

**CPRS National Conference 2010**  
**June 13 - 15, 2010**  
**Delta Regina, Regina, SK**  
**EXHIBITOR GUIDELINES**  
(Approved floor plan attached)

## State of the Art • Dernier cri

*June 13-15 juin • Regina 2010*

*Canadian Public Relations Conference*

*La conférence canadienne des relations publiques*

### Each exhibit space includes:

- 6' ft deep x 10' ft wide pipe & drape exhibit booth complete with 8' ft high black back wall drape and 3' ft high black sidewall drape
- One 6' ft x 24" inch black skirted table and two chairs
- One duplex power outlet (15 AMP, 120 Volt), and 1 extension cord

### Available on request at an additional cost:

- Wireless high speed internet is available throughout the hotel- no charge
- High Speed Internet Hardwired. Please contact the SaskTel - 306-777-5650
- **Must be ordered 4 weeks in advance.**
- Telephone Orders - Please contact the SaskTel – 306-777-5650
- **Must be ordered 4 weeks in advance.**
- Extra light fixtures are available. Please contact Lange – see contact info below
- Additional chairs, signage, etc. are available. Please contact Lange – see contact info below
- Audio Visual Equipment Rentals are available from Inland Audio Visual – 306-525-8726, please see form attached

### Booth Set-Up Guidelines:

Please note trade show booths will be set up in the Delta Regina, as indicated on the attached floor plan.

**Move-In Time: Sunday, June 13, 2010 7:00 am – 11:00 am**  
**Exhibitors are advised that move in must be completed by 11:00 am - NO EXCEPTIONS**

**Move-Out Time: Tuesday, June 15, 2010 5:00 pm – 7:30 pm**  
**Exhibitors are reminded that move out must be finished, and that all materials are to be removed by 7:30 pm - NO EXCEPTIONS**

**Show Hours:**  
**Sunday, June 13, 2010 11:00 am – 5:00 pm**  
**Monday, June 14, 2010 8:00 am – 5:00 pm**  
**Tuesday, June 15, 2010 8:00 am – 5:00 pm**

**Hardwired High Speed Internet / Telephone Service please contact Sask Tel directly @ 306-777-5650.**

**Lighting and/or additional power requirements:** Exhibitors are advised that all trade show displays should include their own lighting as none is provided. Additional lighting and other accessories can be rented from Lange, the official Trade Show supplier. Advance orders are required for delivery as there is no official exhibitor service desk on site.

**Lange Contact Info: P: 1-800-668-5687 F: 905-362-1285**  
**Email: [rosemarieb@langeshow.com](mailto:rosemarieb@langeshow.com)**

**Audio Visual Rentals:** For any audio visual equipment rentals please contact:  
Inland Audio Visual, please see attached order form - Contact Info: Rick Hofenk –  
**P: 306-525-8726 F: 306-525-0690 Email: [rhofenk@inlandav.ca](mailto:rhofenk@inlandav.ca)**

**Carpet:** Carpet inside each booth will be the same throughout the Pre Function Area.

**Furniture Rentals:** For additional furniture, tables, chairs, signage etc. please contact Lange,  
quote - CPRS National Conference 2010 @ Delta Regina.

**Cleaning:** Each Exhibitor will be responsible for the cleaning and tidying of their booth throughout  
the day and evening as no cleaning arrangements have been made.

**Storage:** Storage of the exhibit containers will be limited to each individual booth such as behind  
displays and under skirted tables within the booth. **The hotel has absolutely no storage space.**

**Food & Beverages:** All food and beverage for consumption on site must be ordered through the  
catering department of the Delta Regina.

**Sound & Music:** Exhibitors may use sound equipment in their booth so long as the noise levels  
do not disrupt the activities of neighbouring exhibitors.

**Shipping:** Please note that trade show materials **must not** be shipped to the hotel directly. See  
the following for shipping instructions (Next Page)

**Shipping Instructions for Trade Show Materials:** To ensure efficient handling, delivery and  
storage of your trade show booth and supplies, also conference materials, they **must be**  
**shipped to the advance warehouse.** An order form is attached.

**Each package should be addressed in the following manner:**

**Ship to Lange - Advance Shipping Label**

<b>Lange Transportation &amp; Storage</b> 3965 Nashua Drive C/O CPRS Regina Mississauga, ON L4V 1P3 Dock # 4  Exhibitor Name: _____  Box _____ of _____	<b><u>All freight will be consolidated in Toronto for shipping direct to show.</u></b>  <b><u>MUST ARRIVE BY JUNE 4, 2010</u></b>
---	---

The Delta Regina Hotel is not responsible for any items / boxes that are arriving from outside of  
Canada through Canada Customs. Should your organization wish to ship items from outside of  
Canada, please call Commerce Customs Brokers.

**Commerce Trade Show Logistics:**  
**P: 905-673-5445 F: 905-673-2574 Email: [INFO@COMMERCE TRADESHOWS.COM](mailto:INFO@COMMERCE TRADESHOWS.COM)**

**Trade Show Questions:** Please direct all trade show logistical questions to:

**Jim Mahon**  
**Show Manager**  
**Phone: 905-510-4476**  
**Email: [jimm2@cogeco.ca](mailto:jimm2@cogeco.ca)**



## Exhibitor Audio-Visual Order Form

Quantity	Equipment Required	Daily Rate	# of Days	Total
	<b>Video Playback Systems</b> (Includes VHS or DVD player, TV & Draped Cart)			
	20 in. Television system	\$125.00		
	29 in. Television system*	\$150.00		
	32 in. Flat panel LCD Display system*	\$240.00		
	<b>Monitors and Receivers</b>			
	20 in. Color Receiver	\$40.00		
	29 in. Color Receiver/Monitor*	\$70.00		
	<b>Laptop Computer</b> (Pentium Dual Core, Win XP, Microsoft Office 2003)	\$150.00		
	<b>Data/Video – LCD Projectors XGA (1024x768)</b>			
	2000 ANSI Lumens	\$225.00		
	3000 ANSI lumens	\$375.00		
	<b>Data/Video – Display panels</b> (Mandatory delivery, setup, dismantle and pickup by Inland at prevailing labour rates)			
	32 in. Flat panel LCD Display w/ built-in speakers	\$175.00		
	45" Colour LCD display monitor includes floor stand	\$575.00		
	55" Plasma Display includes stand	\$625.00		
	<b>Data and Computer Monitors</b>			
	17 in. XGA flat panel monitor	\$75.00		
	19 in. XGA flat panel monitor	\$90.00		
	<b>Booth Sound System</b>			
	EV powered speaker, stand, microphone, floor stand	\$90.00		
	Booth System c/w 1- powered speaker, 1 – wireless microphone	\$190.00		
	Booth System c/w 2- powered speakers, 1 – wireless microphone, CD player	\$285.00		
	Wireless headset microphone	\$35.00		
	<b>A/C Extensions</b>			
	50 ft. lengths or power bars (duplex)	\$10.00		
	<b>Additional Services Available:</b>			
	CD-R & DVD Duplication (Turnaround 2-4 days. Rush orders add 30%)			
	Disc printing			
	Video Capture and Editing			
	DVD Authoring			
	Media Sound Distribution			
	Conference Services			
	Audio/Video Recording			
	Multimedia Staging			
	Videoconferencing			
	Multi Microphone Discussion Systems			
	Simultaneous Interpretation			
	Analog to Digital Conversion			
		<b>Equipment Total</b>		
	<b>Installation Labour</b>	<b>Labour</b>		
	* Additional Labour will be charged at our prevailing rates for installations	<b>PST Extra 5%</b>		
		<b>Subtotal</b>		
		Delivery/Pick-Up		\$70.00
		<b>GST Extra 5%</b>		
		<b>TOTAL</b>		<b>\$</b>

**Equipment & Services not listed call nearest Inland Branch:**

- ◆ Calgary 1-800-495-6006 or 1-403-252-7726
- ◆ Edmonton 1-800-587-4004 or 1-780-423-4833
- ◆ Regina 1-800-743-8008 or 1-306-525-8726
- ◆ Saskatoon 1-800-925-6006 or 1-306-664-8622
- ◆ Winnipeg 1-800-933-6006 or 1-204-786-6521

**Please fill in information below:**

Name:

Booth Number:
Company Name:
Address:
City:
Province:
Postal Code:
Phone:
Fax:
E-mail:

<b>COMPLETE PAYMENT MUST ACCOMPANY ORDER</b>	
Please check one box: <input type="checkbox"/> Cheque Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex	
<b>Please complete and return a Credit Card Authorization form.</b>	
Credit Card No.:	Expiry Date:
IT IS UNDERSTOOD AND AGREED THAT THE CUSTOMER ACCEPTS FULL RESPONSIBILITY FOR ANY LOSS OR DAMAGE TO THE EQUIPMENT UNTIL IT IS RETURNED TO THE LESSOR.	
_____	_____
DATE	AUTHORIZED SIGNATURE

For more information please contact:

Rick Hofenk  
 Inland Audio Visual  
 2501 7<sup>th</sup> Avenue  
 Regina, Saskatchewan  
 S4R 1C7  
 Phone-306-525-8726  
 Fax – 306-525-0690  
 rhofenk@inlandav.ca

**Rental Agreement**

- Please forward payment in full with your order.
- All prices in Canadian funds. Premium charged for on site orders.
- Orders must be received by no later than two (2) weeks prior to show dates.
- Written cancellation of equipment ordered must be received one (1) week prior to delivery date to avoid a minimum one- (1) day charge.
- Your representative must be available at your booth on date and time specified to accept delivery of equipment. Please note that the equipment will not be left in your booth without an authorized person there to receive it. You are responsible for the safety and security of the equipment. DO NOT leave the equipment unattended at your booth once the show finishes.
- Any extension of the rental period must be arranged prior to termination of the original rental period.
- Insurance for the full replacement value of the equipment rented is the responsibility of the customer.
- Inland is not responsible for software issues and will charge the customer if it responds to problems caused by the customer's software. The Customer agrees to be bound by all applicable license and copyright laws of any of the software on the equipment.
- Taxes are calculated in accordance with the legislation of the province where the meeting is held. If exempt from PST, please record exemption number \_\_\_\_\_.



# LANGE

## OFFICIAL SHOW CARRIER LANGE TRANSPORTATION

- ▶ **WE CAN HANDLE CRATED AND UNCRATED SHIPMENTS** - our trucks are equipped with air-ride suspension and complete logistics, to strap and secure your material. We can also blanket wrap your material if required.
- ▶ **PRIORITY MOVE-IN AT THE SHOW** - your material will be delivered early, so when you arrive everything will already be in your booth.
- ▶ **NO OVERTIME CHARGES** for work performed, even for evening and weekend deliveries or show pick-ups.
- ▶ **FLEXIBLE PICK-UP SCHEDULE** - we can pick up goods when you want - call us for details.
- ▶ **A SUPERVISOR AT OUR ON-SITE SERVICE DESK** will be able to deal with any questions that may arise regarding move-in or move-out at the show. We will also provide free shrink wrap, tape, completed bills of lading and shipping labels for all exhibitors that ship with Lange.

A 1-800 number accessible across North America ensures you deal with one office and contact person at all times.

**FOR MORE INFORMATION CONTACT US AT:**

**(905) 362-1290 or 1-800-668-5687**

**or COMPLETE OUR FORM ON THE REVERSE**



3965 Nashua Drive, Mississauga, Ontario L4V 1P3  
 (905)-362-1290 \* 1-800-668-5687 \* Fax (905) 362-1285

## ADVANCE SHOW RECEIVING ORDER FORM

### CPRS NATIONAL CONFERENCE 2010

#### DELTA REGINA – REGINA, SK

#### JUNE 13 – 15, 2010

**SHOW SITE WILL NOT ACCEPT ADVANCE FREIGHT. FOR THIS SERVICE, COMPLETE ONE FORM FOR EACH SHIPMENT.**

- |   |   |
|---|---|
| <p>1. RECEIVE &amp; STORE MATERIALS IN OUR WAREHOUSE UP TO 30 DAYS PRIOR TO SHOW.<br/>         2. PROVIDE INVENTORY CONTROL AND RECORD ANY VISUAL DAMAGE.</p> | <p>3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS.<br/>         4. DELIVER MATERIALS TO SHOW SITE MATERIAL HANDLER.</p> |
|---|---|

#### SHIPPING INFORMATION (WAREHOUSE)

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH # (S):	
		FAX #:		
CARRIER SHIPPING TO LANGE:	EXPECTED SHIPPING DATE: MTH      DAY      YEAR	EXPECTED ARRIVAL DATE: MTH      DAY      YEAR	PRO #:	
# OF PIECES:	WEIGHT:	CUSTOMS BROKER (IF APPL.):	SHOW MOVE-IN DATE: MTH      DAY      YEAR	
		<b>SHIPMENTS MUST RECEIVED BEFORE :</b> <b>JUNE 4, 2010</b>		
WEIGHT		CRATED, BOXED, AND / OR SKIDDED	LOOSE MATERIAL	TOTAL
MINIMUM CHARGE		\$185.00	\$199.00	
600 – 3000 LB.		\$31.00/CWT	\$33.00/CWT	
OVER 3000 LB.		\$29.00/CWT	\$31.00/CWT	
<b>8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL</b>				
<b>NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL PICK-UP, CUSTOMS, ETC.</b>			<b>SUBTOTAL</b>	
<b>ORDERS ORIGINATING OUTSIDE OF CANADA OR TRAVELLING IN BOND – ADD 30% TO SUBTOTAL</b>				
<b>CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER</b>			<b>5% GST</b>	
<b>NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED    GST #R124 192 220</b>			<b>TOTAL</b>	

ORDERS MUST BE PREPAID IN FULL INCLUDING TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED     - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.  
 MASTERCARD                          VISA   

CREDIT CARD NO: \_\_\_\_\_ CARD EXPIRY DATE: MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINT: \_\_\_\_\_

#### PAYOR NAME AND ADDRESS

COMPANY: \_\_\_\_\_ P.O. ORDER #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROV/STATE: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

**SEE REVERSE SIDE FOR SHIPPING ADDRESS**

## ADDRESS TO SHIP MATERIAL TO:

**EXHIBITING COMPANY NAME  
CPRS NATIONAL CONFERENCE 2010  
BOOTH #  
LANGE TRANSPORTATION  
3965 NASHUA DRIVE  
MISSISSAUGA, ON  
L4V 1P3**

**All shipments will be consolidated through our Mississauga warehouse. Must arrive by June 4, 2010.**

**PHONE (905) 362-1290      FAX (905) 362-1285**

## CONDITIONS

Lange Transportation & Storage Ltd. must be notified 21 days in advance of any individual piece that exceeds 3000 lb. or requires special handling or equipment. Lange reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

### **PRE-SHOW SHIPPING**

If you wish to pre-ship any materials, please contact Lange at least 7 days prior to show for shipping instructions. Lange will not receive COLLECT shipments.

### **LIABILITY**

Lange has a limited liability for damage caused by them to crated shipments while handling shipments and will not be responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Lange. The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Lange reserves the right to alter exhibitors' bill of lading to reflect actual condition, count, and contents found. Lange will not be responsible for damage while handling loose exhibit materials or those inadequately packed. Lange will not be responsible for failure or delay performing service when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond their control. The liability of Lange is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

### **SHIPMENT WEIGHTS**

Lange's weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment. Should no scale ticket be provided, Lange may choose to cube the shipment and use the dimensional weight for billing purposes.



CPR101

3965 Nashua Drive, Mississauga, Ontario L4V 1P3  
(905)-362-1290 \* 1-800-668-5687 \* Fax (905) 362-1285

**AFTER SHOW WAREHOUSE ORDER FORM**  
**CPRS NATIONAL CONFERENCE 2010**  
**DELTA REGINA – REGINA, SK**  
**JUNE 13 – 15, 2010**

**SHOW SITE WILL NOT STORE FREIGHT AFTER SHOW. FOR THIS SERVICE, COMPLETE ONE FORM FOR EACH SHIPMENT.**

- 1. SHIP TO & STORE MATERIALS IN OUR WAREHOUSE UP TO 10 DAYS AFTER SHOW.
- 2. GOODS LEFT IN WAREHOUSE AFTER 10 DAYS WILL BE SUBJECT TO A DAILY STORAGE CHARGE.
- 3. NOTIFY EXHIBITOR AS TO CONDITION OF GOODS.
- 4. FORWARD MATERIALS VIA EXHIBITORS CARRIER COD (EXHIBITOR MUST ARRANGE PICK-UP).

**SHIPPING INFORMATION (WAREHOUSE)**

EXHIBITING COMPANY:	CONTACT NAME:	PHONE #:	BOOTH #(S)
		FAX #:	
CARRIER PICKING UP FROM LANGE:		EXPECTED PICK-UP DATE: MTH DAY YEAR	
SHIP MATERIALS FROM LANGE WAREHOUSE TO:			
# OF PIECES:	WEIGHT:	CUSTOMS BROKER (IF APPL.):	SHOW MOVE-OUT DATE: MTH DAY YEAR

WEIGHT		CRATED, BOXED, AND / OR SKIDDED	LOOSE MATERIAL	TOTAL
MINIMUM CHARGE		\$185.00	\$199.00	
600 – 3000 LB.		\$31.00/CWT	\$33.00/CWT	
OVER 3000 LB.		\$29.00/CWT	\$31.00/CWT	
<b>8% FUEL SURCHARGE TO BE ADDED TO ABOVE TOTAL</b>				
NOTE: EXTRA CHARGES MAY APPLY FOR LOCAL DELIVERY, CUSTOMS, ETC.			<b>SUBTOTAL</b>	
<b>ORDERS TRAVELLING TO DESTINATIONS OUTSIDE OF CANADA OR TRAVELLING IN BOND - ADD 30% TO SUBTOTAL</b>				
CHARGES WILL BE BASED ON ACTUAL OR CUBIC WEIGHT, WHICHEVER IS GREATER			<b>5% GST</b>	
<b>NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED</b>			<b>TOTAL</b>	

ORDERS MUST BE PREPAID IN FULL INCLUDING TAX. PURCHASE ORDERS DO NOT QUALIFY AS PAYMENTS. ORDERS MUST BE CANCELLED 7 WORKING DAYS PRIOR TO FIRST MOVE-IN DAY TO BE CONSIDERED FOR REFUND.

CHEQUE ENCLOSED  - PAYABLE TO LANGE TRANSPORTATION AND STORAGE LTD.  
 MASTERCARD  VISA   
 CREDIT CARD NO: \_\_\_\_\_ CARD EXPIRY DATE: MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINT: \_\_\_\_\_

**PAYOR NAME AND ADDRESS**

COMPANY: \_\_\_\_\_ P.O. ORDER #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 PROV/STATE: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

**SEE REVERSE SIDE FOR CONDITIONS**

**PHONE (905) 362-1290**

**FAX (905) 362-1285**

## **CONDITIONS**

Lange Transportation & Storage Ltd. must be notified 21 days in advance of any individual piece that exceeds 3000 lb. or requires special handling or equipment. Lange reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

### **LIABILITY**

Lange has a limited liability for damage caused by them to crated shipments while handling shipments and will not be responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Lange. The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Lange reserves the right to alter exhibitors' bill of lading to reflect actual condition, count, and contents found. Lange will not be responsible for damage while handling loose exhibit materials or those inadequately packed. Lange will not be responsible for failure or delay performing service when delay is caused by strike, labour stoppage, or any other cause unavoidable or beyond their control. The liability of Lange is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

### **OUTBOUND SHIPMENTS**

It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Lange a completed bill of lading covering each outbound shipment. Lange will not be responsible for delay of rush shipments which will be expedited to the best of their ability.

The right is reserved to reroute any outbound shipment not picked up within the allotted move-out period by Exhibitor specified carrier. Exhibitor must arrange for carrier. Exhibitor material remaining after move-out period without forwarding instructions will be forwarded to the permanent address of the exhibitor or his agent, freight collect and no liability of any nature shall attach to Exhibit Management or Lange, in any event. Lange will not be liable for exhibit materials abandoned at the exhibit site.

### **SHIPMENT WEIGHTS**

Lange's weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.

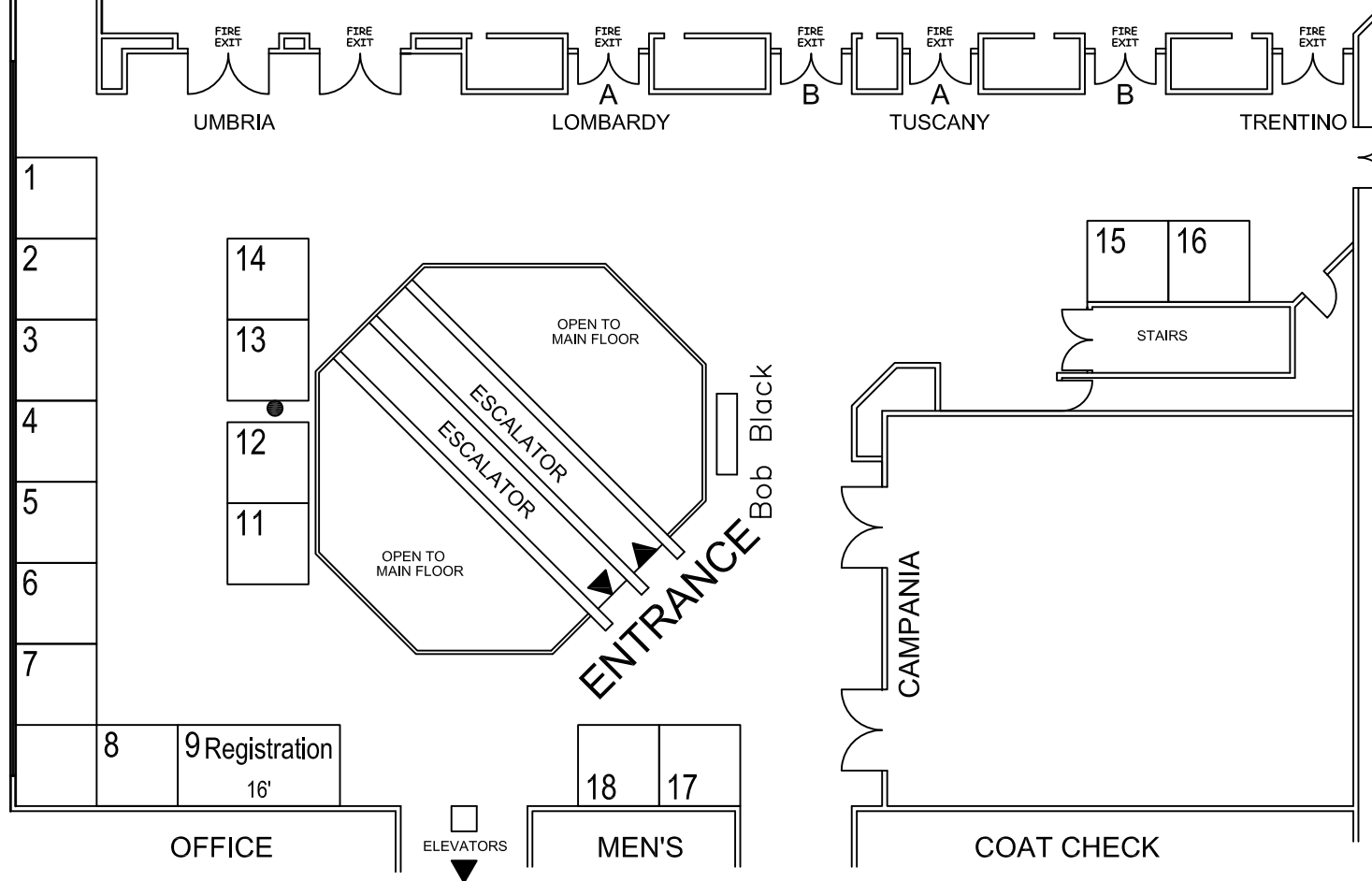


# State of the Art · Dernier cri

June/juin 13-15 · Regina 2010

Canadian Public Relations Conference

La conférence canadienne des relations publiques



COPYRIGHT © BY GES EXPOSITION SERVICES. ALL RIGHTS RESERVED. NO PART OF THIS PUBLICATION MAY BE REPRODUCED, STORED IN ANY RETRIEVAL SYSTEM, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS - ELECTRONIC, MECHANICAL, PHOTOCOPYING, RECORDING, OR OTHERWISE - WITHOUT THE EXPRESS WRITTEN CONSENT OF GES EXPOSITION SERVICES. EVERY EFFORT HAS BEEN MADE TO INSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOOR PLAN. HOWEVER, NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS FLOOR PLAN. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES, OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSIONS AND LOCATIONS.

CPRS  
June 13-15, 2010

**CONFIDENTIAL PROPERTY OF GES**  
File opening  
Printed Sep 10, 2009  
By: PUCCT