



STANDEX

EXHIBITOR KIT

IEEE ICIP 2015
September 27-30, 2015
Québec City Convention Centre



2800 Dalton Ave., Suite 8
Quebec City, (QC) G1P 3S4
Tel: (418) 654-0029
www.standex.ca

STANDEX

Dear exhibitor,

Standex is pleased to present you the exhibitor kit for the **IEEE ICIP 2015**. We encourage you to go over it carefully. It will help you plan your exhibition efficiently.

Please feel free to contact me if you require any further assistance.

Regards,

Stéphanie Blanchet

Project manager

418-654-0029 ext 200

exposition@standex.ca

www.standex.ca

STANDEX

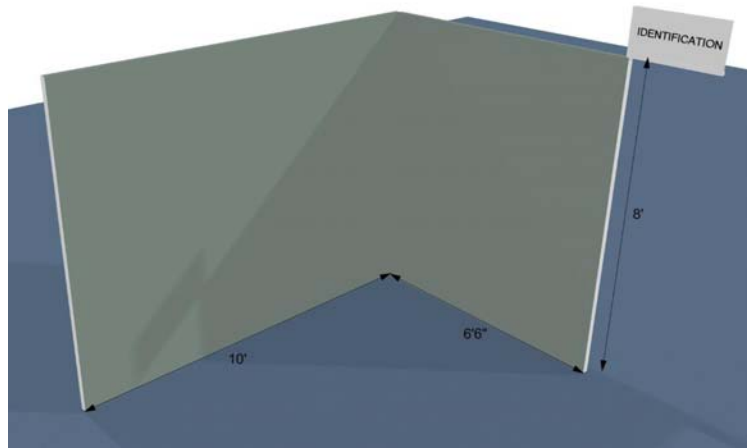
REGULAR BOOTH 10' x 10'

YOUR BOOTH INCLUDES

- Carpet (the hall is already carpeted)
- Grey velcro fabric wall 8' high
- 1 – identification sign

YOUR BOOTH DOES NOT INCLUDE

- Furniture and accessories



It is your responsibility to plan all other accessories you may need by renting or bringing them. If the exhibitor wants to add accessories or change some of them, it is at its own charge.

SERVICES OFFERED BY STANDEX

- Accessories and furniture rental
- Custom booth rental
- Labour

See order forms at the end of this document.

STANDARD PAYMENT POLICY

All services must be paid in advance. We accept the following payment methods:

- Credit Card – VISA, MASTER CARD and AMERICAN EXPRESS are accepted. If you wish to pay by credit card, it is important to fill out the CREDIT CARD AUTHORISATION FORM and send it with your order.
- Company checks are accepted if they are received 1 week prior to the installation.

STANDEX

INTERNATIONAL PAYMENT POLICY

All services must be paid in advance. All payments are to be made in **CANADIAN DOLLARS (CAD)**. You are responsible for any fees associated with the exchange of your currency to CAD. Standex will not accept checks for international payments. We will accept international payment by the following methods:

- Credit Card – VISA, MASTER CARD and AMERICAN EXPRESS are accepted. If you wish to pay by credit card, it is important to fill out the CREDIT CARD AUTHORISATION FORM and send it with your order.
- Direct Bank Wire Transfer – Standex will provide all the necessary bank information for the deposit to be made. You are responsible for all fees associated with a wire transfer, but these fees are usually small and are paid directly to the bank at the time of the wire transfer.
- Bank Draft – This is produced by your bank, payable to STANDEX and must be in CANADIAN CURRENCY.

For more information, please contact us.

INSURANCE

All of your material should be covered by your own insurance policy. Although Standex handles all shipments with the appropriate care, shipping or packing problems may affect the handling from your door to the show site.

LIABILITY

Standex is liable for loss or damage to your material only if the loss or damage was caused by Standex negligence. In this case, damages will be determined by the following: Damages will be limited to the depreciated value of the material or repair costs, whichever is less, and the lesser of \$0.30 per pound per piece, \$30 per piece, or \$1000 per shipment.



**CREDIT CARD CHARGE
AUTHORIZATION FORM**
IEEE ICIP 2015
September 27-30, 2015
Québec City Convention Centre

DATE:		COMPANY:	
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E-MAIL:	

1. LES PRODUCTIONS STANDEX Credit Card Payment Policy

- This Credit Card Authorization **MUST** be on file with LES PRODUCTIONS STANDEX before any goods or services will be rendered regardless of your preferred method of payment.
- All accounts must be settled at LES PRODUCTIONS STANDEX Service Desk on show site prior to the close of the show.
- A detailed invoice will be prepared during the event and sent to you after the closing of the show. In order to offer you more convenience, payment will be accepted by Visa and Master Card, in addition to cash and company checks. Please inform your representative of our policy of payment.
- International exhibitors must make payment to LES PRODUCTIONS STANDEX for all amounts due prior to show closing in Canadian funds.
- The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit LES PRODUCTIONS STANDEX Third Party Payment Authorization Form.
- Discount rates
IMPORTANT: To obtain advance order discount rates, full payment **MUST BE** included with your order. An order form is not considered as a payment. If your company has unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.
- Tax Exempt Status
 If you claim tax exempt status, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or province in which your event is taking place, simultaneously with the placement of your initial order.

2. Credit Card Charge Authorization

- If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.
- Any show site balances or charges for outbound labour, freight or miscellaneous items not paid before the closing of the show will automatically be charged to your credit card account.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

CREDIT CARD: VISA MASTERCARD AMERICAN EXPRESS

SIGNATURE:		
CREDIT CARD:	EXP.:	CVV :
CARDHOLDER NAME:		
CARDHOLDER BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		
PHONE:	FAX:	

*** Important: No credit will be granted on the return of material ordered in advance.**



**THIRD PARTY PAYMENT
AUTHORIZATION FORM**
IEEE ICIP 2015
September 27-30, 2015
Québec City Convention Centre

DATE:	COMPANY:		
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E-MAIL:	

1. Third Party Payment Conditions

LES PRODUCTIONS STANDEX will invoice third party for payment of services rendered to exhibitors if the following conditions are met:

- The payment record of third party is acceptable to LES PRODUCTIONS STANDEX.
- This form is completed and signed by both parties and returned to LES PRODUCTIONS STANDEX at least 14 days prior to show opening.
- LES PRODUCTIONS STANDEX pre-payment policy is adhered to: orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

2. Services to be invoiced to Third Party

Please indicate which items or services are to be invoiced to the third party:

- | | |
|---|--|
| <input type="checkbox"/> All LES PRODUCTIONS STANDEX Services | <input type="checkbox"/> Furniture and Accessories |
| <input type="checkbox"/> Labour | <input type="checkbox"/> Other (specify) _____ |

3. Acknowledgement

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of all charges. In the event that the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make the payment to LES PRODUCTIONS STANDEX prior to the closing of the show.

Authorized exhibitor's representative Signature: _____

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

CREDIT CARD: VISA MASTERCARD AMERICAN EXPRESS

SIGNATURE:		
CREDIT CARD:	EXP.:	CVV :
CARDHOLDER NAME:		
CARDHOLDER BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		
PHONE:	FAX:	

THIRD PARTY CREDIT CARD: VISA MASTERCARD AMERICAN EXPRESS

SIGNATURE:		
CREDIT CARD:	EXP.:	CVV :
CARDHOLDER NAME:		
CARDHOLDER BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		
PHONE:	FAX:	

*** Important: No credit will be granted on the return of material ordered in advance.**



www.standex.ca

STANDEX

2800, avenue Dalton, bureau 8
 Québec (Québec) G1P 3S4
 Tél. : (418) 654-0029
 Fax : (418) 654-0651

ORDER FORM FURNITURE AND ACCESSORIES

IEEE ICIP 2015
September 27-30, 2015
Québec City Convention Centre

DATE :	COMPANY :	
ADDRESS :		
CITY :	POSTAL CODE :	
PHONE :	FAX :	BOOTH # :
CONTACT :		E-MAIL :

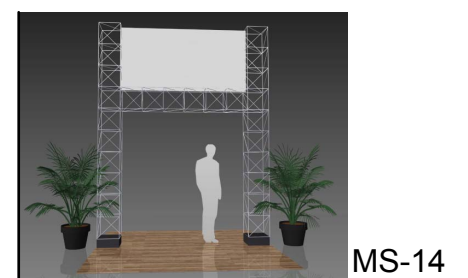
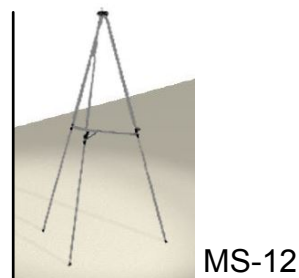
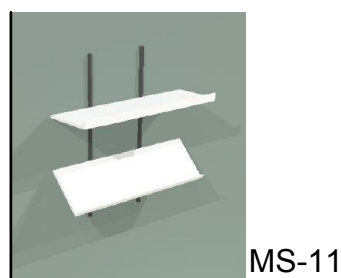
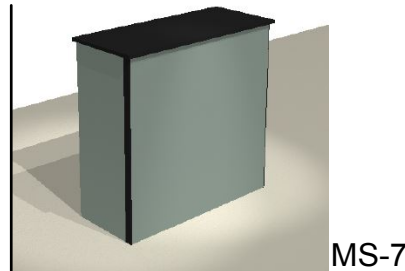
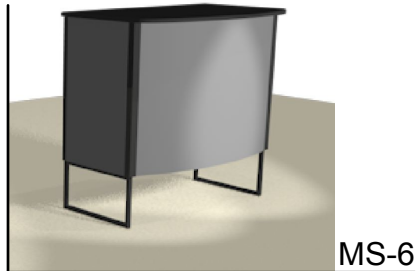
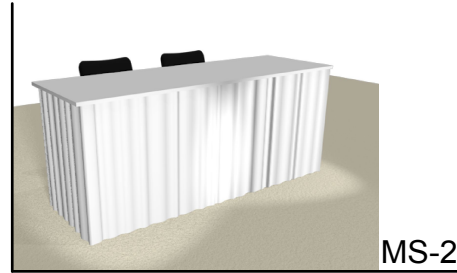
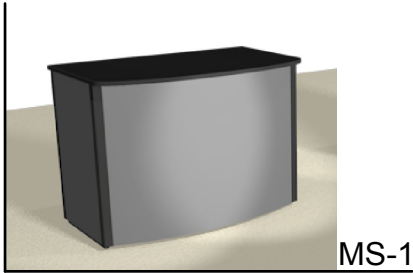
USE COLUMN (B) RATE IF ORDERED AFTER SEPTEMBER 11, 2015

	QTY	DESCRIPTION	A	B	TOTAL
		Grey carpet surface of 10' X 10' / 3 m X 3 m	120,00 \$	150,00 \$	
		Color carpet surface of 10' X 10' / 3 m X 3 m Black <input type="checkbox"/> Blue <input type="checkbox"/> Beige <input type="checkbox"/> Red <input type="checkbox"/>	180,00 \$	250,00 \$	
		Padding surface of 10' X 10' / 3 m X 3 m	90,00 \$	120,00 \$	
MS-1		Grey table 40" X 22" X 30" / 102 cm X 56 cm X 76 cm high	90,00 \$	110,00 \$	
MS-2		Draped table 72" X 24" X 30" / 183 cm X 61 cm X 76 cm high Black <input type="checkbox"/> White <input type="checkbox"/> Grey <input type="checkbox"/> Blue <input type="checkbox"/>	72,00 \$	90,00 \$	
MS-3		Round table 30" / 76 cm high with round top 30" dia White <input type="checkbox"/> Maple <input type="checkbox"/>	65,00 \$	75,00 \$	
MS-4		Black chair without arms	30,00 \$	42,00 \$	
MS-5		Fabric executive chair	80,00 \$	110,00 \$	
MS-6		Grey counter 40" X 22" X 40" / 102 cm X 56 cm X 102 cm high	120,00 \$	140,00 \$	
MS-7		Counter 40" X 22" X 40" / 102 cm X 56 cm X 102 cm high Black <input type="checkbox"/> White <input type="checkbox"/> Grey Fabric <input type="checkbox"/>	160,00 \$	175,00 \$	
MS-8		Bar table 40" / 102 cm high with round top 30" dia White <input type="checkbox"/> Maple <input type="checkbox"/>	80,00 \$	90,00 \$	
MS-9		Black stool without back	30,00 \$	42,00 \$	
MS-10		Literature display (<i>free standing zigzag style</i>)	120,00 \$	150,00 \$	
MS-11		Shelf 40" X 11" / 102 cm X 28 cm Flat <input type="checkbox"/> Angled <input type="checkbox"/>	30,00 \$	38,00 \$	
MS-12		Aluminum easel	50,00 \$	65,00 \$	
MS-13		Plexi raffle cube 15" X 15" X 12" / 38 cm X 38 cm X 31 cm high	60,00 \$	70,00 \$	
MS-14		10' wide arch with sign	550,00 \$	700,00 \$	
		Spotlight 250 watts	50,00 \$	65,00 \$	
		3 - 75w spotlights track	60,00 \$	70,00 \$	
		Power bar	12,00 \$	20,00 \$	
		Waste basket	9,00 \$	12,00 \$	
		Recycling bin	12,00 \$	15,00 \$	
		Linear foot / lenght of 30 cm of Velcro tape	2,50 \$	3,00 \$	
		Frame hanger (<i>for velcro wall</i>)	3,00 \$	4,00 \$	
		Identification without logo: 40" width X 15" / 102 cm X 38 cm high NAME TO BE WRITTEN (<i>Please use capital or small letters, as needed</i>):	65,00 \$	N/D	

ADVANCE PAYMENT REQUIRED: VISA MASTERCARD AMERICAN EXPRESS

SIGNATURE :		SUB-TOTAL	
CREDIT CARD :		GST 5% OF SUBTOTAL	+
EXP. :	CVV :	QST 9,975% OF SUBTOTAL	+
CARDHOLDER NAME :		GRAND TOTAL (\$ CAD)	=
CARDHOLDER BILLING ADDRESS :			
CITY, PROVINCE, POSTAL CODE :			

GST: R103278024 • QST: 1002039130TQ0001MZ
 THE EXHIBITOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE RENTED MATERIAL.
 NO CREDIT WILL BE GRANTED ON THE RETURN OF MATERIAL ORDERED IN ADVANCE.





BON DE COMMANDE/ORDER FORM MOBILIER • PRESTIGE • FURNITURE

IEEE ICIP 2015
September 27-30, 2015
Québec City Convention Centre

DATE:	COMPAGNIE/COMPANY:	
ADRESSE/ADDRESS:		
VILLE/CITY:		CODE POSTAL/POSTAL CODE:
TÉL./PHONE:	TÉLÉC./FAX:	NO.STAND/BOOTH#:
RESPONSABLE/CONTACT:		COURRIEL/E-MAIL:

USE COLUMN B AFTER SEPTEMBER 11, 2015

	QTÉ QTY	Couleur Color	MEUBLES ET ACCESSOIRES	FURNITURE AND ACCESSORIES	A	B *	TOTAL
MP-1			Tabouret Tulipe blanc	White Tulip Stool	60,00 \$	80,00 \$	
MP-2			Tabouret ajustable	Adjustable Stool	90,00 \$	110,00 \$	
MP-3			Tabouret avec petit dossier	Stool with Small Backrest	50,00 \$	60,00 \$	
MP-4			Tabouret métal	Metal Bar Stool	70,00\$	80,00\$	
MP-5			Tabouret ajustable avec dossier courbé	Adjustable Stool with Curved Backrest	190,00 \$	220,00 \$	
MP-6			Chaise en cuir	Leather Chair	50,00 \$	60,00 \$	
MP-7			Fauteuil Dominance	Dominance Armchair	250,00 \$	270,00 \$	
MP-8			Ottoman en cuir 15" x 15"	Leather Ottoman 15" x 15"	55,00 \$	70,00 \$	
MP-9			Ottoman en cuir 36" x 36"	Leather Ottoman 36" x 36"	95,00 \$	110,00 \$	
MP-10			Fauteuil de cuir noir	Armchair black Leather	160,00 \$	190,00 \$	
MP-11			Fauteuil crapaud en tissu	Fabric Toad Armchair	270,00 \$	320,00 \$	
MP-12			Fauteuil LC2	LC2 Armchair	220,00 \$	250,00 \$	
MP-13			Chaise Barcelone	Barcelona Chair	260,00 \$	280,00 \$	
MP-14			Canapé en cuir – 2 places	Leather Loveseat – 2 seats	410,00 \$	460,00 \$	
MP-15			Canapé en cuir – 3 places	Leather Sofa – 3 seats	520,00 \$	570,00 \$	
MP-16			Canapé en cuir – 1 place	Leather One-seat	150,00 \$	170,00 \$	
MP-17			Table d'appoint en bois carrée	Wooden Square Side Table	55,00 \$	70,00 \$	
MP-18			Table à café en bois rectangle	Wooden Rectangle Coffee Table	65,00 \$	80,00 \$	
MP-19			Table d'appoint carrée	Square Side Table	85,00 \$	100,00 \$	
MP-20			Table à café rectangle	Rectangle Coffee Table	150,00 \$	170,00 \$	

* La disponibilité de certains items/couleurs n'est pas garantie après cette date.

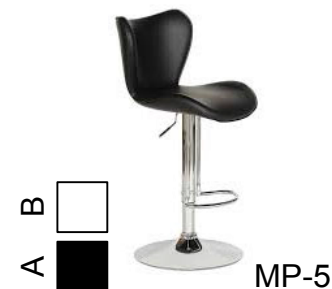
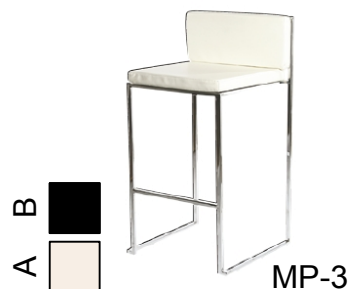
* The availability of some items/colors cannot be guaranteed after this date.

PAIEMENT REQUIS À L'AVANCE / PAYMENT REQUIRED IN ADVANCE:

VISA MASTERCARD AMERICAN EXPRESS

SIGNATURE :		S-TOTAL/SUBTOTAL	
NO. CARTE DE CRÉDIT/ CREDIT CARD:		TPS/GST (5%)	
EXP. :	CVV :	TVQ/QST (9,975%)	
NOM DU TITULAIRE/ CARDHOLDER NAME:			
ADRESSE DE FACTURATION/ CARDHOLDER BILLING ADDRESS:		TOTAL CAD	\$
VILLE, PROVINCE, C.P./ CITY, PROVINCE, P.C.:			

L'EXPOSANT EST RESPONSABLE DE TOUT DOMMAGE CAUSÉ AU MATÉRIEL LOUÉ. TPS/GST : R103278024 • TVQ/QST : 1002039130TQ0001MZ
THE EXHIBITOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE RENTED MATERIAL.
AUCUN CRÉDIT NE SERA ACCORDÉ SUR LE RETOUR DE MATÉRIEL COMMANDÉ À L'AVANCE / NO CREDIT WILL BE GRANTED ON THE RETURN OF MATERIAL ORDERED IN ADVANCE.



Sur demande, d'autres modèles de mobilier peuvent être rendus disponibles. Contactez-nous pour nous indiquer vos besoins.

Les produits peuvent varier selon la disponibilité des stocks.

Upon request, other type of furniture can be supplied. Please contact us to let us know your needs.

Availability limited depending on product.



Sur demande, d'autres modèles de mobilier peuvent être rendus disponibles. Contactez-nous pour nous indiquer vos besoins.

Les produits peuvent varier selon la disponibilité des stocks.

Upon request, other type of furniture can be supplied. Please contact us to let us know your needs.

Availability limited depending on product.



**ORDER FORM
 LABOUR**

IEEE ICIP 2015
September 27-30, 2015
Québec City Convention Centre

DATE:	COMPANY:		
ADDRESS:			
CITY:		POSTAL CODE:	
PHONE:	FAX:	BOOTH #:	
CONTACT:		E-MAIL:	

ARRIVAL ON SHOW SITE OF YOUR MATERIAL	
Location of delivery: _____	Arrival date: _____
Number of piece (small packages, crates, cartons, etc.): _____	

RATES			
Monday to Friday from 8:00 a.m. to 5:00 p.m.:	\$60.00/hour/man	Holidays:	\$120.00/hour/man
Monday to Friday before 8:00 a.m. and after 5:00 p.m.:	\$85.00/hour/man	Saturday and Sunday:	\$85.00/hour/man
The final cost will be calculated according to real duration. Minimum charge 3 hours/ man.			

Labour (to set-up)				
Date: _____		Starting time: _____		
Exhibitor representative on site: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Contact person: _____		Cell phone number: _____		
Number of men	Approx. duration	Rate	Estimated total	Real total (StandEx section)

Labour (to dismantling)				
Date: _____		Starting time: _____		
Exhibitor representative on site: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Contact person: _____		Cell phone number: _____		
Number of men	Approx. duration	Rate	Estimated total	Real total (StandEx section)

Shipments return

The exhibitor must organize the pick up of his material. The exhibitor must label the boxes and supply the bill of lading.

PAYMENT IS REQUIRED IN ADVANCE: VISA MASTERCARD AMERICAN EXPRESS

SIGNATURE:	SUBTOTAL	
CARD NO:	GST 5% OF SUBTOTAL	+
EXP. : CVV :	QST 9,975% OF SUBTOTAL	+
CARDHOLDER:	GRAND TOTAL (\$ CAD) =	
BILLING ADDRESS:		
CITY, PROVINCE, POSTAL CODE:		