

Mendelssohn
A Division of Livingston International Inc.

69 Yonge Street, Suite 400
Toronto, ON Canada M5E 1K3
416 863-9339 Fax 416 863-5149
1-800-665-4628
www.mend.com



OFFICIAL CUSTOMS BROKER FOR THE TORONTO CONGRESS CENTRE

Customs Services:

Mendelssohn Customs and Transportation Services offer a seamless solution for all your customs and transportation requirements. Mendelssohn has developed a reputation for being Canada's largest and most experienced customs broker in the convention and trade show industry.

- experienced and specially trained personnel
- help you obtain official Canada Customs recognition for your event
- One point of contact for all customs requirements
- on-site supervision throughout move-in and move-out
- 24 hour staff availability
- preparation of all inbound and outbound export documents
- furnish customs information for delegates, speakers and show management
- consult with exhibitors regarding rates of duty/tax applicable for goods sold on-site
- provide "Canada Bound" guide containing sample documents
- contact all exhibitors and show management to assist them with document completion
- dedicated website: www.mend.com
- general information email address: brokers@mend.com
- toll free information line: 1-800-665-4628
- over 70 offices, through Livingston International, providing complete land, sea, and air border coverage
- easy invoicing and itemized payment structure on one invoice

Mendelssohn's solid 25 year reputation has become synonymous within the convention and trade show industry as a brand that offers flexibility and provides instant credibility with Canada Customs. Servicing thousands of groups, we are familiar with the priorities and time sensitivity of exhibitions and we look forward to servicing your needs.



*National Association of
Certified Home Inspectors*

Hotel Features

Our extraordinary event facilities are equally matched with first-class service and dedication. At Holiday Inn Select Toronto Airport, we ensure success.



- ♦ Well appointed guestrooms with complimentary wireless high-speed internet
- ♦ Convenient location to downtown and GTA
- ♦ On-Site Business Centre with 24hr complimentary internet, email and printer access
- ♦ On site restaurant, *The Metropolitan*, features creative Continental & International cuisine for breakfast, lunch and dinner
- ♦ Self Park and Valet Parking Available
- ♦ Complimentary airport shuttle

May 16 – 19, 2007

\$139.00 single or double accommodation

Reservation Deadline: April 16, 2007

Any reservations received after this date will be subject to rate availability.

We're constantly working to enhance your stay with us.
Here are some Select hallmarks that appeal to our guests' sense of work & play.



Wireless, High-Speed Internet
Now available free in all guestrooms and for a charge in meeting rooms. Work online as if you never left home.



Enhanced Cable Television
Our television selection continues to grow, providing even more channels than before. Settle in and choose from 58 stations.



Really Refreshed SELECT Bedding
Generous, propped pillows; soft chenille bed covers; satin striped linens ... the ultimate in comfort is now here.



Really Refreshed SELECT Shower
Moen massaging showerhead; personal space in abundance; deluxe fogless mirror and Garden Botanika amenities.



Trillium Ballroom
Newly renovated and offering 7700 sq ft. Ideal for social gatherings (up to 600 guests) or conferences and meetings (up to 1000).



Gourmet Coffee
Premium fresh brewed gourmet coffee is now available in your guestroom, courtesy of Wolfgang Puck.

TO MAKE RESERVATIONS, PLEASE CONTACT:

Reservations Department

Tel 416-675-7611 x 2

Toll Free 1-800-524-8436

Fax 416-675-0305

Instant Online Reservations: www.hiselect.com/yyz-intlapt

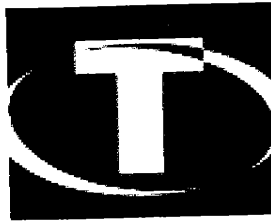
Email: his-toronto-aprt@ichotelsgroup.com

GROUP BOOKING CODE: CHI

Please Indicate Your Request

- *Bed Type
- *Number of People
- *Share with Name
- *Special Requests
- *Method of Guarantee

**An Early
Reservation is
Advised to
Ensure Your
Accommodation**



TCC FIRE REGULATIONS

EXHIBITS & DISPLAYS IN
PUBLIC BUILDINGS

MATERIALS, PROCESSES AND EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE

The use of the following materials, processes or equipment is subject to approval from the TCC Event Logistics. If any materials, processes or equipment requiring approval are to be used the Exhibitor shall submit in writing to Show Management the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by Show Management to the TCC who will review and return the request with their approval, rejection or limitations.

1. Propane or natural gas fired equipment;
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches;
3. Exhibits involving hazardous processing or materials not previously listed;
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code);
5. Pressure vessels including propane tanks;
6. Fossil fuel powered equipment using flammable fluids;
8. Radiation producing devices;
9. Natural Christmas trees.

ACCEPTABLE BOOTH CONFIGURATION

The following booth configuration will be acceptable:

1. Open top booths;
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from the TCC Event Logistics. A description of the booths requiring approval shall be submitted to the Show Management who in turn will submit the description to TCC for their approval. The TCC Event Logistics will discuss these configurations with the Toronto Fire Prevention Division:

1. Platforms exceeding 400 sq ft in area;
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 sq ft;
3. Layouts of all meeting rooms used for exhibit.

ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION

The following types of materials will be acceptable for booth construction:

1. Wood;
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300;
3. Noncombustible materials as regulated by the Ontario Building Code.

INTERIOR FINISHES AND FURNISHINGS

The limitations described below shall apply to all booth interior finishes and furnishings including:

- **drapes;
- **hangings;
- **curtains;
- **drops;
- **Christmas trees;
- **artificial flowers and foliage;
- **paper, cardboard or compressed paperboard less than 1/4" thick is considered paper
- **ruscus
- **split wood;
- **textiles;

4. Tanks containing propane shall be maintained less than full. Vehicles may be driven in and positioned. The engine should remain running, with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

ELECTRICAL EQUIPMENT & CONNECTION

The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale or sold, or otherwise disposed of or used in the Province of Ontario. Appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore subject to special inspection and/or removal from TCC property.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale or use any electrical equipment which is not certified by the CSA you must complete an application to the Electrical safety Authority.

The application procedure for Electrical equipment approval is included in each Exhibitor Kit as part of the **TCC Exhibitor Rules & Regulations**. It is the responsibility of Show management to ensure each exhibitor receives a copy of the Exhibitor Rules & Regulations.

PORTABLE SPOTLIGHTS

All clamp on types of portable spotlights should be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lampholder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three conductor cord used to power bars.

PROCEDURES DURING SETUP AND DISMANTLING OF SHOWS

No smoking is allowed during the setup or dismantling of shows. TCC is a No Smoking facility.

Show Management must have the approval of the TCC Event Logistics for commencement of setup or dismantling of shows.

Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition floor is prohibited.

Crates and packaging materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during setup and dismantling must be adhered to.

Any type of utility connection (i.e.: electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections

SIGNS & DECORATIONS & ADHESIVES

Signs and decoration may not be brought into the Centre without approval from TCC. Given such approval, signs and decorations may only be hung and/or secured by the designated people using the restricted hardware materials.

The client will remove all signs and decorations within the license period at their expense. Failure to remove decorations could result in additional rental fees and/or TCC removing the decorations at the client's expense. TCC reserves the right to remove any signs or decorations that it finds objectionable.

Signage may be posted only on the regular billboards provided by the facility for the period of time designated by TCC.

Exterior signs and banners may not be fastened to the building superstructures. Temporary exterior directional information, shuttle bus signs, etc., must be approved in advance by TCC.

ADHESIVE TAPE

Signs, banners and similar materials may not be nailed, stapled, hung, or attached to ceilings, walls, or painted surfaces except by permission of TCC. Failure to comply will result in a charge of \$50.00 minimum per occurrence to the Licensee.

The only tapes authorized for use on exhibit hall FLOORS are;
Doublestick V (2-sided tape), Rainbow (1-sided 7ml vinyl), masking tape , #618 Suretape (cloth duct tape), #174 high-adhesion double-faced tape.

Floor tape removal is the responsibility of the Licensee at their expense. Any residual floor tape left on the trade hall floors after move out will be removed by TCC at a rate of \$ 30 per hour.

Acceptable WALL adhesives are Lepage Fun Tak or similar putty adhesive. All adhesive products must be removable without damage to the surfaces.

SMOKING

The Licensee acknowledges having been advised that the entire Centre is a non-smoking facility. Smoking is prohibited in the facility during move-in and move-out and will be enforced by show security and facility security. Smoking is prohibited in any area of the Centre at all times.

SOUND SYSTEM

No sound system can be brought into the facility without prior written permission from the TCC.

SPACE ALLOCATION

Any Event, inclusive of storage, will be restricted to the area designated by the License Agreement.

STORAGE

All items for storage during an Event must be stored in the Licensed " storage" space.

The storage area is the responsibility of the Licensee at their expense.

Storage of all show goods; including packing boxes, containers, creates, etc., are prohibited in the loading dock area. All such goods must be stored as specified in the License Agreement and indicated on show floor plan (Schedule "A").

KEYS

All building keys required by the Licensee or its service contractors are subject to a \$50.00 deposit. Keys must be returned prior to 5:00 pm on the last day of the Event. If keys are not returned a \$50.00 replacement fee will be charged.

LICENSES

The Licensee is responsible for obtaining all licenses, permits, and approvals from the appropriate regulatory authorities that may be required for staging or holding the Event. The cost of all such licenses, permits, and approvals will be the responsibility of the Licensee.

LIGHTING LEVELS

There are two levels of lighting for the Trade Halls:

- a) Move-in/Move-out level
- b) Show level

Reduced levels of lighting will be used at all times for a show move-in and move-out. Full show lighting will be used on open show days from show opening to closing.

LOADING DOCKS

The Centre is equipped with 15 truck level loading docks with automatic dock levelers and trailer lights. The truck docks are fully covered, secured, and heated in winter. In addition, there are 2 pick up level docks and unlimited drive in access. The operation of the loading bays overhead doors is restricted to the dock manager (See section under dock manager and/or TCC management).

MATERIALS HANDLING

The Centre's equipment may be operated by TCC personnel **only**.

All forklifts and heavy loading devices must be operated by a trained operator approved by TCC. Damages resulting from the improper operation of such equipment will be the responsibility of the operator and/or the Licensee.

Designated Entrances - All persons, articles, exhibits, fixtures, displays and property of any kind shall be brought into and out of the building only at and through those entrances and exits as TCC may designate from time to time. Certain aisles may be designated by TCC as non-freight aisles during move-in and move-out.

Non-marking, rubber bumper dollies are available for rental through TCC's official supplier. This type of dolly may be used in movement of goods in the trade halls only.

MERCHANDISE REMOVAL

Show security is the responsibility of the Licensee, however, TCC can assist the Licensee in establishing an authorization system to allow exhibitors and others to remove merchandise from the show floor. If there is no established system in place, security should be advised to obtain and report any persons removing merchandise from the show. No goods/dollies may be passed through any glass or man doors unless authorized by TCC.

MOTORIZED VEHICLES

Vehicles powered by an internal combustion engine must not contain more than one quarter (1/4) tank fuel and once in position must not be operable (e.g. battery must be disconnected). Fuel caps must be locked or taped shot.

Vehicles must have drip pans underneath them and pads under all tires. All vehicles entering the exhibit area and/or TCC must be clean and dry.

All floor areas of TCC must be covered and protected with heavy duty plastic sheeting prior to vehicles entering the Centre, at the Licensee's expense.

No motorized vehicles are allowed to operate in TCC unless special permission to do so has been granted by building management.

CONCESSIONS

TCC reserves the right to any and all concessions located on the property.

The locations required on the property for such concessions and Event snack bars, restaurants, and lounges shall be mutually agreed upon by the Licensee and the Licensor.

DAMAGE & REPAIRS

A pre and post inspection of the licensed area will be conducted by TCC Management and the Licensee. Damages and damaged areas will be noted.

The Licensee is responsible for the cost of any and all repairs, replacements, or cleaning due to the use of the facility by the Licensee. This responsibility will extend to damages done by exhibitors, clients or visitors of the Licensee.

DEFAULT

In the case of any default there under or breach of the License Agreement or these Rules and Regulations by the Licensee or any exhibitor of which TCC has given notice to the Licensee and which has not been corrected or remedied, TCC may re-enter the facilities and remove all persons and property there from without the necessity of resorting to any legal proceedings. In addition, TCC may claim damages from the Licensee, and TCC shall be entitled to seek any legal or equitable remedies available to it.

ADVANCE SHOW/POST SHOW WAREHOUSE

TCC offers on-site advance show/post show warehousing through Lange Ltd. Exhibitors and show managers may arrange for shipments direct to the show site at TCC up to 21 days prior to the event scheduled move-in. At the end of the event, materials may be stored for up to 21 days after the licensed move out date. Pricing and billing for these services is available through Lange.

DOCK MANAGEMENT

A dock manager is required and will be supplied by TCC at the Licensee's expense to facilitate the move-in and move-out of the Event. The dock manager carries complete authority regarding the operation of the docking facilities and dock area. The establishing and imposition of dock schedules remains the responsibility of the Licensee. The dock manager's services will be charged to the Licensee at a minimum of 4 hours per shift.

ELECTRICAL SERVICES

TCC has an exclusive supplier of electrical services to assist the Licensee in the preparation and successful operation of the Event. All "hook ups" to TCC electrical systems must be made by TCC's exclusive supplier. Pricing and billing for these services will be supplied by TCC or TCC's exclusive supplier. The following requirements must be adhered to in the installation of all temporary electrical and lighting equipment or service.

- a) All electrical connections, installations, assemblies, motors and any electrical operating gear must conform to all Federal, Provincial, and Municipal electrical and fire codes.
- b) All electrical fixtures, fittings, and appliances must be CSA approved.
- c) Latex wire cord, duplex, and triplex plugs are not allowed
- d) Exhibitors may not store materials on or around any electrical equipment or connections of any kind.
- e) Equipment that trips circuits due to overload may not be restarted until TCC's exclusive supplier has found the source and corrected the problem.
- f) Specialized equipment requiring company engineers and technicians may be used with prior written approval of TCC.
- g) Wall and pillar plugs distributed around the building are for specific use of TCC and their contractors and are not for the use of exhibitors unless specified by TCC's exclusive supplier. If these outlets are used they will be charged to Licensee.



EXHIBITOR

RULES & REGULATIONS

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TCC equipment may be operated by the Centre's personnel only.

All forklifts and heavy loading devices must be operated by a trained operator approved by the Licensor. Damages resulting from the improper operation of such equipment will be the responsibility of the operator and/or the Licensee.

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Vehicles powered by an internal combustion engine must contain at least three quarters (3/4) tank of fuel and once in position must not be operable (e.g. battery must be disconnected). Fuel caps must be locked or taped shut.

Vehicles must have drip pans underneath them and pads under all tires. All vehicles entering the exhibit area and/or the Centre must be clean and dry.

All floor areas of the Centre must be covered and protected with heavy duty plastic sheeting prior to vehicles entering the Centre, at the Licensee's expense.

No motorized vehicles are allowed to operate in the Centre unless special permission to do so has been granted by building management.

PROHIBITED ACTS

The Licensee and exhibitors shall not:

- a) Allow any article to be brought into nor any act done within the Centre which conflicts with rules of the Toronto Fire Department or any relevant governmental authority, or which will render void or increase the premiums on the insurance policies held by the Licensor, nor injure or deface any part of the TCC, nor permit anything to be done by their agents or employees by which the TCC may in any manner be injured marred or defaced.
- b) Admit or permit any child under the age of 16 to the TCC during any move-in or move-out times of the event.
- c) Commit any nuisance or knowingly do or permit to be done anything which may result in the creation or commission of a nuisance, or annoy, harass or interfere with users of any other part of the TCC.
- d) Permit nails, hooks, screws or tacks to be driven into any part of the TCC or equipment contained therein, nor permit or make any alterations of any kind to the Toronto Congress Centre or its equipment.
- e) Cause or produce to be caused or produced therein, or to emanate there from any unusual, noxious or objectionable noises, smell or lights in any part of the TCC.
- f) Use any part of the TCC thereof for lodging or sleeping.
- g) Do or permit to be done anything which may interfere with the effectiveness or accessibility of utility, heating, ventilation, elevators, electrical, plumbing, gas, compressed air or air conditioning systems, or portions thereto in the TCC, nor do or permit to be done anything which may interfere with free access to passage thereto or to the public areas adjacent thereto, or to the street or sidewalks adjoining.

PARKING

Exhibitor parking will be designated by TCC. The TCC reserves the right to charge for parking.

PROPANE

TCC has an exclusive supplier for all propane used on site, Lange Ltd. This ensures safety and compliance on site. All service contractors, show managers, exhibitors, etc., must arrange their propane through Lange Ltd.

Signs, banners and similar materials may not be nailed, stapled, hung, or attached to ceilings, walls, or painted surfaces except by permission of TCC. Failure to comply will result in a charge of \$50.00 minimum per occurrence to the Licensee.

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Acceptable WALL adhesives are Lepage Fun Tak or similar putty adhesive. All adhesive products must be removable without damage to the surfaces.

SMOKING

Smoking is strictly prohibited throughout the facility.

SOUND SYSTEM

No sound system can be brought into the facility without prior written permission from the TCC.

SPACE ALLOCATION

Any event will be restricted to the area designated by the signed agreement.

TELEPHONES

There are a number of pay telephones located throughout the facility as well as on the show floor. The telephones on the show floor are permanent fixtures that move within a 60 foot radius of their position.

Private telephone arrangement for shows or events held in the facility must be made directly with Bell Canada and/or a cellular phone supplier.

The TCC telephone numbers may not be published as an official show or convention number and are reserved for the exclusive use of the TCC.

WATER

If water is required, it must be coordinated with the Event Manager. The TCC's technical contractor must hook up, fill and drain all water set-ups. The cost of water is based on volume and technical work involved.

Canada Border
Services AgencyAgence des services
frontaliers du Canada

National Association of Certified Home Inspectors
1750 30th Street
Boulder, Colorado
80301
U.S.A

Compliance Verification and Services
P.O. Box 7000, Station "A"
1980 Matheson Boulevard East
Mississauga, Ontario
L5A 3A4

Attn: Ms. Deanna Willis
Director of Corporate Relations

File #CSPL -2112
January 24, 2007

Dear Ms. Willis,

I have received your letter dated January 23, 2007 advising of your event **The Home Inspectors' Convention** to be held at the **Toronto Congress Centre** over the dates of May 17th-19th, 2007.

I am pleased to advise you that the use of Tariff Items 9993.00.00.00 and 9830.00.00.00 is being extended to you for this event.

Goods imported temporarily under tariff item **9993.00.00.00** cannot be sold, leased or further manufactured or processed while in Canada. The goods must be imported in a reasonable quantity pertaining to their use while in Canada. The goods must be exported within a reasonable time after the conclusion of the event. Should participants decide to give away, sell or otherwise dispose of any temporarily imported goods, they must contact the nearest Customs office or their Customs Broker to arrange for the proper accounting for those goods. After the event, any goods that remain in Canada are subject to the payment of duties and taxes regardless of whether or not the goods are sold.

The use of Tariff Item **9830.00.00.00** (Foreign Organization Remission Order) requires that at least seventy-five percent (75 %) of attendees at this event must be non-residents of Canada to obtain GST relief. The event must not be open to the Canadian public at large. Giveaways should not exceed twenty-five dollars (\$25.00) Canadian per item. At the conclusion of your event, all remaining goods must be exported from Canada or be duty and tax paid.

Please be advised that there have been changes to the GST Visitors Rebate Program. For additional information visit www.cra-arc.gc.ca/tax/nonresidents/visitors/qa-e.html

Also, use of the Border to Show system is authorized.

I recommend that any exhibitors coming to this event from outside of Canada, be provided with a copy of this letter for presentation to Canada Customs Officials at time of entry into Canada.

This letter does not preclude the necessity for possession of appropriate documentation to satisfy Immigration requirements at time of arrival in Canada. Please visit www.cic.gc.ca/english/visit/index.html for more information or contact Immigration at 1-888-242-2100

I note that you have appointed **Mendelsohn** as "Official Customs Brokers" to effect Customs clearance of goods destined for your event.

I wish you every success with your event and if I can be of further assistance, please contact me by telephone at (905) 803-5261 or by fax at (905) 803-5353.

Yours truly,

Mau'veen Dayrell-Johnson
Regional Conventions Coordinator
Southern Ontario
cc: Mendelsohn, Attention: Hal Eckensweiler

Canada