

**TABLES**

Skirted Table 30" Available in  
4', 6', 8' or Raiser 42" in 6' & 8'



UnSkirted Table 30", 40"  
Available in 6', 8'



**SKIRT COLOURS**



**BISTRO TABLES**

Cruiser Table Black Top  
30" or 40" high



Cocktail Table  
Regular Height 30"



Cruiser Table  
with full Spandex



Glass Top Cruiser table



**COFFEE & END TABLE**

Coffee Table Wood - White, Grey  
Length 35 3/8", Height 18 1/8", Width 35 3/8"



End Table Wood  
Length 21 5/8", Height 17 3/4", Width 21 5/8" White, Grey



**Other Table Options**



**FURNITURE – TABLE ORDER FORM 1**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4<sup>th</sup>, 2017**

SKIRTED TABLE – 30" HIGH					
Quantity	Product SKU	Skirted Tables Description – Black Top & Black Skirt	Discounted Price	Regular Price	Total
	DT4	Skirted 4' Table - Skirted on 4 Sides	\$72.00	\$102.37	
	DT6	Skirted 6' Table – Skirted on 3 Sides	\$72.00	\$102.37	
	DT8	Skirted 8' Table – Skirted on 3 Sides	\$85.99	\$122.85	
	S4	4th Side Skirt – Optional	\$14.33	\$20.47	
	WV	White Vinyl for Table Top	\$23.88	\$34.50	
	SC	Alternative table colour skirt (see below)	\$11.50	\$16.00	

**SKIRT COLOUR OPTIONS:**

Black  Blue  White  Red  Burgundy  Green  Silver

**NOTE: Black will be provided if no colour is chosen.**

SKIRTED TABLE – 42" HIGH					
Quantity	Product SKU	Skirted Raised Tables Description - Black Top & Black Skirt	Discounted Price	Regular Price	Total
	RDT4	Skirted 4' Table - Skirted on 4 Sides	\$76.25	\$110.00	
	RDT6	Skirted 6' Table – Skirted on 3 Sides	\$76.25	\$110.00	
	RDT8	Skirted 8' Table – Skirted on 3 Sides	\$96.00	\$136.50	
	RS4	4th Side Skirted – Optional	\$19.50	\$27.50	
	WV	White Vinyl for Table Top	\$24.00	\$35.00	
	SC	Alternative table colour skirt (see below)	\$11.50	\$16.00	

**SKIRT COLOUR OPTIONS:**

Black  Blue  White  Red  Burgundy  Green  Silver

**NOTE: Black will be provided if no colour is chosen.**



**RSS GREEN INITIATIVE**

As one of our green initiatives Robinson Show Services has discontinued the use of non-recyclable white vinyl for the provision of exhibitor tables. All table tops are black. We encourage the use of these tables, for long term environmental benefit. Any exhibitor ordering white vinyl table tops will be charged a disposable environmental disposal fee of \$25. \$10 from this fee will be donated to the World Wild Life Fund

**CHAIRS**

Folding Chair  
 Black, Grey



Stackable  
 Chair Black



Upholstered Side Chair  
 Black, Grey



Executive office  
 Chair - Black



Ergonomic Steno  
 Office Chair - Black



Steno Chair  
 Grey



Director Chair  
 Black



**STOOLS**

Bar Stool – Backless  
 Black, White



Bar Stool – Ladder Back  
 Black, White



Bar Stool – Gas Lift - Mellow  
 White



Bar Stool – Gas Lift  
 Black



Bar Stool – Gas lift Coco  
 White



Bar Stool  
 Black



Bar Stool – Gas Lift  
 Brown



Bar Stool Leather  
 Black



**FURNITURE – TABLE ORDER FORM 2**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

UNSKIRTED TABLE					
Quantity	Product SKU	Unskirted Tables Description	Discounted Price	Regular Price	Total
	UDT6/8	Unskirted Table -30" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$33.50	\$47.25	
	UDTS6/8	Unskirted Table – 40" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$62.50	\$88.75	
BISTRO TABLE					
Quantity	Product SKU	Bistro Tables Description	Discounted Price	Regular Price	Total
	CT-R30	Cruiser Bistro Table Raised Height Star Base – 30" Round, 42" High (Black Top)	\$72.00	\$103.00	
	CT-R42	Cocktail table Regular Height Star Base – 30" Round, 30" High (Black Top)	\$72.00	\$103.00	
	CT-SP	Black Full Spandex Cover for Star base cruiser bistro table	\$29.00	\$41.00	
	CT-GT	Glass Bistro Top Raised Cruiser Table – 30" Round, 42" High	\$91.00	\$129.50	
	CT – BB	Bugle base cruiser – 30" Round, 42" High	\$91.00	\$129.50	

**BISTRO TABLE TOP OPTIONS:**

Black  White  Stainless  Glass  (Add \$25.00 for glass top)

**BISTRO TABLE TOP COLOUR OPTIONS:**

Black  White  Silver

COFFEE & END TABLE					
Quantity	Product SKU	Coffee & End Tables Description	Discounted Price	Regular Price	Total
	CT-18	Coffee Table 18" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$72.00	\$103.00	
	ET-22	End Table – 22" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$24.00	\$34.50	
	CT -	Coffee Table Round – Glass – Chrome legs			
	CT				

**FURNITURE – Chairs and Stools**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4<sup>th</sup>, 2017**

CHAIRS					
Quantity	Product SKU	Skirted Tables Description	Discounted Price	Regular Price	Total
	CF	Folding Chair	\$19.50	\$28.50	
	CU	Upholstered Side Chair Black <input type="checkbox"/> Grey <input type="checkbox"/>	\$42.65	\$61.00	
	CS	Steno Chair	\$67.00	\$95.50	
	CE	Ergonomic Steno Office Chair	\$86.00	\$123.50	

STOOLS					
Quantity	Product SKU	Skirted Raised Tables Description	Discounted Price	Regular Price	Total
	BSBB	Bar Stool – Backless (Black Frame & Seat)	\$38.50	\$55.00	
	BSBW	Bar Stool – Backless (Chrome Frame & White Seat)	\$38.50	\$55.00	
	BSLB	Bar Stool – Ladder Back (Black Frame & Seat)	\$50.05	\$75.10	
	BSLW	Bar Stool – Ladder Back (Chrome Frame & White Seat)	\$50.05	\$75.10	
	BSGB	Bar Stool – Gas Lift with (Back Chrome Frame & Black Seat)	\$68.25	\$102.50	
	BSGW	Bar Stool – (Back Chrome & White Seat)	\$68.25	\$102.50	
	BSWC	Bar Stool – White Coco	\$68.25	\$102.50	

**BACKLESS BAR STOOL OPTIONS:**

**FRAME:**      Black       Chrome   
**SEAT:**      Black       White       Red

### FURNITURE – Lounge

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS  
ORDER Take advantage of our discount price (30%) by ordering before the  
deadline date – **FRIDAY, AUGUST 4<sup>th</sup>, 2017****

#### LOUNGE – ARMLESS

SERIES					
Quantity	Product SKU	ARMLESS SERIES DESCRIPTION	Discounted Price	Regular Price	Total
	AS	Armless Sofa – 3 Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$172.00	\$245.70	
	ALS	Armless Love Seat -2 Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$143.50	\$204.75	
	ASS	Armless Single Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$110.50	\$157.50	
LOUNGE – BARCELONA SERIES					
Quantity	Product SKU	BARCELONA SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	BSS	Barcelona Single Seat Black <input type="checkbox"/> White <input type="checkbox"/>	\$138.00	\$187.00	
	OR	Ottoman Round Black <input type="checkbox"/> Cream <input type="checkbox"/>	\$53.00	\$76.00	

#### LOUNGE – STAGE SERIES

Quantity	Product SKU	STAGE SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	SSB	Black Chair - Chrome Legs	\$110.50	\$157.50	
	SSW	White Chair - Chrome Legs	\$110.50	\$157.50	

**LOUNGE ARMLESS SERIES**

Armless Sofa – 3 Seater  
Black , White or Red



Armless Love Seats  
Black, White or Red



Armless Single Seat  
Black, Red, White



Armless corner seat  
Black, Red, White



**LOUNGE STAGE SERIES**

Stage Series - Black, white



**LOUNGE BARCELONA SERIES**

Barcelona Single Seat  
Black, White



Ottoman Round



**Lounge Series**



**DISPLAY ACCESSORIES**

Sign Holder  
22"x28"



Easel



Literature Stand  
Z Rack



Garment Rack- 5ft  
Single



Garment Rack 5ft  
Double



Bag Holder  
3 Prongs 36" High



Bag Holder  
Double Tier -4 Prongs



Wastebasket



Draw Drum  
Small & Medium



Poster Board 4'x6'  
4'x 6' or 4' x 8'  
Horizontal



Poster Board 4'x6'  
4'x 6' or 4' x 8'  
Vertical



Retractable Stanchion  
2 Stanchions & 1 Tape



Rope Stanchion – 6ft  
Black & Red



Mirror – Full Length



Bar Fridge



Sign Board  
8' H



Display Case Plex -



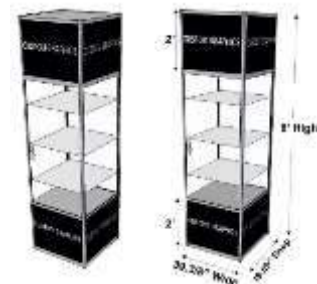
Display Case – Plex  
Custom height and graphics



Light Box - Plex Glass  
8' H



Display Tower  
Shelves and Graphics Custom





**FURNITURE DISPLAY ACCESSORIES & CUSTOM DRAPE ORDER FORM**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date of **FRIDAY, AUGUST 4<sup>th</sup>, 2017**

DISPLAY ACCESSORIES					
Quantity	Product SKU	Display Accessories Description	Discounted Price	Regular Price	Total
	SH2228	Sign Holder 22" x 28" – Lolly Pop	\$52.50	\$75.50	
	EA	Easel – holds 22" x 28" Sign	\$29.00	\$41.00	
	LS2	Literature Stand – Z Rack	\$57.50	\$81.90	
	GRS	Garment Rack on Wheels Single – 5ft	\$48.00	\$68.25	
	GRD	Garment Rack on Wheels Double – Rack 5ft	\$57.50	\$82.00	
	BH3	Bag Holder – 3 Prong 36" High	\$62.50	\$88.75	
	BHM	Bag Holder – Double Tier 4 Prong	\$91.00	\$130.00	
	WB	Waste Basket	\$11.50	\$16.50	
	PDB4x6	Poster Display Board 4x6 - Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	\$76.50	\$109.50	
	PDB4x8	Poster Display Board 4x8 – Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	\$86.00	\$123.00	
	SRE	2 Stanchions – Retractable +Tape	\$91.00	\$129.50	
	SRR6	2 Stanchions + Rope (Red 6')	\$91.00	\$129.50	
	SRB6	2 Stanchions + Rope (Black 6')	\$91.00	\$129.50	
	SRB6	2 Stanchions + Rope (Blue 6')	\$91.00	\$129.50	
	DDS	Draw Drum – Small	\$33.45	\$48.00	
	DDM	Draw Drum – Medium	\$53.00	\$75.50	
	DM	Mirror – Full Length	\$53.00	\$75.50	
	BF	Bar Fridge	\$77.35	\$116.00	

CUSTOM BOOTH DRAPE – Alternative Colours or Additional Drape					
Quantity	Product SKU	Custom Booth Drape Description	Discounted Price	Regular Price	Total
	SPD	Side Premier Drape – 3ft High Pre 10ft Run	\$38.22	\$54.60	
	BPD	Back Premier Drape – 8ft High Per 10ft Run	\$48.00	\$68.50	

**DRAPE COLOUR OPTION**

Black  White  Red  Blue  Grey



**CARPET ORDER FORM**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER  
Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4<sup>th</sup>, 2017**

- Formula for Calculating Actual Booth Size Sq. ft. = Length x Width
- Custom colors & sizes available – call for a quote

Size	Description	Discounted Price	Regular Price	Total
	<b>EXHIBIT HALL IS CARPETED</b>			
5' X 10'	Booth Carpet	\$84.00	\$120.00	
8' x 10'	Booth Carpet	\$84.00	\$120.00	
10' x 10'	Booth Carpet	\$140.00	\$200.00	
20' x 10'	Booth Carpet	\$210.00	\$300.00	
20' x 20'	Booth Carpet	\$291.20	\$416.00	
30' x 10'	Booth Carpet	\$392.00	\$560.00	
40' x 10'	Booth Carpet	\$490.00	\$700.00	
	Underpad – Booth size sq. ft. (100 sq. ft. minimum)	\$0.95	\$1.35	
	VisQueen Plastic Protector overlay on carpet (100 sq. ft. minimum) Exhibitor is responsible for removal of plastic cover prior to show opening	\$0.42	\$0.60	
	Custom Cut Carpet per. Sq. ft.	\$1.37	\$1.95	

**Please indicate choice:**

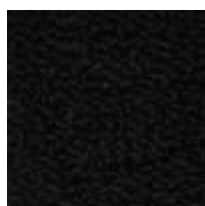
Black    Blue    Red    Grey    White (50% surcharge applied to white)

**CANCELLATION POLICY: Carpet cancelled will be charged 50% of the original price after move-in and 100% after installation.**

**Note:** If carpet is damaged, dirty or has to be cut for electrical wiring, additional charges will apply.

**CARPET**

Black



Blue



Red



Grey



White



**ORDER SUMMARY FORM**

<p><b>COMPANY INFORMATION</b></p> <p>Contact Name: _____</p> <p>Company Name: _____</p> <p>_____</p> <p>Company Address: _____</p> <p>_____</p> <p>Contact #: _____</p> <p>Email: _____</p> <p>If on site contact different from above:</p> <p>Onsite Contact Name: _____</p> <p>Onsite Contact Cell: _____</p>	<p><b>SHOW INFORMATION</b></p> <p>Show Name: 21<sup>st</sup> Triennial Meeting of the International Association of Forensic Science 2017</p> <p>Show Dates: Monday, August 21<sup>st</sup> to Friday, August 25<sup>th</sup>, 2017</p> <p>Venue Name: Sheraton Centre Toronto</p> <p>Move-in Time: TBC</p> <p>Booth #: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Please Note: The Exhibitor must complete all information in this template</b></p> </div>
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**METHOD OF PAYMENT:**

**\*\*\*ONCE YOUR ORDER IS RECEIVED, A ROBINSON REPRESENTATIVE WILL CONTACT YOU TO UPTAIN YOUR CREDIT CARD INFORMATION\*\*\***

Card holder name \_\_\_\_\_

Card holder billing address \_\_\_\_\_

<b>Order Summary Show Specials</b>	<b>Total</b>	<b>Order Summary Show Specials</b>	<b>Total</b>
Exhibitor Show Specials	\$	Full Freight Service	\$
Furniture Table	\$	Forklift	\$
Furniture Chair & Stool	\$	Advance Warehouse	\$
Furniture Lounge	\$	Material Handling	\$
Furniture Display Accessories & Custom Drape	\$	Storage	\$
Exhibit Hard-Wall Packages	\$	Post Show Storage	\$
Exhibit Accessories	\$	Labour	\$
Exhibit Hard-Wall Accessories	\$	Miscellaneous charges	\$
Graphics & Sign Order Form	\$	30% Onsite Fee	\$
Carpet	\$	Wire Transfer Charge (\$30.00 CAD)	\$
<b>Total Payment Amount</b>	\$		

Please indicate details of miscellaneous charges:

**Note: Orders submitted without a completed credit card form and full payment will not be processed.**

**DISCOUNT APPLICABLE BEFORE – FRIDAY, AUGUST 4<sup>th</sup> 2017**

**PLEASE NOTE RSS ORDER DEADLINE DATES MAY DIFFER FROM OTHER SERVICE PROVIDERS FOR THIS EVENT. WE RECOMMEND THAT YOU CONFIRM DIRECTLY WITH EACH SUPPLIER THEIR DEADLINE DATE.**



**Robinson Show Services - Payment and Credit Card Authorization form**

Tel - (905) 417-7789 | Fax - (905) 417-2244 |

Email: [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca) | [www.robinsonshowservices.ca](http://www.robinsonshowservices.ca)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_ Booth Size \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email for invoice (if different from above) \_\_\_\_\_

Onsite Contact Name \_\_\_\_\_ Cell # \_\_\_\_\_

**THIRD PARTY COMPANY INFORMATION**

**ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYMENTS FOR THIS ORDER**

Third Party Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Third Party Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact's Email \_\_\_\_\_ Phone # \_\_\_\_\_

Email for Invoice (if different from above) \_\_\_\_\_

**CREDIT CARD**

**\*\*\*ONCE YOUR ORDER IS RECEIVED, A ROBINSON REPRESENTATIVE  
WILL CONTACT YOU TO UPTAIN YOUR CREDIT CARD INFORMATION\*\*\***

Card Holder Name \_\_\_\_\_

Card Holder Billing Address \_\_\_\_\_

\_\_\_\_\_

Card Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

**BANK WIRE TRANSFER**

**Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9**

**CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 1047701 | SWIFT CODE: CIBCCATT**

- Canadian Banks do not carry IBAN numbers
- Please reference – 21<sup>st</sup> Triennial Meeting of the International Association of Forensic Science 2017 & Booth Number on all Bank Transfer so we properly credit your account. Customers are responsible for the bank processing fee of \$30.00 CDN.



**PAYMENT POLICY**

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.

All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

**Method of Payment:** RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional \$30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

**Charges:** A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

**Third Party Billing:** In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

**Cancellations and Amendments:** Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

**By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.**

**Exhibiting Company**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Name – Please Print \_\_\_\_\_

**Third Party**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Name – Please Print \_\_\_\_\_

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, please send your feedback to [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca)

