



**Critical Show Information for
ISMRRM**

Booth Drape Colors: Blue/Blue/Blue

Booth Package Includes: 8' high backdrape
3' high siderail
Exhibitor ID sign

Aisle Carpet Color: Black

EXHIBIT HALL HOURS

Exhibitor Installation:	Wednesday	July 9	8:00 a.m. - 10:00 p.m.
	Thursday	July 10	8:00 a.m. - 10:00 p.m.
	Friday	July 11	8:00 a.m. - 2:00 p.m.
Open:	Friday	July 11	5:30 p.m. - 7:00 p.m.
	Saturday	July 12	10:00 a.m. - 5:00 p.m.
	Sunday	July 13	9:30 a.m. - 5:00 p.m.
	Monday	July 14	9:30 a.m. - 5:00 p.m.
	Tuesday	July 15	9:30 a.m. - 4:30 p.m.
	Exhibitor Dismantle:	Tuesday	July 15
Wednesday		July 16	8:00 a.m. - 5:00 p.m.
All Out By:	Wednesday	July 16	5:00 p.m.

Note: All carriers (trucking companies) must check in no later than **11:00 a.m. On Wednesday, July 16, 2003** for freight pickup.

DEADLINES

Furniture Order Deadline (for discount price): June 26, 2003

Advance Freight Shipment Deadline: July 2, 2003

* see kit for shipping instruction

This form has been prepared for your convenience only. Please **DO NOT** fax or mail back to Champion.
 Save money...
 Complete the Champion Order Forms listed below before each Advance Order Deadline Date to take advantage of our discount prices.

1 Champion Order Forms

Fax or mail completed forms directly to Champion Exhibitor Services Department.

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Carpet (Standard)*	June 26, 2003		\$
Carpet (Prestige)*	June 11, 2003		\$
Exhibitor-Appointed Non-Official Service Contractor	June 11, 2003		\$
Custom Exhibits Rental*	June 19, 2003		\$
Special Signage* [■]	June 19, 2003		\$
Furniture & Accessories*	June 26, 2003		\$
Tables, Counters & Drapery*	June 26, 2003		\$
Credit Card Authorization	Submit with first order		\$
Third-Party Payment Authorization	Submit with first order		\$
Booth Labor (I&D)	June 26, 2003		\$
Rigging & Forklift [■]	June 26, 2003		\$
Booth Cleaning & Porter Service	June 26, 2003		\$
Hanging Non-Electric Ceiling Signs [■]	June 26, 2003		\$
Freight Handling	July 2, 2003		\$

*Taxable item. ■ If applicable.

2 Other Official Supplier Order Forms

Rental services and utilities.

Please fax or mail the applicable forms listed below directly to the vendor specified on each form. See forms for details. Please do not fax or mail these forms to Champion. Thank you.

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Air Freight Service	June 26, 2003		\$
Electrical Service	June 26, 2003		\$
Telephone Service	June 26, 2003		\$
Booth Catering Service	July 2, 2003		\$
Water, Air, Drain, Gas	June 26, 2003		\$
Floral Service	June 26, 2003		\$
Audio-Visual Service	June 26, 2003		\$
Computer Rental	June 26, 2003		\$
Internet Service	June 26, 2003		\$
Lead Retrieval	June 26, 2003		\$
Other _____			\$

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



Shipping Addresses and Information

Advance Freight Deadline Date:

July 2, 2003

First Day of Direct Freight Acceptance:

July 9, 2003

1 Advance Shipments
Use this address and information if shipping your freight to the Advance Warehouse

ADVANCE SHIPMENTS ALL MATERIALS SHIPPED IN ADVANCE TO THE WAREHOUSE MUST ARRIVE BY July 2, 2003.

Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum.

All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late and / or early shipments are subject to additional handling and delivery charges. All shipments should be addressed to CHAMPION EXPOSITION SERVICES, INC.

ADVANCE SHIPPING ADDRESS

TO: (name of exhibitor and booth #)

FOR: **ISMRRM**
c/o: CHAMPION EXPOSITION SERVICES
Hot Freight
55 Browns Line
Toronto, Ontario, Canada M8W 3S2

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

2 Direct Shipments
Use this address and information if shipping your freight directly to Show Site

DIRECT SHIPMENTS THE FIRST DAY FOR DIRECT FREIGHT ACCEPTANCE IS July 9, 2003.

Shipments sent directly to the facility will be received only on scheduled move-in day(s). Shipments arriving at the facility earlier than move-in, WILL BE REFUSED as the facility does not have storage space for these shipments. ALL DIRECT SHIPMENTS MUST BE CONSIGNED TO CHAMPION EXPOSITION SERVICES.

DIRECT SHIPPING ADDRESS

TO: (name of exhibitor and booth #)

FOR: **ISMRRM**
c/o: CHAMPION EXPOSITION SERVICES
Metro Toronto Convention Centre
255 Front Street West
Toronto, Ontario, Canada M5V 2W6

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

PLEASE READ: Liability and Insurance Bulletin - Champion Exposition Services shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. Champion Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.

INBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his/her representative, **and during such time the materials will be left unattended.** Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE. Champion Exposition Services recommends the securing of security services from Facility or Show Management.

(continued on next page)

WEIGHT TICKETS:

In the event no weight is indicated on the delivery documents presented, Champion shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the exhibit. All shipments received at the warehouse and exhibit site are subject to re-weigh.

OVERTIME:

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Surcharge also applies if your shipment is moved onto show-site or out of show-site due to scheduling conflict beyond Champion's control.
- Surcharge also applies if your advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Champion's control is moved into show-site on overtime.
- **Overtime is:**

* - **Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.**

- **ALL DAY Saturday, Sunday, or observed union holidays**

OUTBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended. Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Champion Exposition Services** highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to **Champion Exposition Services** by EXHIBITOR will be checked at time of pickup from the booth, and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **Champion Exposition Services** and the actual count of such items in the booth at the time of pickup.

Bills of lading covering outgoing shipments that are furnished to **Champion Exposition Services** by exhibitors will be checked at the time of actual pickup from booth and corrections made where discrepancies occur. **Champion Exposition Services** shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

Champion Exposition Services' liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **Champion Exposition Services'** sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials; and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a Dollar amount limit equal to the amount paid by EXHIBITOR to **Champion Exposition Services** for material handling services during the show or exposition under this contract.

Champion Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **Champion Exposition Services** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CHAMPION EXPOSITION SERVICES RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME.

SHIPINFO