



2007 Free and Open Source Software for Geospatial (FOSS4G07) Conference
September 24-27, 2007, Victoria Conference Centre, Victoria, BC, Canada

FOSS4G07 EXHIBITOR INFORMATION PACKAGE

Thank you for exhibiting at the FOSS4G07 Conference, taking place at the Victoria Conference Centre, Victoria, BC, from September 24 – 27, 2007. The Exhibit Hall will be located in Salons A & B on Level Two of the Victoria Conference Centre.

Please read this Information Package carefully as it contains important information concerning your participation. Questions concerning your exhibit can be directed to:

Vanessa Scholten
FOSS4G07 Conference Secretariat
c/o Sea-to Sky Meeting Management Inc.
Email: Vanessa@seatoskymeetings.com
Tel.: +1 604-984-6447

Information on the FOSS4G07 program, accommodation, social events, traveling to Victoria and other conference details can be found on the FOSS4G07 web site at www.foss4g2007.org.

VENUE INFORMATION

Victoria Conference Centre
720 Douglas Street
Victoria, BC V8W 3M7
Canada

Go to www.foss4g2007.org/accommodations/#other and click on the link under “Conference Hotels” for a map of downtown Victoria showing the location of the Conference Centre and Conference hotels.

ACCOMMODATION

FOSS4G has reserved blocks of rooms for conference delegates at three hotels in downtown Victoria. **One hotel has already sold out** and we encourage you to make your hotel reservations early! Please visit the accommodation page on the web site for hotel information and rates.

SOCIAL FUNCTIONS

All are welcome at the Welcome Reception! There is no charge for this event, scheduled for 18:00 on Monday, September 24th at the Sticky Wicket, one block from the Conference Centre. Tickets for the Final Banquet at the Royal BC Museum on Wednesday, September 26th are \$50 and available for purchase through the FOSS4G web site. Tickets are NOT included with conference, sponsor, or exhibitor registration.

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CONFERENCE SCHEDULE

A conference schedule is available on the FOSS4G website. This will be updated often between now and the conference dates so please check the schedule on a regular basis.

BOOTH SPACE

Each booth consists of:

- 8 feet deep x 10 feet wide space **OR** 8 feet deep x 20 feet wide space. Size depends on your sponsor benefits or number of booths purchased. Please see the email for your booth size and booth number(s)
- 8 foot high draped backwall and 3 foot high draped sidewalls (drape will be black)
- 6 foot skirted table
- Two padded folding chairs
- Waste basket
- One 15 AMP, 1500 WATT, Double Receptacle
- One wired internet connection (100MB fibre backbone)

Booth signage, additional power, and any additional services or accessories must be ordered through official show suppliers; see below for details.

Please note the following:

- Salons A & B are carpeted.
- Booth displays cannot exceed 19 feet in height.

EXHIBIT HALL FLOOR PLAN

An Exhibit Hall floor plan is included with this package. Your booth number(s) was included in the email that accompanied this package. FOSS4G07 reserves the right to make changes to the floor plan without notice.

MOVE-IN & OUT

Move in: Monday, September 24th - 12:00 to 18:00

Move out: Thursday, September 27th - 15:00 to 18:00 (tear down not permitted before 15:00)

NOTE: The Exhibit Hall will occupy all of Salon A and half of Salon B. The other half of Hall B will be combined with Hall C for use as the plenary room. Hall B will be divided by a curtain of pipe and drape. To avoid noise from the Exhibit Hall interfering with the Opening Plenary, the Exhibit Hall will not open to exhibitors until shortly before noon on Tuesday, September 25th, and tear down and move-out will not be permitted until the completion of the Closing Plenary at 15:00 on Thursday, September 27th. This means that **booth set-up must be completed** on Monday, September 24th by 18:00. Please schedule your move-in and out staff accordingly.

EXHIBIT HALL HOURS

Tuesday, September 25th - 12:00 to 18:00

Wednesday, September 26th - 09:00 to 17:00

Thursday, September 27th - 09:00 to 13:00



EXHIBIT STAFF

Exhibitors are permitted two booth staff per 8 X 10 space at no charge to work in the booth. Booth staff will only have access to the Exhibit Hall and are not permitted to attend conference or workshop sessions. Please use the attached form to register your booth staff by September 7, 2007.

NAME BADGES

All delegates and exhibitor booth staff will have Conference name badges. Badges will be available for pick-up at the Registration Desk and must be worn at all times while in attendance at the Conference, including the Exhibition Hall.

ON-SITE REGISTRATION

Registration will open at 08:00 on Monday, September 24th on Level One of the Victoria Conference Centre. Please visit the registration desk to pick up your registration package and badges. Registration will be open as follows:

Monday, September 24, 2007 - 08:00 - 18:30

Tuesday, September 25, 2007 - 08:00 - 17:30

Wednesday, September 26, 2007 - 08:00 - 16:30

Thursday, September 27, 2007 - 08:00 - 14:30

LOGO & COMPANY DESCRIPTION

If you have not already done so, please provide your logo (tif or eps file preferred) and a 50 word (maximum) description of your product and/or services for inclusion in the Program. Logos and descriptions must be received by August 10, 2007 and can be sent by email to vanessa@seatoskymeetings.com.

INTEGRATION SHOWCASE IN THE EXHIBIT HALL

This year the FOSS4G07 exhibition floor will host a brand new event, in which sponsors and exhibitors may, if they wish, collaborate to create a software integration demonstration. Each exhibitor will demonstrate their own products and projects, but instead of showing off self-contained silos, the software will all interact. A user walking the floor will be able to edit data at one booth, and see the changes in a web application in another booth. Each exhibitor will display an architecture diagram of the entire showcase, indicating where their application fits in the architecture, and what components it directly interacts with. Justin Deoliveira (jdeolive@openplans.org) will be contacting you to coordinate your participation the integration showcase.

DEMONSTRATION THEATRE

The demonstration theatre will provide an opportunity to show the latest developments in short presentations throughout the conference (live demonstrations only, no PowerPoint). Situated close to the Exhibition Hall, the theatre will be easy for delegates to drop in on for a quick dose of interesting technology. If you would like to schedule a demonstration in the theatre, please contact Vanessa Scholten. The theatre will be active during coffee breaks and lunches. For more information please send an email to demos@foss4g2007.org.



SHOW CONTRACTOR

The Victoria Conference Centre is the official Show Contractor for the FOSS4G Conference and can supply booth displays, booth accessories and other services. Please see the attached order forms or contact Allison Carter at the Victoria Conference Center with any questions:

Alison Carter, Event Co-ordinator
Victoria Conference Centre
Phone: (250) 361-1015
alisonc@victoriaconference.com

SHIPPING SERVICES & CUSTOMS BROKER

Events on the Move is the official carrier and Customs broker for the Conference. All exhibitors from outside Canada who are shipping an exhibit display or materials into Canada will require a Customs broker to have their goods cleared through Customs. Events on the Move can provide Customs clearance as well as arrange for your goods to be delivered to the show floor on move-in day and shipped back following the show. An order form for shipping, freight forwarding, customs brokerage and advance warehousing is included in this package. The Victoria Conference Centre does not accept and does not provide storage for advance shipments so please do not send booth materials or packages directly to the Conference Centre. A representative from Events on the Move will contact you to inquire about your shipping and brokerage needs.

Events on the Move Customs and Shipping
Contact: Theresa Smith and Sara Leishman
Tel: 604-647-0130 Fax: 604-647-0136 Toll Free: 1-877-355-1116
Email: tsmith@eventsonthemove.com or sleishman@eventsonthemove.com

COMPUTER AND AV EQUIPMENT

Sharp's Audio Visual is the official supplier of computer and audio visual equipment to the conference. A Sharp's order form is attached.

INTERNET

Each booth space comes with one wired internet connection. Sharp's Audio Visual is the exclusive provider for Internet access to the Victoria Conference Centre. If you wish to order additional internet services or equipment for your booth, please contact Sharp's Audio Visual via email at vccbusinesscentre@sharpsav.com, phone +1 250.361.1095 or fax +1 250.361.1065.

Wireless internet access will be provided to conference attendees throughout the Victoria Conference Centre at no charge.

POWER & BOOTH LIGHTING

Each booth comes with one 15 AMP, 1500 WATT, Double Receptacle. If you wish to order additional power, or lighting for your booth, please contact Allison Carter at the Victoria Conference Centre via email alisonc@victoriaconference.com or phone +1 (250) 361-1015.



EXHIBITOR GUIDELINES

- Exhibitors must conduct demonstrations, canvassing, literature distribution, promotional activities, etc. within their assigned space so they do not interfere with aisle traffic or neighbouring booths.
- Tables and displays must be placed a minimum of two feet from the aisle line.
- Any equipment or promotional devices (noisemakers, flashing lights, loud music, etc.) that interfere with other exhibitors will not be permitted.
- All food and beverage is provided exclusively by the Victoria Conference Centre's official supplier. No outside food and beverage (alcoholic or non-alcoholic) is permitted within the Exhibit Hall.
- Sharing, sub leasing, or transferring exhibit space, unless approved in writing by FOSS4G, is not permitted.
- The exhibitor will be held directly responsible for any damage caused to any part of the premises either during the set-up, breakdown or open period of the Exhibition. Any repair costs will be the sole responsibility of the exhibitor.

SECURITY

Security will be provided for the Exhibit Hall during move-in and out and overnight. The organizers of the FOSS4G07 conference, the Victoria Conference Centre, OSGeo, or Sea to Sky Meeting Management will not be held responsible for lost or stolen items.

LIABILITY INSURANCE

Neither the organizers of the FOSS4G07 conference, the Victoria Conference Centre, OSGeo, or Sea to Sky Meeting Management will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment or decorations, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, are required to provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

HEALTH INSURANCE

Exhibitors must have appropriate medical and travel insurance while in Canada.

PASSPORTS / VISITORS VISA

For information on passport/visa requirements for entry into Canada contact the Canadian Embassy, Consulate or High Commission in your country. For general information to enter into Canada see the following link: www.cic.gc.ca

NON SMOKING POLICY

All areas of the Conference and Exhibit Hall are NON-SMOKING.



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September 24-27, 2007, Victoria Conference Centre, Victoria, BC, Canada

EXHIBIT BOOTH STAFF REGISTRATION FORM

Exhibitors are asked to complete this form to register their booth staff for the FOSS4G07 Conference. Exhibitors are permitted two booth staff per 8 X 10 space at no charge to work in the booth. Booth staff will only have access to the Exhibit Hall and are not permitted to attend conference or workshop sessions. Badges can be picked up at the Registration Desk located in the lobby of the VICTORIA CONFERENCE CENTRE (VCC).

PLEASE TYPE OR PRINT

Exhibiting Company _____ Booth Number(s) _____

**Note: Booth staff is limited to two staff per 8x10 booth.*

8 X 10 = 2 staff

8 X 20 = 4 staff

	FIRST NAME	LAST NAME	COMPANY NAME
1.			
2.			
3.			
4.			

SOCIAL FUNCTIONS

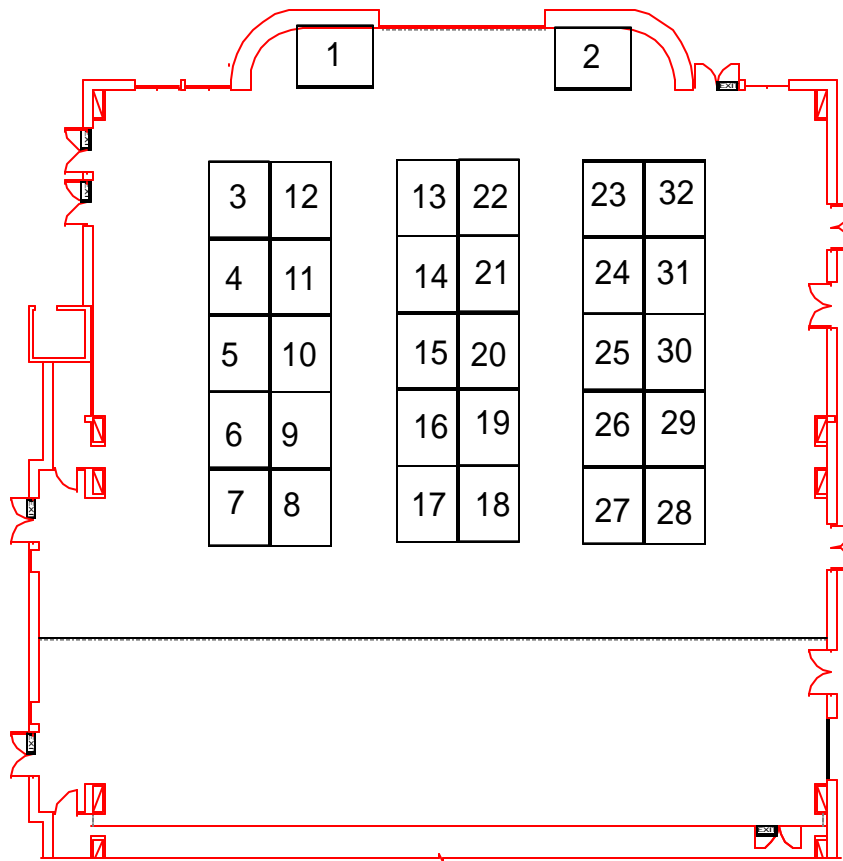
All are welcome at the Welcome Reception! There is no charge for this event, scheduled for 18:00 on Monday, September 24th at the Sticky Wicket, one block from the Conference Centre. Tickets for the Final Banquet at the Royal BC Museum on Wednesday, September 26th are \$50 and available for purchase through the FOSS4G web site. Tickets are NOT included with conference, sponsor, or exhibitor registration.

ALL OF THE ABOVE INFORMATION MUST BE COMPLETED AND RETURNED TO:

Vanessa Scholten
FOSS4G07 Conference Secretariat
c/o Sea-to Sky Meeting Management Inc.
Suite 206, 201 Bewicke Avenue
North Vancouver, BC, V7M 3M7
Canada

Email : Vanessa@seatoskymeetings.com
Tel. : +1 604-984-6447
Fax : +1 604-984-6434

PLEASE COMPLETE AND RETURN BY FRIDAY, SEPTEMBER 7, 2007



CLIENT NAME & EVENT DATE:

FOSS4G '07

NOTES:

32 - 8' x 10' Display Booths

DIMENSION:
LxWxH 36 x 28 x 9.5
EACH SQUARE
REPRESENTS 3' X 3'

SALON A and B



VICTORIA
CONFERENCE
CENTRE

Show Name: FOSS4G '07

Show Date: September 23 - 27, 2007

Discount Advance Order Cut Off: September 7, 2007

Payment by Cheque (Attached) or Credit Card

Cheque Attached (X)

Visa MasterCard AMEX (X)

Exhibitor: _____

Booth #(s): _____

Telephone: _____

Address: _____

City & Province: _____

Card Number: _____

Expiry Date: _____

Name on Card: _____

Cardholder Signature: _____

NOTE: Display Orders and Payments received less than fourteen (14) days prior to the Exhibitor Move-In day will be charged at the Standard Order rates.

NOTE: If Orders have been received and processed, 25% of the order is non-refundable.

If the Service has been provided, 100% of the order is non-refundable.

NOTE: If any form is calculated incorrectly, we reserve the right to correct the amount on the order.

DISPLAY ORDERS	Quantity	Discounted Advance Order	Standard Order (2 weeks)	Total
Tables				
8' Table, topped & skirted on 3 sides		\$ 55.00	\$ 60.00	
6' Table, topped & skirted on 3 sides		\$ 50.00	\$ 55.00	
Counter height 8' Table, topped & skirted on 3 sides		\$ 65.00	\$ 70.00	
Counter height 6' Table, topped & skirted on 3 sides		\$ 60.00	\$ 65.00	
Pedestal Table (36" round, 30" high) topped & skirted		\$ 30.00	\$ 35.00	
Pedestal Table (36" round, 30" high) undecorated		\$ 15.00	\$ 20.00	
Counter height Pedestal Table (36" round, 40" high) topped & skirted		\$ 40.00	\$ 45.00	
Counter height Pedestal Table (36" round, 40" high) undecorated		\$ 18.00	\$ 23.00	
Chairs				
Padded Folding Chair		\$ 7.50	\$ 10.00	
Counter height Stool		\$ 25.00	\$ 30.00	
Misc.				
Waste Basket		\$ 6.25	\$ 8.00	
Metal Easel		\$ 15.00	\$ 18.00	
Potted Mum		\$ 25.00	\$ 30.00	
Floral Arrangement		\$ 50.00	\$ 70.00	
			Subtotal	
			6% GST	
			7% PST	
			Total	

FULL PAYMENT MUST BE RECEIVED WITH ORDER. PLEASE REMIT BY MAIL OR FAX

Victoria Conference Centre, Att: Alison Carter, 720 Douglas Street, Victoria, BC, V8W 3M7

Phone: (250) 361-1015 Fax: (250) 361-1069

Victoria Conference Centre GST #122206394

FOSS4G 2007 Conference AUDIO VISUAL REQUEST Sharp's Audio Visual

Please read the entire form carefully. By completing this form you understand and agree to the guidelines set below.

Event Name: FOSS4G 2007 Conference	Event Date: September 25-27, 2007
Contact Name:	Company Name:
Address:	City:
Province/State:	Postal/Zip Code:
Telephone Number:	Fax Number:
Email Address:	Room: Booth #:
Install Date:	Time:
Dismantle Date:	Time:

QUANTITY	EQUIPMENT REQUIRED	ADVANCED RATE (per day) <small>Form and full payment received 7 days prior to show move-in</small>	STANDARD RATE (per day) <small>Form and full payment received within 7 days to show move-in</small>	NUMBER OF DAYS	TOTAL
	27" Television Monitor -NTSC-	\$80.00	\$90.00		
	VHS VCR -NTSC-	\$40.00	\$45.00		
	DVD Player -NTSC-	\$40.00	\$45.00		
	Pentium Laptop - Basic Configuration	\$175.00	N/A		
	Computer Desktop Speakers	\$20.00	\$25.00		
	Keyboard & Mouse; <small>please indicate connector type</small>	\$10.00	\$15.00		
	17" LCD Flat Panel Monitor	\$100.00	N/A		
	19" LCD Flat Panel Monitor	\$150.00	N/A		
	LCD Data Projector	\$450.00	\$550.00		
	Flip Chart (incl. stand, pad, markers) -per day rate	\$25.00	\$30.00		
	5' Tripod Screen	\$15.00	\$20.00		
	6' Tripod Screen	\$20.00	\$25.00		
	CD or Cassette Player	\$40.00	\$45.00		
	Powered Speaker with stand	\$75.00	\$85.00		
	Skirted Cart for Projector or Monitor Rental	\$20.00	\$25.00		

Don't See What you Require? Please Call Us Direct ~ We Have It!	<i>Labour:</i>	\$45.00
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PAYMENT INFO: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	<i>Subtotal:</i>	
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Cardholder's Name:	Expiry Date:	<i>6% GST:</i>	
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Credit Card Number:	<i>7% PST:</i>	
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Cardholder's Signature:	Date:	AMOUNT PAYABLE:
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PAYABLE TO: Amount payable is subject to prevailing taxes and is payable in Canadian Funds

Sharp's Audio Visual Ltd. at the Victoria Conference Centre 720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA **PRICES SUBJECT TO CHANGE WITHOUT NOTICE	Phone 250.361.1095 Fax 250.361.1065 email vccbusinesscentre@sharpsav.com GST Registration #10482 1525 RT	
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I hereby authorize Sharp's Audio Visual or its agents to install the service(s) described above and agree to assume complete responsibility for all charges including lost or stolen equipment and additional labour charges which may exceed the amount payable made herewith.



Welcome to the Free and Open Source Software for Geospatial 2007! (FOSS4G07)

The following pages contain important information pertaining to:

- **Shipping and Freight Forwarding**
- **Customs Brokerage**
- **Advanced Warehousing**

For your upcoming event in Victoria, *Events on the Move* has been selected the official supplier for shipping and customs. We are a freight forwarder and customs broker based out of Vancouver and specialize in the meetings and events industry. We are a great resource to help plan for your shipping into the event. Your contact in Vancouver is Theresa Smith and Sara Leishman.

Shipping Procedures

Once Events on the Move picks up your shipment from your office or warehouse anywhere around the world, you won't need to worry about the logistics of getting your product into the event.

International Shipping

Events on the Move will handle all aspects of Canada Customs brokerage on your behalf.

Timeline

Shipping early saves money. If you are able to send your shipment two or three weeks in advance, you can take advantage of the free advanced warehouse when using our shipping services and save a LOT of money on transportation charges.

Return Shipping

Don't worry about planning the return shipping. Events on the Move will confirm all of your outbound requirements and complete all your return shipping documents.

Requesting Services

Fax in the "Service Order Form" and Events on the Move will take care of the rest.

Contact information

Events on the Move Customs and Shipping

605-1125 Howe Street

Vancouver, BC

V6Z 2K8

t. 604-647-0130 f. 604-647-0136 toll free 1-877-355-1116

contact: Theresa Smith and Sara Leishman

email: tsmith@eventsonthemove.com and email: sleishman@eventsonthemove.com

We look forward to working with you soon.

The Events on the Move team



Events on the Move
Service Order Form

Free and Open Source Software for Geospatial 2007 (FOSS4G07)



**Victoria Conference
Centre
Victoria, BC
September 24-27, 2007**

Shipping
Customs Brokerage

**Fax this form to 604-647-0136
Questions? Call 604-647-0130
Or call toll free 1-877-355-1116**



Please complete this section

Company Name:		Booth #:
Contact Name:	Telephone Number:	Fax Number:

Email Address: _____

Invoicing

Would you like to be billed to your credit card or by invoice? credit card invoice

We require that you provide your credit card number for our files. No orders will be processed to this card without your authorization. Any invoices not paid within 30 days of receipt may be subject to credit card processing.

Visa MasterCard AMEX Name on Card _____

Card Number		Exp. date
Address for Invoicing:	Tel #	Accounts Payable Contact:
	Fax #	
City:	State / Province:	Postal Code / Zip:

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE TRUTH OF THE STATEMENTS CONTAINED HEREIN & HAVE READ AND UNDERSTOOD THE LIMITS OF LIABILITY FOUND AT THE END OF THIS DOCUMENT.

APPLICANT SIGNATURE: _____ DATED: _____



Shipping and Freight Forwarding Services – check appropriate boxes below:

Shipping from your office / warehouse to show site and return back to your location or to your next event.

Total Number of Pieces to be picked up	Approximate weight	Date ready for pick up (Earlier the better)

Indicate the dimensions of your shipment and brief description of goods. This will determine the most appropriate method for shipping your product.

Number and description of pieces	Weight	Length	Width	Height
e.g. 4 plastic cases – Display Stand	45 pounds approx info is okay	18 inches	18 inches	42 inches

Pickup location

Company Name	Contact Name	Contact Number
Address:		
City	State/Province	Postal Code / ZIP

Pick up at Shipping / Receiving what time do you close? _____

Any comments on Pick up Location?

Return Shipment

Please return my shipment to the pick up address

Is there a date that you require your materials back before? If not, leave this blank and your materials will be sent economy service:

_____ DAY _____ Month _____ Year _____ Time

Please return my shipment to the address below

Company Name	Contact Name:	Contact Number:
Address:		
City:	State/Province:	Postal Code / ZIP:



Customs Brokerage Services – check appropriate boxes below:

Customs Brokerage:

Any materials coming into Canada require customs clearance. All non-Canadian exhibitors must complete the attached **Commercial Invoice** for clearance.



Cargo Insurance Services – check appropriate boxes below:

YES – Please Insure My Shipment:

Shipping from your office/warehouse to show site and return to your office/warehouse or ship to your next event.

Indicate Currency for Limits and Premium: Canadian Dollars US Dollars

Indicate Trip coverage required (select only **ONE** of the following options):

Trip	Deductible	Coverage Limit	Rate *	Premium
<input type="checkbox"/> Inbound: One Way **Maximum Limit \$50,000	\$500.00	\$.0050	\$
<input type="checkbox"/> Outbound: One Way **Maximum Limit \$50,000	\$500.00	\$.0050	\$
<input type="checkbox"/> Round Trip **Maximum Limit \$50,000	\$500.00	\$.0075	\$
CLAIMS: Report all claims to Eagle Underwriting (Pacific) Inc. Phone: (604) 683-0506 Fax: (604) 683-0588			Premium Total: (Minimum Premium \$ 50)	\$
			Administration Fee:	\$ 50
			Total Payable:	\$

* Rate e.g. \$ 25,350 X .0050 = \$ 126.75 round-up to \$ 127

**Maximum Limit \$ 50,000. Coverage is available for limits in excess of \$ 50,000 upon application and authorization of the Underwriters. Contact your Events on the Move representative if excess limits are required.

NO – Cargo Insurance is NOT Required

Exhibitors from outside Canada to complete this form

Shipping from: (address)

COMMERCIAL INVOICE FOR CUSTOMS PURPOSES

Free and Open Source Software for Geospatial 2007 (FOSS4G07)

This must be completed and printed onto your **company letterhead**. You can photocopy this onto your letterhead or simply type or hand-write this information in any format or style you want.

Company Tax ID Number (US exhibitors only)

Description of Item	Country of origin	Number of items	Value	Currency

I, _____, declare that the above mentioned items are for trade show purposes only and are not intended for resale.

Company

Position

Telephone Number

X _____
Signature Date

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

It is agreed by you that the goods as described are SUBJECT TO THE TERMS AND CONDITIONS AT THE END OF THIS TRANSPORTATION DOCUMENT. The exporter, importer, sender, receiver, owner, consignee, transferor and transferee (all of whom are collectively referred to as "Exhibitor") agrees TO WAIVE ANY AND ALL CLAIMS that they may have in the future against Events on the Move Enterprises Inc. ("EM"), and their carriers, truckers, forwarders, customhouse brokers, agents, warehousemen, stevedores, representatives, employees or others as may be required to transport, store, handle and deliver the Exhibitor's materials, (all of whom are hereinafter collectively referred to as the "RELEASEES") and TO RELEASE THE RELEASEES from any and all liability for any loss, damage, destruction, delay, disappearance, theft and expense DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE ON THE PART OF THE RELEASEES may suffer as a result of the failure of the RELEASEES to safeguard or protect the Exhibitor's materials from loss, damage, destruction, delay, disappearance, theft and expense of delay including loss of profit, business interruption, or any collateral costs which may result. THE EXHIBITOR'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING EVENTS ON THE MOVE ENTERPRISES INC'S LIMITATION OF LIABILITY.

TERMS AND CONDITIONS OF SERVICE **(Please Read Carefully)**

All shipments to or from the Exhibitor will be handled by EM and the RELEASEES on the following terms and conditions. No agent or employee of either party may alter or waive any of the following terms and conditions.

CHOOSING ROUTES AND AGENTS

EM and the RELEASEES shall have complete freedom in choosing the means, route and procedure to be followed in the handling, transportation and delivery of the goods. Advice by EM and the RELEASEES to an Exhibitor that a particular person or firm has been selected to render services as to the materials shall not be construed to mean that EM or the RELEASEES warrants or represents that such person or firm will render such services.

SERVICES RENDERED BY RELEASEES

EM is authorized to select RELEASEES as may be required to transport, store, deal with and deliver the goods, all of whom shall be considered agents of the Exhibitor. The goods may be entrusted to such parties subject to all conditions of this transportation document, and to all rules, regulations, requirements and conditions (including limitations of liability for loss, damage, expense or delay), whether printed, written or stamped, appearing in bills of lading, receipts or tariffs issued by such RELEASEES and others. EM undertakes only to use reasonable care in the selection of RELEASEES and others to whom it may entrust the goods for transportation, cartage, handling, delivery and/or storage or otherwise.

INDEMNIFICATION FOR SERVICES RENDERED BY RELEASEES

The Exhibitor agrees to indemnify and hold harmless the RELEASEES against any claim or legal action taken against the RELEASEES, including but not limited to for fines, penalties, liquidated damages and/or other money due arising from a shipment of materials of the Exhibitor assessed by any carrier, country, governmental agency or other person against the shipment because of the failure, or alleged failure, of the Exhibitor to comply with any laws, rulings, requirements of any country or governmental agency including but not limited to, increased duty, liquidated damage, penalty, fine or expense, together with reasonable expenses, including attorneys fees in connection with defending the claim or action and obtaining reimbursement from the Exhibitor, resulting from any act, inaccuracy or omission or any failure to make timely presentation even if not due to any negligence or fault of the Exhibitor. The confiscation or detention of any Exhibitor's materials by any country or governmental authority shall not affect or diminish the liability of Exhibitor to EM and the RELEASEES to pay all charges or other money due promptly on demand.

SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT

Exhibitor shall provide weight and measurements for its shipments to EM or the RELEASEES as the case may be. Shipments are subject to reweighing and remeasurement by EM or the RELEASEES at their discretion. If dimensional weights apply under tariff rules, dimensions shall be shown as follows, Length x Width x Depth = Cubic Inches (or applicable unit measurement.) If the weight or measurements of the Exhibitor's materials as delivered are different from Exhibitor's representations, or if pick-up or delivery time or location is changed by Exhibitor, EM and its RELEASEES reserve the right to refuse pick up or delivery or vary rates, charges and fees of shipment.

EXHIBITOR'S DUTY TO FURNISH AND WARRANT THE ACCURACY OF CUSTOMS INFORMATION

On an import or an export, at a reasonable time prior to the shipment or arrival of any Exhibitor materials to Customs, the Exhibitor shall furnish to EM in the proper language, form, and number, all invoices and documentation that may be useful and/or required by the laws and regulations of the countries of destination and entry. The Exhibitor shall be bound by and warrant the accuracy of all invoices, documents and information furnished to EM by the Exhibitor or its agents for export, import or other purposes. It is the Exhibitor's responsibility to know and comply with all classification, valuation, marketing and other Customs requirements, laws, regulations and rulings, enforced by any country or governmental agencies having jurisdiction over a shipment. Where a bond is required by a country or governmental agency to be given for the production of any document or the performance of any act, the Exhibitor shall be deemed bound by the terms of the bond notwithstanding the fact that the bond has been executed by EM and/or the RELEASEES as principal, it being understood that EM and the RELEASEES entered into such undertaking at the request and on behalf of the Exhibitor, and the Exhibitor shall indemnify and hold EM and the RELEASEES harmless for the consequences of any breach of the terms of the bond.

SERVICES RENDERED BY EM

When EM carries, stores or otherwise physically handles the Exhibitor's materials, including in the performance of any local pick up or delivery service, and loss, damage, destruction, disappearance, and/or theft occurs during such activity, EM assumes no liability, unless at the time of the loss, damage, destruction, disappearance and or theft of the Exhibitor's materials, EM had actual custody or control of the Exhibitor's materials and the damages alleged to have been suffered are proven to be caused by the gross negligence or wilful misconduct of EM, its officers or employees, in which event the limitation of liability set forth in paragraph 7 shall apply. It is specifically declared that EM shall not be responsible for loss damage, destruction, disappearance, and/or theft of the Exhibitor's materials after the materials have been delivered to the Exhibitor's booth, nor shall EM be responsible for loss, damage, destruction disappearance and/or theft before the materials are picked up from the Exhibitor's booth for reloading after the show. The condition, count and content of the materials found at the time of local pick up or delivery or in the booth at the time of the actual removal as determined by EM or the RELEASEES shall be final and binding and the right is reserved by EM and the RELEASEES to alter the Exhibitor's transportation documents to reflect the actual condition, count and contents of the Exhibitor's materials.

LIMITATION OF LIABILITY FOR SERVICES RENDERED BY EM

EM and the RELEASEES do not know of the quality, condition, contents and value of the goods stored except as declared and described on the face of this transportation document by the Exhibitor. EM does **NOT** insure goods described on this transportation document. Without limiting the generality of the foregoing it is specifically declared that: all goods are handled at the Exhibitor's risk of loss, damage or delay in delivery caused by or through the inaccuracies, obligations or absence of marks numbers, address or description, act of God, acts of terrorism, irresistible force, enemies of the Queen, civil or military authorities, insurrection, riot, strikes, picketing or any other labour trouble, water, stream, fire, frost vermin, heating or corruption, deterioration, drainage, dampness, rust, decay, collapse of the building, inevitable accident, depreciation or perishing by elapse of time, changes in temperature, contact with odours from other goods, inherent defects, lack of any special care or precaution, injury to articles insufficiently protected or arising from the nature of the goods, loss in weight, insufficient cooperage, boxing, crating or packing ordinary wear and tear in handling, leakage, concealed damage or any cause beyond the control of EM or failure to detect any of the foregoing. All storage, handling fees and other applicable charges and costs must be paid by the Exhibitor on goods stored and lost or damaged as a result of the above causes. In connection with all shipments, the Exhibitor agrees that the legal liability of EM, shall be strictly limited to the lessor of **\$50.00 CDN per item lost, stolen, damaged or destroyed** or **\$500.00 CDN per shipment** whichever is less, unless the Exhibitor specifically requests a higher limit in writing and declares an excess in value, in which case EM may at its option, accept liability and assess an additional charge to costs of storage, handling charge or other applicable rate. EM shall not, in any event or under any circumstances, be liable for any claim of any type whatsoever with respect to the Exhibitor's materials unless the claim is presented in writing within a reasonable time, not exceeding **30 days** after the Exhibitor learns of, or, in the exercise of reasonable care, should have learned of the loss, damage or destruction of the Exhibitor's materials. It is specifically declared and the Exhibitor agrees that EM shall not be liable to any extent whatsoever for any actual, potential or assumed loss of business, loss of profit, loss of revenues or for any collateral costs which may result from any loss, damage, destruction, disappearance, theft and or delay in delivery to an Exhibitor's materials which may make it impossible or impractical to exhibit.

GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY

EM shall have a general lien on any and all property, materials, and documents relating thereto, of the Exhibitor, in its possession, custody or control or en route, for all claims, for charges, expenses or advances incurred by EM in connection with any shipment of the Exhibitor and if such claim remains unsatisfied for thirty days (30) after demand for its payment is made, EM may sell at public auction or private sale, upon ten days written notice, sent by certified or registered mail with return receipt requested from Exhibitor, all the goods, wares and/or merchandise, or so much thereof as may be necessary to satisfy such lien, and apply the net proceeds of such sale to the payment of the amount due to EM. Any surplus from such sale shall be transmitted to the Exhibitor, and the Exhibitor shall be liable for any deficiency in that sale.

CONSTRUCTION OF TERMS AND VENUE

This agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the law of the Province of British Columbia and no other jurisdiction. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

WARSAW CONVENTION

International air carriage is subject to the rules relating to liability established by the Convention for the Unification of Certain Rules relating to International carriage by Air signed at Warsaw October 12, 1929.

LANGUAGE

The parties confirm their express desire that this Agreement be drafted in the English language. Les parties par les présentes confirment leur volonté expresse que la présente convention soit rédigée en langue anglaise.

Cargo Insurance Coverage Information

Transportation Floater Form – All Risks

Subject to: Replacement Cost, 100% Co-insurance , Locked Vehicle Warranty,
As per Underwriters Wordings General merchandise consisting of Convention and Trade Show Items.

Geographical Limits: Ports and/or places in Canada, USA, Europe and Asia. Excluding: Afghanistan, Angola, Cuba, Ethiopia, former Yugoslavia, former Soviet Union, Iran. Iraq, Lebanon, Nicaragua, Nigeria, Somalia, Uganda and any other country where their local legislation decrees insurance must be effected locally, unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

Excluding: Jewellery, precious metals, bank notes, securities, works of art, valuable papers, dangerous goods, antiques, glass, fresh and frozen foods, confectionery, asbestos tiles, furs, live animals, bulk commodities, perishable goods, microprocessor chips, cellular phones, computer parts and other similar items unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

IMPORTANT NOTICE: As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning various risk characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. It is agreed that the information contained herein shall be the basis of the contract. The above information is intended to be descriptive only all terms and conditions are subject to the actual policy wording (available on request).