

2013

September 10th
ASTM Leak Detection
Standard

October 1st
SWA Joint Meeting: Warranty
Claims

November 7th
Woodbine Race Track - Fun
Night

November 28th
Decoustic's CertainTeed Plant
Tour

December 3rd
DIIM, FCIA

2014

January 14th
SPRI Standards

March 5th
No Frills Trade Show

April 1st
OBC 2014 Update

May 6th
Moisture in concrete & AGM

May 21st - 25th
2014 National CSC Conference
(Kitchener, ON)

August 14th
Annual Golf Tournament

CSC (Construction Specifications Canada) is a non-profit association committed to the ongoing development and delivery of quality education programs, publications and services for the betterment of the construction community.

MEETING NOTICE

date: Tuesday, April 01, 2014

topic: **Ontario Building Code in 2014?**
This presentation qualifies for self-directed OAA credits. (see more details inside)

speaker: Mr. Alek Antoniuk, OAA (details inside)

location: Toronto Skating Curling and Cricket Club
141 Wilson Ave., Toronto
(1 block east of Avenue Rd.)

time: 17:15 Cocktails
18:00 Dinner
19:00 Presentation

cost: \$45 (HST incl.) members,
\$50.00 (HST incl.) non-members
\$55.00 (HST incl.) at the door,
\$226.00 (HST incl.) Booklet of 6 dinner tickets (members only)

reserve: Space is limited. Please make your reservation with
Donna Fournier of the CSC Toronto Chapter Office at
1-888-494-9350.

info: Program Committee Officer: Chris Hunter (Tel: 647-529-5650)
Program Committee Officer: Bruce Hudson (Tel: 416-432-6502)
Secretary/Administrative Assistant: Donna Fournier (Tel: 1-888-494-9350)

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35th Annual Trade Show Summary

By: Mark Clemmensen

It is with great pride that I'm able to write this article on behalf of the Trade Show Committee to thank all of those who came out to support our one day show, and by doing so, the Association as well. As you are all aware, this trade show gives much of its proceeds to the Association to further CSC's core values such as education and other key areas which require financial assistance.



Mark Clemmensen
(Chair)

It all starts with our dedicated committee to work throughout the year to ensure that the No Frills Trade Show is a successful one. This team of eight individuals each have their own roles to play in the success of the show, and they bring a unique outlook and ideas to the table every meeting to try and come up with a winning combination which will sell tables but also provide foot traffic on the show floor. I'm grateful to have had the pleasure to have worked with everyone on the committee over the past year and I look forward to many more. This year's 2014 Conference Committee consisted of Bob Mercer, Trade Show Chair, John Dyk, Eric Corej, Roger Ali, Steve Gusterson, Steve Ioannides, Donna Fournier, and myself.

I will admit that this year's show was more stressful than in previous years, but with a mad rush of table sales in the final four weeks leading up to the show, we had table sales of 185 tables which is on par with last year's totals. Foot traffic was also average, having a great mix of spec writers, architects, technical reps and students coming out to walk the floor and attend the seminars and the live demonstrations. It seemed like the Wednesday trade show date did not impact the show positively or negatively in table sales or foot traffic.

The student presentation went extremely well, with attendance of 35 students to listen to the presentation titled "Specification Writing". With many great questions throughout the presentation, and the number of students asking one-on-one questions after the conclusion of the presentation, showed signs that this career path is starting to be explored by students who are

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coming into contact with Specifications before completing their schooling. I would like to personally thank Juste Fanou for co-presenting this with me and for creating the presentation on Prezi. It looked great and ran smooth.

Next year's 37th Annual No Frills Trade Show will be held on Thursday, March 5, 2015 and registration forms will start to appear in Specifiers shortly. Note To Exhibitors - Get in early and select table numbers that you like. "First-come-first-serve" in table locations, so don't hesitate and book today!

CSC Toronto Chapter Peer Discussion Group

By: Peter Wong



Peter Wong

Introduction

The third CSC Toronto Chapter Peer Discussion Group (PDG) meeting of Operating Year 2013/2014 was held in the evening of 23 Jan 2014 at the Northern District Library in Toronto. SUBSTITUTION was the pre-selected topic for the meeting.

This summary is not a record of all the discussions of the meeting. It is a summary of opinions that I presented. My opinions are not representative to those of CSC and its members. References in this summary to the singular and male gender shall be considered to include the plural and the female gender as the context requires.

Notes of Discussion

1) Technical and Trade Meaning of Substitution

It is an undeniable fact that there are always changes in the work on construction projects which are either initiated by the owner or by the contractor. The most commonly used terms associated with the changes are “substitution” and to a lesser extent “alternatives”. Although these terms are being used interchangeably, they are not compatible as illustrated below.

Fundamentally, “substitution” means replacement of one thing with another while “alternative” means a choice of one of two or more things. To further confuse the matter, there are other terms such as “unsolicited substitution” and “solicited substitution” which were used by the presenter in a technical session during the CSC 2013 conference.

2) Suggestions for Specifications Regarding Substitution

“Substitution” and “alternative” have been used inconsistently in contract documents possibly due to lack of uniformly recognized and accepted meaning. To minimize confusion, contract documents should include clear and concise definitions of these two concepts of changes and the appropriate place for these definitions is in Division 1 sections which govern the general and administrative requirements for work of all disciplines.

I suggested using “substitutions” for changes initiated by the contractor while restricting “alternatives” for changes initiated by the owner. When these terms are defined, it is important to clearly specify the basis for evaluation and acceptance in

addition to the administrative procedures of these two opposing methods of dealing with changes.

I offered the following suggestions for inclusion in the Division 1 sections, among other things such as time validity for submission and acceptance, submittal requirements, back-up information and other considerations.

Substitution

- Definition: *Changes in the work from those required by the contract documents.*
- Conditions for Consideration:
 1. *Substitution is consistent with the contract documents and will produce required results.*
 2. *Substitution request is properly documented and submitted.*
 3. *Substitution will not adversely affect contract sum and contract time.*
 4. *Substitution has received necessary approvals of authorities having jurisdiction.*
 5. *Substitution is compatible with other portions of the work.*
 6. *Substitution provides specified warranty*
- Submission Documentation
 1. *Statement indicating why required work cannot be provided.*
 2. *Detailed comparison of significant qualities of proposed substitution with those of the required work.*
 3. *List of similar installations of completed projects with project names and addresses and names and addresses of consultants and owners.*
 4. *Test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements.*
 5. *Contract change information, if any, in the contract sum and contract time.*
 6. *Reason for the request.*
- Form of acceptance: Change order

CSC Toronto Chapter Peer Discussion Group

By: Peter Wong

Alternative

- Definition: *Changes in the work defined in the bidding and contract documents that may be added to or deducted from the bid price or contract sum.*

- Conditions for Consideration: N/A

- Submission Documentation

1. During Bidding: Bid form.

2. During Construction: Change order

- Form of acceptance: Change order

1. During Bidding: Bid revision.

2. During Construction: Change order

3) Regarding "Or Equal"

"Or equal" and parallel expressions are often used in contract documents to indicate that products other than the specified products may be considered. There were considerable discussions at the PDG meeting whether there were products equal to other products, and how these expressions can be clarified, replaced or eliminated from the contract documents. I have been hearing deliberations about this issue for over thirty years and I can't understand why considerable effort and time is still being spent on discussing the matter. One way to eliminate this type of deliberation is to use terms such as "similar" and "comparable" in place of "equal". It is important to set benchmark for similarity and comparability in the specifications. I suggested qualifying statements such as ".....products [similar] [comparable] in [function], [design], [performance], [construction] [and <insert other considerations>] complying with requirements of this Section may be incorporated into the Work subject to Consultant's acceptance" be included in the specifications when the owner will consider similar or comparable products.

Chapter Director's Report

By: Matt Roberts



Matt Roberts
(Chapter Director)

Wow, a new year is well on its way.

We are already waiting for this extended winter to move on so the warm weather can arrive. With that comes the Association's Board of Directors meeting in Mississauga. It was well attended this time as only 2 Chapter Directors were not in

attendance. It was good to see that CSC is well organized association moving forward in a very positive manner.

Some of the highlights of the meeting are as follows:

- Again CSC is seeking volunteers for a few committees. As you know, volunteers are the life and breath of the Association. So if you have an interest for being on a committee, contact the Association Office and let them know.
- The Association Office put out calls for volunteers for various committees and is happy to report that some members have come forward.
- The new bylaws have been passed by the directors and will be distributed to the membership.
- The directors had a great brain storming session about challenges and successes each chapter had over the past year.
- Regina has been awarded 2019 Conference.
- Other topics touched on were NMS and CSC's role, the impact of the new Canadian Anti-Spam Act.
- The incoming 4th Vice President has been selected and the Association Office will make an announcement in due course.

As for the Toronto Chapter, our Professional Development Officer's Subcommittee is hard at work developing a 1 day seminar, more information will follow as it becomes available. Save the date of Thursday, August 14, 2014 for the 27th annual golf tournament. Again it will be at the Richmond Hill Golf and Country Club. The golf committee has some exciting changes this year which we are sure will be enjoyed by all in attendance.



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Dinner Meeting

April 01, 2014

OBC Changes, what's new in 2014?

This Presentation qualifies for self-directed OAA Credits

THE TOPIC

Alek will be talking about the following changes:

1. Selected highlights of changes in the 2012 Ontario Building Code related to larger (Pt. 3) buildings
2. O. Reg. 151/13 – Retirement Homes
3. O. Reg. 360/13 – Fees
4. O. Reg. 361/13 – EIFS & Cleanup Reg.
5. O. Reg. 368/13 – Accessibility
6. Trends in code development

Our Speaker: Mr. Alex Carrick

Alek Antoniuk has over 34 years of experience in building code development and design and is a recognized expert in the development of construction codes in Canada.

Alek Antoniuk gained a hands-on appreciation of the complexities of the building permit process as the principal of his own architectural design practice for 5 years and as the deputy chief building official for the former Borough of East York (now City of Toronto) for 5 years.

Although he is best known for co-ordinating and managing the technical development of the 2006 and the 2012 editions of the Ontario Building Code,



Bruce Hudson
(Program Committee Officer)



Chris Hunter
(Program Committee Officer)

Alek Antoniuk played a lead role in managing the code advisory services of the Ontario Ministry of Municipal Affairs and Housing since 1989. He is also known for initiating the CodeNews ebulletin service.



He has a dedicated interest in the sensible and practical application of codes and has been involved for many years in the development of codes and standards in Ontario and Canada. He has also participated extensively as an active member on numerous government and industry committees and panels, a few of which include:

- Member, Provincial/Territorial Policy Advisory Committee on Codes
- Member, Provincial/Territorial Subcommittee on Plumbing Codes
- Member, Canadian Advisory Council on Plumbing
- Liaison, Ontario Home Builders' Association Technical Committee
- Liaison, OAA Sub-Committee on Building Codes and Regulations
- Chair, Expert Advisory Panel on Glass Panels in Balcony Guards

Alek Antoniuk completed his Bachelor of Architecture degree at the University of Waterloo and has been a member of the OAA since 1980. He holds an Ontario BCIN for all OBC categories of qualifications.

Please join your colleagues on April 1st, 2014.

Spec That! MasterFormat (Remember when)

WELCOME NEW MEMBERS

Please join me in welcoming the following new members to the CSC Toronto Chapter

Ms. Rachel Lam

GRG Building Consultants Inc.

Mr. Mario Dumaine

AkzoNobel

Mr. Henry Yu

AXON Engineering Inc.

Miss Sana Rasheed

University of Toronto
Mississauga

Mr. Jeff Ker

Engineered Assemblies Inc.

Ms. Luisa Carrillo

Canada Masonry Design Centre

Mr. Mark Jankowski

DelBove Building Consultants

Mr. Dean Seabrook

BASF Corporation

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Mr. Peter Schmidt

Vitaroofs International Inc.

Ms. Cynthia Perne

Kohler Canada Co.



32 01 30.13 – Snow Removal

Submitted by Gary Beimers

WELCOME BACK!

We wish to WELCOME our previous members rejoining CSC Toronto Chapter.

Mr. Blair Davies

Engineered Assemblies Inc.

Mr. Gary Osmond

Durabond Products Ltd.

Mr. Thomas Goetz

Kingsland+Architects Inc.

Mrs. Ruth Shannon

Armstrong Commercial
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Stacey Bogdanow
(Membership Officer)

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Getting to know Gary Osmond!

By: Stacey Bogdanow

Tell us a little about Gary Osmond

As a graduate of Mohawk College in Civil Engineering Technology, my career started back in the late 1970's as a municipal building inspector and plans examiner when air barrier technology was first introduced to the Canadian National Building Code.

Since that time I have enhanced my knowledge of construction and building science technology through my positions and work associated with the Provincial Government, an Architect, Land Developer, Building Science Consulting Engineer firm and more recently, Building Materials Manufacturers.

For the past 15 years my work has been focused on all matters that pertain to the design, construction and preparation of specifications and details for the building enclosure. I have provided technical seminars on roofing, air barrier and waterproofing systems across Canada and throughout the USA.

In 2008 I immigrated to the USA where my responsibilities expanded into Division Management, Territory Sales Management and Sr Market Manager - Building Envelope.

In 2013 we returned to Ontario and I accepted a position as Technical & Market Manager for Durabond Products Limited.

How did you learn of CSC?

I was first introduced to CSC when I worked for the Municipality. At that time (30 years ago) product libraries were mostly Sweets Catalogs. When I worked for the Architect I became more aware of the value behind the CSC association. Since joining CSC in 1998 I have pushed my employers to recognize CSC for their efforts and the opportunities it provides, as well as the credible and practical training programs provided by the CSC Toronto, Hamilton and Grandvalley Chapters.

Why re-join CSC?

I have re-joined CSC to support CSC's continued effort for the "Betterment" of Construction Documents. I have re-joined CSC to support the many specification writers who look to qualified members of CSC representing manufacturers who understand the value of technical education, training and ethical representation of building materials and systems.

Do you plan on taking any courses?

We will be encouraging our sales team to become active members in CSC and take full advantage of the available technical training programs.

Would you encourage others to become members of the CSC – Toronto Chapter?

I would strongly recommend to all persons involved in the Construction Industry to become members of CSC. Equally, I would sincerely hope members become active in the association and rise to a higher standard of technical proficiency.

Steve Gusterson, CTR

Manager, Pre-Construction Design Services

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Education Certification Officer's Report

By: Paul Wong



Paul Wong
(Education Certification Officer)

This term, the Construction Contract Administrator and the Technical Representative courses are once again underway. With close to 25 people registered for courses, our winter courses are sure to be another success.

Construction Contract Administration:

The Construction Contract Administration (CCA) course is designed for those individuals involved in construction administration. This includes contract administrators, property managers, architects, engineers, interior designers, specification writers, building authorities, and bonding and insurance agencies. The student will have successfully completed the Principles of Construction Documentation course.

I would like to thank the instructor, Ted Katsoris for his time and effort in teaching the class.

Technical Representative

The Technical Representative (TR) course will provide a better understanding of contract documents and bidding procedures, product representation, professionalism and ethics, and will provide a new depth of understanding and explanation of concepts beyond what was previously introduced in the PCD course. The course is designed for the individual involved in the supply section of the construction industry, such as manufacturer representatives, agents or distributors of products.

I would like to thank the instructor, Steve Gusterson for his time and effort in teaching the class.

Peer Discussion Group Update

We have held out 3rd Peer Discussion Group meeting on January 23, 2014 at the Northern District Library. Substitution was the discussed topic, and with a great turnout of 15 people. The meeting was given by the hand of Peter Wong, a senior specification writer.

Our 4th Peer Discussion Group meeting will be held on Tuesday, March 25th, 2014 at the Northern District Library. If you are interested in participating in the discussion group, please email pwong.csc@gmail.com for further information.



Mark Clemmensen, RSW
B.Arch, LEED AP, CSC
Principal

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January 2014	Thames Valley Brick	Henry & OIRCA	ASI Watrous
February 2014	Alumicor	Rockfon	Allegion Canada
April 2014	Icyene	Roxul	Owens Corning & Cardinal Glass
May 2014	Available Opportunity	Available Opportunity	Available Opportunity

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January 2014	Reed Construction Data	Thames Valley Brick & ASI Watrous	Henry & Chicago Metallic
February 2014	Reed Construction Data	Thames Valley Brick	Available Opportunity
April 2014	Reed Construction Data	Available Opportunity	Available Opportunity
May 2014	Reed Construction Data	Available Opportunity	Available Opportunity

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- Registration for CSC No Frills Trade Show: aisle table
- Two tickets to CSC Social Event (Curling Bonspiel or Fun Night)

Cost of package if purchased individually: \$2,070+HST

Platinum Sponsorship \$2,230+HST

- All Gold Sponsorship Benefits, as well as the following:
- Upgrade to Wall Table, without electricity, at CSC No Frills Trade Show.
- Golf Day Package (includes four tickets for golf and dinner)

Cost of package if purchased individually: \$2,920+HST

Diamond Sponsorship \$3,190+HST

- All Platinum Sponsorship Benefits, as well as the following:
- Upgrade to Wall Table, with electricity, at CSC No Frills Trade Show
- CSC No Frills Luncheon Table (eight tickets)
- CSC No Frills Luncheon Wine Sponsorship
- Plaque presented to sponsor at upcoming dinner meeting recognizing Diamond Sponsorship.

Cost of package if purchased individually: \$3,870+HST

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- ☐ Gold Sponsorship (\$1,560.00 + \$202.80 HST = \$1,762.80)
- ☐ Platinum Sponsorship (\$2,230.00 + \$289.90 HST = \$2,519.90)
- ☐ Diamond Sponsorship (\$3,190.00 + \$414.70 HST = \$3,604.70)

Payment method: Cheque only. Please make cheques payable to: **CSC Toronto Chapter**

Mail a copy of the completed form together with payment to:

CSC Toronto Chapter
28 Fallingbrook Crescent
Lindsay, Ontario K9V 0B3

For more information, contact:

Isabelle Champagne at champagnei@chicagometallic.com (647-269-8580),
Wayne Austin at wayne.austin@norr.com (416-926-4300 x3527), or
Donna Fournier at djfournier@csctoronto.ca (1-888-494-9350).

Note: The Sponsorship year runs from September 1, 2013 to August 31, 2014. Sponsors are to provide business card graphic for business card ads, and company logo *jpeg* or *png* digital file for website packages, as well as the desired URL to which to link.

HST# 106970973RT

Thank-You!

*Construction Specifications Canada | Toronto Chapter
28 Fallingbrook Crescent | Lindsay | Ontario | K9V 0B3 | Telephone/Facsimile: 1-888-494-9350
toronto.csc-dcc.ca*

**TAPPING
THE
FUTURE**

CSC Tapping
the Future

2014 **CONFERENCE
KITCHENER•ON**

MAY 21-25

CSC
Construction Specifications Canada
120 Carlton St, Suite 312,
Toronto, ON, M5A 4K2
Tel: 416-777-2198
Email: clafon@csc-dcc-ca

www.csc-dcc.ca

Preparation is already underway for Conference 2014 which will be held in Kitchener, Ontario. Conference 2014 is brought to you by the Grand Valley, Hamilton-Niagara and Toronto Chapters of CSC.

For more information and to register, please visit <http://csc-dcc.ca/Conferences/>



CSC CONFERENCE REGISTRATION FORM
May 21 – 25, 2014
 Crowne Plaza Kitchener-Waterloo



please print

First Name: _____ Last Name: _____

Title: _____ Organization: _____

Address: _____

City: _____ Province/State: _____ Postal Code/Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Name for Badge (please print): _____ Chapter: _____

Full Name of Companion (if registering): _____ Companion E-mail: _____

Are you a CSC or CSI Member? ☐ YES ☐ NO

Is this your first CSC conference? ☐ YES ☐ NO

REGISTRATION FEES All fees are in Canadian Dollars

PAYMENT

Full Conference registration fees include all technical sessions, scheduled luncheons/breakfasts, Fun Night and Presidents Ball

Delegate registration fee: \$ _____

** Companion Registration fee \$ _____

Companion Fees include all scheduled luncheons/breakfasts listed on Companion schedule, tours/transportation, Fun Night and President's Ball

Additional Tickets \$ _____

	UNTIL APRIL 15	AFTER APRIL 15	ON-SITE (subject to availability)
Members (full Conference)	\$ 495.00	\$ 570.00	\$ 650.00
Members (Single day)	\$ 250.00	\$ 300.00	\$ 375.00
Indicate day: <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			

Sub Total: \$ _____

HST (13%) (R10697097) \$ _____

Non-Member (full Conference)	\$ 600.00	\$ 670.00	\$ 750.00
Non-Member (Single day)	\$ 300.00	\$ 350.00	\$ 400.00
Indicate day: <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			

TOTAL AMOUNT \$ _____

* Student (full Conference)	\$ 250.00	\$ 295.00	\$ 395.00
* Student (Single day)	\$ 40.00	\$ 50.00	\$ 75.00
Indicate day: <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			

PAYMENT METHOD

☐ Cheque (Payable to CSC) # _____

☐ Visa ☐ MasterCard ☐ American Express

► Single day registrations include technical sessions & scheduled lunch only.

Card Number: _____

Expiry Date: _____ Security code _____

ADDITIONAL TICKETS

Full conference and companion registrations include one of each of the following, order additional tickets **ONLY** for guests

Date: _____

FUN NIGHT \$150.00 PRESIDENT'S BALL \$ 95.00

Signature: _____

of tickets required: _____ # of tickets required: _____

IMPORTANT:

Please send payment with registration form. All registered delegates will receive confirmation of their registrations via fax/e-mail, or post. All registrations are non-refundable/non-transferable within 2 weeks before conference dates. Cancellations prior to 2 weeks must be in writing and a \$100 cancellation fee will be charged.

Registered "Delegates" will not be permitted on the Companions program.

* Student - is an individual undergoing training in a school of architecture, engineering, or technology- Photo ID is required at the registration desk – space is limited and must be registered prior to conference

** One Companion for every Delegate registration; each additional Companion will be at Delegate rate.

Mail/fax to: **CSC (Construction Specifications Canada)**, 120 Carlton Street, Ste 312 Toronto, Ontario, M5A 4K2
 Telephone 416-777-2198, Fax 416-777-2197 (Toronto) 800-668-5684 (Canada) Web site: www.csc-dcc.ca



CSC Construction Specifications
Canada – Toronto Chapter

Toronto Chapter Trade Show Committee

TRADE SHOW 2015

Thursday, March 5, 2015

Registration Form and Invoice

Please note: Registration form must have full company name, address, telephone number and name of person in your organization who will co-ordinate your participation.

Organization _____

Address _____

City _____

Postal Code _____

Telephone No. _____

Fax No. _____

E-Mail Address _____

Contact Person _____

Date Stamp

Registration #

Please correct mailing label as necessary

Don't be late!
Registration Deadline
is February 1, 2015

Indicate type of table and number (maximum of 2)
Table type is on a paid first come, first served basis.

		CSC Member	Non-Member	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	Aisle Table(s)	<input type="checkbox"/> \$800.00 ea.	<input type="checkbox"/> \$1080.00 ea.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	Wall Tables(s)	<input type="checkbox"/> \$950.00 ea.	<input type="checkbox"/> \$1230.00 ea.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	Wall Tables(s) with Electrical Service	<input type="checkbox"/> \$1050.00 ea.	<input type="checkbox"/> \$1330.00 ea.
Guest Speaker Luncheon		<input type="checkbox"/> \$550.00 Table of 8	<input type="checkbox"/> \$80.00 per person + HST
Wine Sponsor		<input type="checkbox"/> \$300.00 + HST	

Cancellation Policy: A \$100 administration charge will be deducted from all refunds of exhibitor registration fees on receipt of an exhibitor's request for cancellation. Cancellation requests that are received by our office later than Friday, January 16, 2015 will not be refunded.

ADD - 13% HST # 106970973RT

TOTAL: \$

☐ Yes!

**I would like to be a
Wine Sponsor for the
Guest Speaker Luncheon**

My payment is enclosed with my registration.

Mail registration form with cheque to:

**CHANGE OF ADDRESS
EFFECTIVE AUG. 16, 2013**

Toronto Chapter Trade Show
28 Fallingbrook Cres.
Lindsay, ON K9V 0B3
Toll Free/Fax: 1-888-494-9350

Please make your cheque payable to CSC Toronto Trade Show
Unless otherwise requested, your cancelled cheque is your receipt.

To pay by credit card, please register on line at:
<http://www.csctradeshow.com/forms.html>

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