</td>
<td></td>
<td>Table drapée haute 2’ X 6’ (42&quot; de hauteur)</td>
<td>Raised draped table: 2’ X 6’ (42&quot; height)</td>
<td>89,00 $</td>
<td>111,25 $</td>
<td></td>
</tr>
<tr>
<td>1023</td>
<td></td>
<td>Table drapée haute 2’ X 8’ (42&quot; de hauteur)</td>
<td>Raised draped table: 2’ X 8’ (42&quot; height)</td>
<td>101,00 $</td>
<td>126,25 $</td>
<td></td>
</tr>
<tr>
<td>1028</td>
<td></td>
<td>Tablette plexi (pour mur rainuré) Droite Inclinée</td>
<td>Plexi shelf ( for slatwall) Flat Angled</td>
<td>25,00 $</td>
<td>31,25 $</td>
<td></td>
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<tr>
<td>1030</td>
<td></td>
<td>Tabouret sans dossier</td>
<td>High stool without back</td>
<td>30,00 $</td>
<td>37,50 $</td>
<td></td>
</tr>
<tr>
<td>1031</td>
<td></td>
<td>Tabouret avec dossier</td>
<td>High stool with back</td>
<td>50,00 $</td>
<td>62,50 $</td>
<td></td>
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<tr>
<td>1035</td>
<td></td>
<td>Tapis 20 oz Gris (p.c) (autres couleurs sur demande)</td>
<td>Grey Carpet 20 oz(sq.ft) (other colors on request)</td>
<td>1,50 $</td>
<td>1,90 $</td>
<td></td>
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<tr>
<td>1036</td>
<td></td>
<td>Sous-tapis (p.c)</td>
<td>Underpad (carpeting) (sq. ft)</td>
<td>0,90 $</td>
<td>1,25 $</td>
<td></td>
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<tr>
<td>1037</td>
<td></td>
<td>Tapis dimensions spéciales ou coupé (p.c.)</td>
<td>Custom cut carpet (sq. ft)</td>
<td>2,00 $</td>
<td>2,50 $</td>
<td></td>
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<tr>
<td>1038</td>
<td></td>
<td>Velcro mâle ou femelle (min. un mètre)</td>
<td>Velcro male or female (min. one meter)</td>
<td>4,60 $m</td>
<td>5,75 $m</td>
<td></td>
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<tr>
<td>1039</td>
<td></td>
<td>Porte document (zigzag)</td>
<td>Literature Rack (zigzag)</td>
<td>149,25 $</td>
<td>186,55 $</td>
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</tr>
</tbody>
</table>

**N° de carte / Card no.:** [ ]

**Date d’expiration / Expiration Date:** [ ]

**Signature du titulaire / Cardholder’s Signature:**

50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation.
<table>
<thead>
<tr>
<th>QTÉ/QTY</th>
<th>PLANTES ET ARBRES</th>
<th>PLANTS AND TREES</th>
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<tr>
<th>Arbre naturel 3'</th>
<th>Natural tree 3'</th>
<th>57,50 $</th>
<th>71,90 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbre naturel 5'</td>
<td>Natural tree 5'</td>
<td>86,25 $</td>
<td>107,80 $</td>
</tr>
<tr>
<td>Fougère</td>
<td>Fern</td>
<td>34,50 $</td>
<td>43,15 $</td>
</tr>
<tr>
<td>Fougère avec crochet</td>
<td>Fern with hook</td>
<td>51,75 $</td>
<td>64,70 $</td>
</tr>
<tr>
<td>Plante à fleurs</td>
<td>Flowering Plant</td>
<td>49,45 $</td>
<td>61,80 $</td>
</tr>
<tr>
<td>Plante basse naturelle 18'' à 24''</td>
<td>Low natural plant 18'' to 24''</td>
<td>46,00 $</td>
<td>57,50 $</td>
</tr>
<tr>
<td>Plante tropicale 3' - 4'</td>
<td>Tropical Plant 3' - 4'</td>
<td>52,30 $</td>
<td>65,40 $</td>
</tr>
<tr>
<td>Chrysanthème (saison)</td>
<td>Chrysanthemum (season)</td>
<td>30,00 $</td>
<td>37,50 $</td>
</tr>
<tr>
<td>Vase avec fleurs coupées (prix sur demande)</td>
<td>Vase with fresh flowers (price upon request)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOUS-TOTAL / SUBTOTAL: $ ____________________________

TPS / GST (5%): $ ____________________________

TVQ / QST (9.975%): $ ____________________________

TOTAL: $ ____________________________
<table>
<thead>
<tr>
<th>Code</th>
<th>Meubles et Accessoires</th>
<th>Furniture &amp; Accessories</th>
<th>A</th>
<th>B</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1046</td>
<td>Cube de récupération de cocardes (.5m x .5m x 40&quot;)</td>
<td>Ballot Bin (.5m x .5m x 40&quot;)</td>
<td>110,00</td>
<td>$</td>
<td>137,50 $</td>
</tr>
<tr>
<td>1007</td>
<td>Cube (blanc) hauteur: 14&quot; 20&quot; 30&quot; 40&quot;</td>
<td>Cube (white) height: 14&quot; 24&quot; 30&quot; 40&quot;</td>
<td>100,00</td>
<td>$</td>
<td>125,00 $</td>
</tr>
<tr>
<td>1047</td>
<td>Panneau d'affichage PANNEAU: 47-1/2 X 93-1/2&quot; VISUEL: 45'' X 91&quot;</td>
<td>Tac Board PANEL: 47-1/2 X 93-1/2&quot; VISUAL: 45'' X 91&quot;</td>
<td>125,00</td>
<td>$</td>
<td>156,25 $</td>
</tr>
<tr>
<td>1048</td>
<td>Cubes hauteur: 1 x 40&quot; 2 x 28&quot; 1 x 14&quot;</td>
<td>Cubes height: 1 x 40&quot; 2 x 28&quot; 1 x 14&quot;</td>
<td>330,00</td>
<td>$</td>
<td>412,50 $</td>
</tr>
<tr>
<td>1049</td>
<td>2 Comptoirs 1m x .5m x 40&quot; (portes / tablette)</td>
<td>2 Counters 1m x .5m x 40&quot; (doors / shelf)</td>
<td>290,00</td>
<td>$</td>
<td>362,50 $</td>
</tr>
<tr>
<td>1050</td>
<td>Comptoir courbe 1mdia. x 40&quot;</td>
<td>Curved counter 1mdia. x 40&quot;</td>
<td>310,00</td>
<td>$</td>
<td>387,50 $</td>
</tr>
<tr>
<td>1051</td>
<td>Comptoir vitré .5m x 1m x 40&quot; (1 tablette vitrée)</td>
<td>Glass counter .5m x 1m x 40&quot; (1 glass shelf)</td>
<td>240,00</td>
<td>$</td>
<td>300,00 $</td>
</tr>
<tr>
<td>1052</td>
<td>Comptoir vitré .5m x 1m x 40&quot; (2 tablettes vitrées</td>
<td>Glass counter .5m x 1m x 40&quot; (2 glass shelf)</td>
<td>240,00</td>
<td>$</td>
<td>300,00 $</td>
</tr>
<tr>
<td>1053</td>
<td>Colonne vitrée .5m x .5m x 8&quot;</td>
<td>Showcase (with glass) .5m x .5m x 8&quot;</td>
<td>358,00</td>
<td>$</td>
<td>447,50 $</td>
</tr>
<tr>
<td>1054</td>
<td>Colonne vitrée .5m x 1m x 8&quot;</td>
<td>Showcase (with glass) .5m x 1m x 8&quot;</td>
<td>398,00</td>
<td>$</td>
<td>497,50 $</td>
</tr>
</tbody>
</table>

**Utilisez les tarifs de la colonne (B) si payé après le / Use column rates (B) if paid after 6 AVRIL 2018**

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**Déclaration de tarifs :**

- **TPS / GST** (5%): $
- **TVQ / QST** (9.975%): $
- **TOTAL:** $

**N° de carte / Card no.:**

- **Visa**
- **American Express**
- **Master card**

**Date d'expiration / Expiration Date:**

- **Code de sécurité / Security Code:**

- **Titulaire de la carte / Cardholder:**

- **Signature du titulaire / Cardholder's Signature:**

50% du montant total sera retenu pour toute annulation / 50% of the total amount will be retained for any cancellation.
LEAD RETRIEVAL OPTIONS
Security Canada East
Laval, Quebec

Easily Capture, Qualify & Connect With Potential Buyers

**Option 1: Mini Scanner**

This unit is based on single dimensional barcodes that contain an attendee number. You receive a hand-held laser scanner/data storage unit able to read barcodes from a distance of approximately 8”. The system is compact, lightweight, portable and easy to use.

The all-inclusive rental cost includes the scanner, download, exhibitor portal link for data and reports, leads in an excel file that can be exported, standard follow-up codes. No extra power required.

**BENEFITS OF LEAD RETRIEVAL**

- Easy To Use
- Flexible & Reliable
- No power required
- Secure Portal
- Customizable Options
- Qualified Leads

To order your lead retrieval unit(s), please visit the link below. For onsite orders, please visit the lead retrieval counter at the event.

December 14th 2017

Customs clearance is required at Port of entry

Dear Mr. Basnett,

In response to your correspondence dated November 27th 2017; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognize the following event:

2018 Security Canada East trade show
April 25th 2018
Le Centre Sheraton Hotel
Laval, Quebec

The information provided to the CBSA states there will be approximately 700 attendees to which 5% are foreign to Canada and that the event is closed to the general public with no sales of imported goods.

As outlined in your correspondence, this event is expecting approximately 16 foreign exhibitors who are importing trade show booths, catalogues and printed matter for display and use at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff classification 9993.00.00.00 duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Goods imported for sale are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a Form B3, Canada Customs Coding Form. Commercial release processing is fully explained in Customs Memorandum D17-1-5.

Under certain circumstances, the CBSA will require a security deposit on goods temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form E29B).

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer’s/owner’s copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

Academy Customs and Traffic has been designated as the official customs broker for this event. If you have any questions regarding importing meeting materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Greg Thompson at: 905-677-9834.
CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: http://www.cic.gc.ca/english/information/inadmissibility/index.asp

If you have attendees from visa-requiring countries (http://www.cic.gc.ca/english/visas.asp), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cis.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Visa-exempt foreign nationals, excluding U.S. citizens, now require an Electronic Travel Authorization (eTA) to fly or transit through Canada. For more information please visit: www.cic.gc.ca/english/visit/eta-start.asp

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: http://www.cic.gc.ca/english/work/index.asp

To facilitate border procedures it is recommended that exhibitors, carriers, all organizations, attendees be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Francine Picard
Agent des Services frontaliers | Border Services Officer
Coordonnatrice régionale, Programme des services aux Événements internationaux & Congrès (PSEIC) | Regional coordinator, International Events & Convention Services Program (IECSP)
400, Place d’Youville
Salle des comptoirs | Long Room
Montréal, QC, H2Y 2C2
☎ 514-283-2949 ; ☎ 514-283-0384
IECSP-PSEIC_MTL@cbsa-asfc.gc.ca
Gouvernement du Canada | Government of Canada

The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.

Individuals have the right of access to, the protection and correction of their personal information under the Privacy Act – Section 12. The information collected is described under the International Events Personal Information Bank CBSA PPU 040 which is detailed at www.cbsa.gc.ca/agency-agence/reports-rapports/pio-eftp/atip-aiprp/infosource-eng.html

Canada