

TLOMA 2020 CONFERENCE & TRADE SHOW

SEPT 30TH – OCT 1ST, 2020 METRO TORONTO CONVENTION CENTRE
conference.tloma.com

EQUIPMENT FORM

Company Name: _____

Contact Name: _____

Contact E-mail: _____

Phone #: _____

All Trade Show Participants must complete this form and return to the TLOMA office no later than **Wednesday, July 15th, 2020.**

Equipment Included

For the TLOMA 2020 Conference & Trade Show, each booth will be equipped with **one six-foot table, two chairs and complimentary Wireless internet access.**

To assist us with our planning, please confirm your requirements:

Table	Chair(s)
Yes, one 6' table is required	Yes, one chair is required
No table is required	Yes, two chairs are required
	No chairs are required

Note: Carpet is included in Trade Show area, Hall G. Please add all the additional items to the form below. If you require additional chairs, please identify below.

Additional Equipment

Please indicate below any additional requirements [at your own expense]:

	Pre-ordered Price	Specify Quantity	Sub Total	HST @13%	Total
Additional 6' Draped Table(s)*	\$35.00	Max. 1 add'l table			
Additional chairs	\$5.00/chair	Max. 2 add'l chairs			

*Additional draped tables must be ordered by Thursday, July 15, 2020. Additional items requested post July 15, will not be available. Kindly note that additional requested items for draped tables will be dealt with a third-party provider and your contact information will be send to the provider. All additional requests for draped tables will only be between you and the third party. TLOMA takes no responsibility for the additional requests between you and the third party.

TLOMA 2020 CONFERENCE & TRADE SHOW

SEPT 30TH – OCT 1ST, 2020 METRO TORONTO CONVENTION CENTRE
conference.tloma.com

ShowTech Power & Lighting Order Form

Quantity	Electrical Requirements	Price	Sub Total	HST @13%	Total
	15 amp power outlet	\$220.00			
	120/228 V 40A 1 phase	\$757.00			
	120/208 V 100A 3 phase*	\$1500.00			
	120/208 V 200A 3 phase*	\$1835.00			
*Requires an electrician's services. An additional labour charge will apply. Please contact ShowTech for full quote.					
TOTAL					

PLEASE NOTE: You will be contacted directly by the provider ShowTech.

Freeman Audio Visual - Computer & Audio/Visual Order Form

Quantity	Audio/Visual Equipment	Show Rate	Labour	Total
FLAT SCREEN MONITORS				
	22" LCL Flat Screen Monitor	\$95.00	\$114.00	
	24" LCL Flat Screen Monitor	\$95.00	\$114.00	
	32" LCL Flat Screen Monitor	\$206.00	\$228.00	
	40" LCL Flat Screen Monitor	\$309.00	\$228.00	
	40" LCL Flat Touchscreen Monitor	\$515.00	\$228.00	
	43" LCL Flat Screen Monitor	\$360.00	\$228.00	
	48" LCL Flat Screen Monitor	\$412.00	\$228.00	
	52" LCL Flat Screen Monitor	\$464.00	\$228.00	
	55" LCL Flat Screen Monitor	\$566.50	\$228.00	
	55" LCL Flat Touchscreen Monitor	\$721.00	\$228.00	
	60" LCL Flat Screen Monitor	\$618.00	\$304.00	
	70" LCL Flat Screen Monitor	\$721.00	\$304.00	
	80" LCL Flat Screen Monitor	\$824.00	\$304.00	
	Flat Screen Monitor Floor Stand (Rented with Monitor only)	\$55.00	\$76.00	
	Shelf for Monitor Floor Stand	\$15.00	-	
COMPUTERS (All computers come with 10/100 Ethernet, Windows and Office software)				
	Standard Desktop Computer (comes with 17" Monitor)	\$325.00	\$114.00	
	Laptop Computer	\$228.00	\$114.00	
COMPUTER ACCESSORIES				
	PCDI - Computer Audio Interface	\$30.00	-	
	Laser Printer - B & W, 43 PPM	\$154.50	\$114.00	
	Desktop Speakers - Pair	\$55.00	-	
	Ethernet 10/100 8 Port Switch	\$55.00	-	

TLOMA 2020 CONFERENCE & TRADE SHOW

SEPT 30TH – OCT 1ST, 2020 METRO TORONTO CONVENTION CENTRE
conference.tloma.com

Quantity	Audio/Visual Equipment	Show Rate	Labour	Cont'd
VIDEO PLAYERS (see Monitors above)				
	DVD Player	\$65.00	\$114.00	
	Blu-Ray Player	\$129.00	\$114.00	
VIDEO ACCESSORIES				
	Video Cart with Skirt	\$32.00	-	
	8ft Tripod Screen	\$60.00	-	
AUDIO EQUIPMENT				
	CD Player (requires Sound System)	\$80.00	-	
	Booth Audio System 1 (2 Speakers, Mixer/Amplifier)	\$225.00	\$114.00	
	Booth Audio System 2 (2 Speakers, Mixer/Amplifier, CD Player, Wireless Mic)	\$320.00	\$228.00	
	Wireless Microphone (Handheld/Lavaliere)	\$150.00	\$114.00	

PAYMENT MUST ACCOMPANY YOUR ORDER!	Equipment Total:		
	Delivery & Pickup:	\$130.00	
	Labour -		
	Labour - Additional:		
	Cables & Consumables: (Equipment Only)	10%	
	SUBTOTAL:		
	Provincial Sales Tax:		
	HST	13%	
	PST Exemption:		
	TOTAL:		

NOTE: You will be contacted directly by the provider Freeman Audio Visual.

*Note: Additional requested items for electrical requirements, audio/Visual equipment, Internet and telephone will be dealt with a third-party provider and your contact information will be sent to the provider.

Freeman Audio Visual - Terms & Conditions

Orders received less than 7 business days prior to setup date may be subject to additional charges.

Written order cancellations must be received at least 5 business days prior to setup date to avoid a 1-day charge.

Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.

Please note: We cannot leave equipment in your booth without your representative there to receive it.

The equipment is your responsibility until picked up by a Freeman Audio Visual representative.

Please do not leave equipment unattended in your booth when the show finishes.

Any extension of the rental period must be arranged prior to termination of the original rental period.

Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.

Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.

Freeman Audio Visual is not responsible for any equipment performance problems caused by customer's software.

TLOMA 2020 CONFERENCE & TRADE SHOW

SEPT 30TH – OCT 1ST, 2020 METRO TORONTO CONVENTION CENTRE
conference.tloma.com

Load-In – Material Handling Form

Please check one of the following:

<input type="checkbox"/>	Wednesday, September 30 th	9:00 am - 11:00 am:	<input type="checkbox"/>
<input type="checkbox"/>	No load-in required		

Note: Load in after 11:00 am will not be permitted.

Booth Details and Allocation

Platinum, Gold and Silver Sponsors only - Please note that priority will be given for preferred booth location to Platinum sponsors, then Gold and then Silver. There are no preferred booth locations guaranteed for other sponsors ([see Floor Plan](#)). Platinum booths are noted on the floor plan as double booths.

1 st Choice	Booth #	2 nd Choice	Booth #	3 rd Choice	Booth #	4 th Choice	Booth #

Please provide a brief description of what you will be exhibiting at your booth:

Please check one box:

<input type="checkbox"/>	Our booth is a full pop up booth
<input type="checkbox"/>	Our booth is a tabletop display

TLOMA 2020 CONFERENCE & TRADE SHOW

SEPT 30TH – OCT 1ST, 2020 METRO TORONTO CONVENTION CENTRE
conference.tloma.com

Name Badges

Please print first and last name of all attendees as it is to appear on the name badge. Name badges are required to access all events. The following number of Badges are included for each sponsorship level:

	Platinum	Gold	Silver	Trade Show Participants
Trade Show Badges	8	6	4	2
Wednesday Opening Keynote –	6	4	2	0
Wednesday Delegate/Business Partner Networking Reception and Dinner	6	4	2	1
Thursday Closing Keynote -	6	4	2	0

Please note:

- There is a limit of two extra Trade Show Attendee tickets per booth.
- There is no limit on extra Wednesday Delegate / Business Partner Networking Reception/ Dinner and Entertainment tickets subject to venue availability.

					<i>Check the box under the event to identify what event(s) the individual will be attending</i>			
	Badge Name	Title	Email Address	Phone Number	Wednesday Opening Keynote Session	Wednesday Delegate / Business Partner Networking Reception/ Dinner and Entertainment	Trade Show	Thursday Closing Keynote Session
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

NOTE: If you have any dietary restrictions, please contact [TLOMA](http://tloma.com).

TLOMA 2020 CONFERENCE & TRADE SHOW

SEPT 30TH – OCT 1ST, 2020 METRO TORONTO CONVENTION CENTRE
conference.tloma.com

Payment Form

Item	Cost	Quantity	Subtotal	HST @ 13%	Total
Additional Opening Keynote tickets	\$100.00				
Additional Closing Keynote tickets	\$100.00				
Additional Trade Show Attendees <i>(Limit of two additional tickets)</i>	\$150.00				
Additional Wednesday Delegate / Business Partner Networking Reception/ Dinner and Entertainment tickets <i>(Limit of two additional tickets subject to venue capacity.)</i>	\$200.00				
Additional Equipment Total (from page 1)					
TOTAL:					\$

Method of Payment

If paying by credit card, you have the following options:

- Save this document as a PDF and email your completed application to TLOMA.
- Payments should be sent to kgerhardt@tloma.com or may be sent to the TLOMA office (address included below). Upon receipt of payment, your application will be processed.

VISA	MASTERCARD	AMEX	CHEQUE (Enclosed payable to TLOMA)
------	------------	------	------------------------------------

I hereby authorize TLOMA to use the credit card below to charge my fees additional equipment and tickets for the TLOMA 2020 Conference.

CARD NUMBER	EXPIRY DATE	VERIFICATION CODE <small>[3 digit # on the back]</small>
NAME ON CARD	SIGNATURE	
TLOMA HST #861523074		
<p>Please return this completed form to TLOMA by email to: kgerhardt@tloma.com Or by mail to: TLOMA, PO Box 1029, TD Centre, Toronto, ON M5K 1P2 Phone: 416-410-1979</p>		