

Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **Canadian Society for Vascular Surgery** at the **Delta Grand Okanagan Resort** on **September 12-14, 2019**.

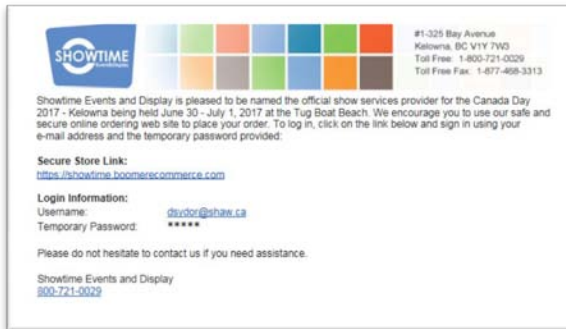
To assist in making your conference experience successful, we have enclosed a complete catalogue of the various equipment rentals and show services that we have to offer. Please fill in the appropriate order forms that best suit your needs and return at your earliest convenience.

**Place your orders before the August 29, 2019 to receive the Discounted Advance order prices.
Please Note All orders must be received September 5, 2019**

SHOW SCHEDULE	
Exhibitor Move In:	Thursday September 12, 2019 12:00 pm – 6:00 pm
Exhibitor Move Out:	Saturday September 14, 2019 4:30 pm – 6:00 pm
ORDER DEADLINES AND IMPORTANT DATES	
Advance Order Deadline:	August 29, 2019
Advance Shipments may begin arriving at the Warehouse:	August 29, 2019
Last day for Advance Shipments to arrive:	September 10, 2019
Ordering Deadline:	September 5, 2019
SHOW INFORMATION	
Booth Package Includes:	8'x10'
Back Wall Drape	8' High, Black
Side Wall Drape	3' High, Black
Seating	2 x Chairs
Table	1 x 6' Table with Black skirt
Carpet	Exhibit space is carpeted
Customs Broker	Davidson & Sons
	Phone: 1-604-681-5132
	Fax: 1-604-681-2601
	Email: Events@davidsonandsons.com
VENUE ADDRESS:	ADVANCE WAREHOUSE SHIPPING ADDRESS:
Delta Grand Okanagan Resort 1310 Water St, Kelowna, BC V1Y 9P3	Canadian Society for Vascular Surgery C/o SHOWTIME (Company Name & Booth #) #1 - 325 Bay Ave, Kelowna BC, V1Y 7S3
<p>PLEASE NOTE: The Delta Grand Okanagan Resort does NOT accept any ADVANCE or ON SITE / SHOW DAY SHIPMENTS. Please send all shipments to the ADVANCE WAREHOUSE SHIPPING ADDRESS. All Items must leave the Show Floor during Exhibitor Move Out and cannot be left unattended</p>	

If you need any assistance or require any additional information not covered in our Exhibitor order package, please do not hesitate to contact the Exhibitor Services team using the contact details below.

How To Save Time & Use Our Online Store!



Step 1: To gain login access please email our exhibitor services team at Infodesk@showtimedisplay.com. In some cases you may have already received your login email from show management or previous order.

Step 2: Please click the link provided in the login email, you will be redirected to Boomer our online store. Once you are there you will be asked to enter your email address and the password that has been provided to you in your login email. Once that is complete you will be prompted to change the

password for your account to one of your choosing.

Step 3: Once you have successfully logged into the site, please select the show that you will be attending. You are able to view the basic information for the show such as the items included in your booth package.

Step 4: On the left-hand side of the page, there will be a list of available departments for your show. Click on these to browse through the items available to order.

Step 5: Once you are ready to check out click "View My Cart" in the top right-hand corner and follow the check out prompts



If you have any questions please feel free to contact our Customer Service team.

Phone: toll-free at 1-800-721-0029 Option 3

Email: infodesk@showtimedisplay.com

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Tables & Chairs Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

Name Of Company:	Booth Number:	Contact Name:
Email:	Phone Number:	

4', 6' & 8' Tables with Skirts - Regular 30" or Raised 40"



30" Tall Round



Cushioned Side Chair



Chrome & White Square Cruiser Table



Chrome & White Bar Table



Steno, Tall or Short



Chrome & White End Table



Low Back Chrome Stool Black 24" or 30"



Chrome & White Coffee Table

Low Back Chrome Stool White 24" or 30"



Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
	Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$63.50	\$83.50		
	Raised Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$75.00	\$97.50		
	<input type="checkbox"/> Royal Blue <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green	Please pick one			
	30" Cocktail Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$75.00	\$90.50		
	40" Cocktail Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$81.00	\$95.00		
	Chrome & White Cruiser Table	\$86.50	\$113.00		
	Chrome & White Bar Table	\$260.50	\$338.50		
	Chrome & White Coffee Table	\$104.00	\$139.00		
	Chrome & White End Table	\$58.00	\$86.50		
	Cushioned Side Chair	\$34.50	\$38.50		
	Cushioned Arm Chair	\$51.50	\$54.50		
	Stool with Back Rest	\$40.50	\$44.00		
	Steno Chair Short <input type="checkbox"/> , or Tall <input type="checkbox"/>	\$40.50	\$44.00		
	Low Back Chrome Stools Black- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$52.00	\$55.50		
	Low Back Chrome Stools Black- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$52.00	\$55.50		

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form All discounts offered are date sensitive and will not be offered after the date has passed.	Subtotal	
	GST	
	PST	
	Grand Total	

Cancellation policy: Full refund before August 29, 2019, after August 29, 2019 a 50% refund of the original price will be issued. After Delivery no refund of any rental or labour charges.



Soft Seating Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

Barcelona Single Seat



White Contemporary Club Chair



Black Contemporary Club Chair



Barcelona love Seat



Contemporary White Leather Loveseat



Contemporary Black Leather Loveseat



Barcelona 3 Seat Sofa



Contemporary White Leather 3 Seat Sofa



Contemporary Black Leather 3 Seat Sofa



Barcelona Ottotoman



Contemporary White Leather Ottotoman



Contemporary Black Leather Ottotoman



Order Form

Item #	Product	Advance Price	Regular Price	Quantity	Total
F1501	Barcelona Single Seat	\$116.00	\$150.50		
F1502	Barcelona love Seat	\$231.50	\$301.00		
F1503	Barcelona 3 Seat Sofa	\$347.50	\$451.50		
F1504	Barcelona Ottotoman	\$86.50	\$122.00		
F1402	Contemporary White Leather Club Chair	\$174.00	\$226.00		
F1403	Contemporary White Leather Loveseat	\$289.50	\$376.50		
F1401	Contemporary White Leather 3 Seat Sofa	\$434.00	\$564.50		
F1404	Contemporary White Leather Ottotoman	\$116.00	\$150.50		
F1405	Contemporary Black Leather Club Chair	\$174.00	\$226.00		
F1046	Contemporary Black Leather Loveseat	\$289.50	\$376.50		
F1047	Contemporary Black Leather 3 Seat Sofa	\$434.00	\$564.50		
F1048	Contemporary Black Leather Ottotoman	\$116.00	\$150.50		

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Subtotal	
GST 5%	
PST 7%	
Grand Total	

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Accessories Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

Name Of Company:	Booth Number:	Contact Name:
Email:	Phone Number:	

Stanchion with 7" Strap



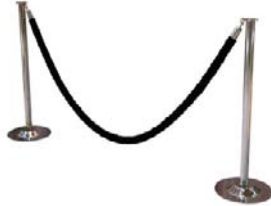
Waste Basket



Literature Stand



Stanchion with Rope



Bag Stand



Easel



Small Draw Barrel



Rolling Rack



Pop Up Display



Brass Draw Barrel



Chrome Sign Holder



Horizontal Display Board



Large Clear Draw Barrel



Bar Fridge



Vertical Display Board



Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F255	Stanchion with Rope Blue <input type="checkbox"/> , Black <input type="checkbox"/> , or Red <input type="checkbox"/>	\$23.00	\$30.00		
F250	Stanchion with 7" Strap	\$23.00	\$30.00		
F350	Small Draw Box	\$23.00	\$30.00		
F200	Brass Draw Barrel	\$23.00	\$30.00		
F360	Large Clear Draw Barrel	\$34.50	\$45.00		
F310	Waste Basket	\$11.50	\$15.00		
F300	Bag Stand	\$34.50	\$45.00		
F270	Rolling Rack	\$40.00	\$43.00		
F301	Chrome Sign Holder	\$33.00	\$45.00		
	Bar Fridge	\$99.00	\$113.50		
	Easel	\$34.50	\$45.00		
F240	Literature Stand	\$55.00	\$75.00		
F220	Pop Up Display Unit	\$434.00	\$521.00		
F470	Horizontal Display Board	\$86.50	\$113.00		
F460	Vertical Display Board	\$86.50	\$113.00		
F4601	Chrome Sign Holder	\$34.50	\$45.00		

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Subtotal

GST

PST

Grand Total

Cancellation policy: Full refund before August 29, 2019, after August 29, 2019 a 50% refund of the original price will be issued. After Delivery no refund of any rental or labour charges.

Hard Wall Display Order Form

Please Note: All orders must be accompanied by the Completed Credit Card Authorization Form. Orders will not be processed till the Credit Card Authorization Form is received and will be dated upon the receipt of this form

EXHIBITOR INFORMATION

Name of company	Booth #	Contact
Email	Telephone #	

HARD WALL DISPLAYS 8'x10' AND 8'x20'



Model 1A Silver 8'x10'



Model 1B Silver 8'x10'



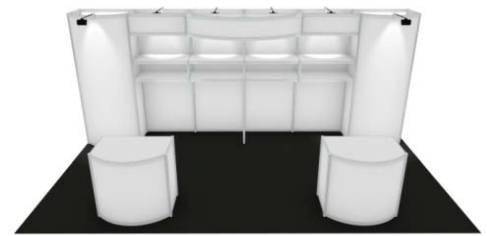
Model 1C Silver 8'x10'



Model 2A Silver 8'x20'



Model 2B Silver 8'x20'



Model 2C Silver 8'x20'

Item #	QTY	Product	Advance	Standard	Item #	QTY	Product	Advance	Standard
H352		Hard Wall Model 1A Silver 8'x10'	\$868.50	\$1,075.00	H456		Hard Wall Model 2A Silver 8'x20'	\$1,736.50	\$2,150.00
H644		Hard Wall Model 1B Silver 8'x10'	\$1,273.50	\$1,598.50	H697		Hard Wall Model 2B Silver 8'x20'	\$1,910.00	\$2,370.50
H536		Hard Wall Model 1C Silver 8'x10'	\$1,100.00	\$1,350.50	H698		Hard Wall Model 2C Silver 8'x20'	\$2,200.00	\$2,756.50

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Subtotal	
GST	
PST	
Grand Total	

To upgrade your hard wall with graphics or to use LED color wash lighting inside counters or cases please call Tennille Blach
 1-800-721-0029 EX 2243
tennille@showtimedisplay.com

Cancellation policy: Full refund before August 29, 2019, after August 29, 2019 a 50% refund of the original price will be issued. After Delivery no refund of any rental or labour charges.

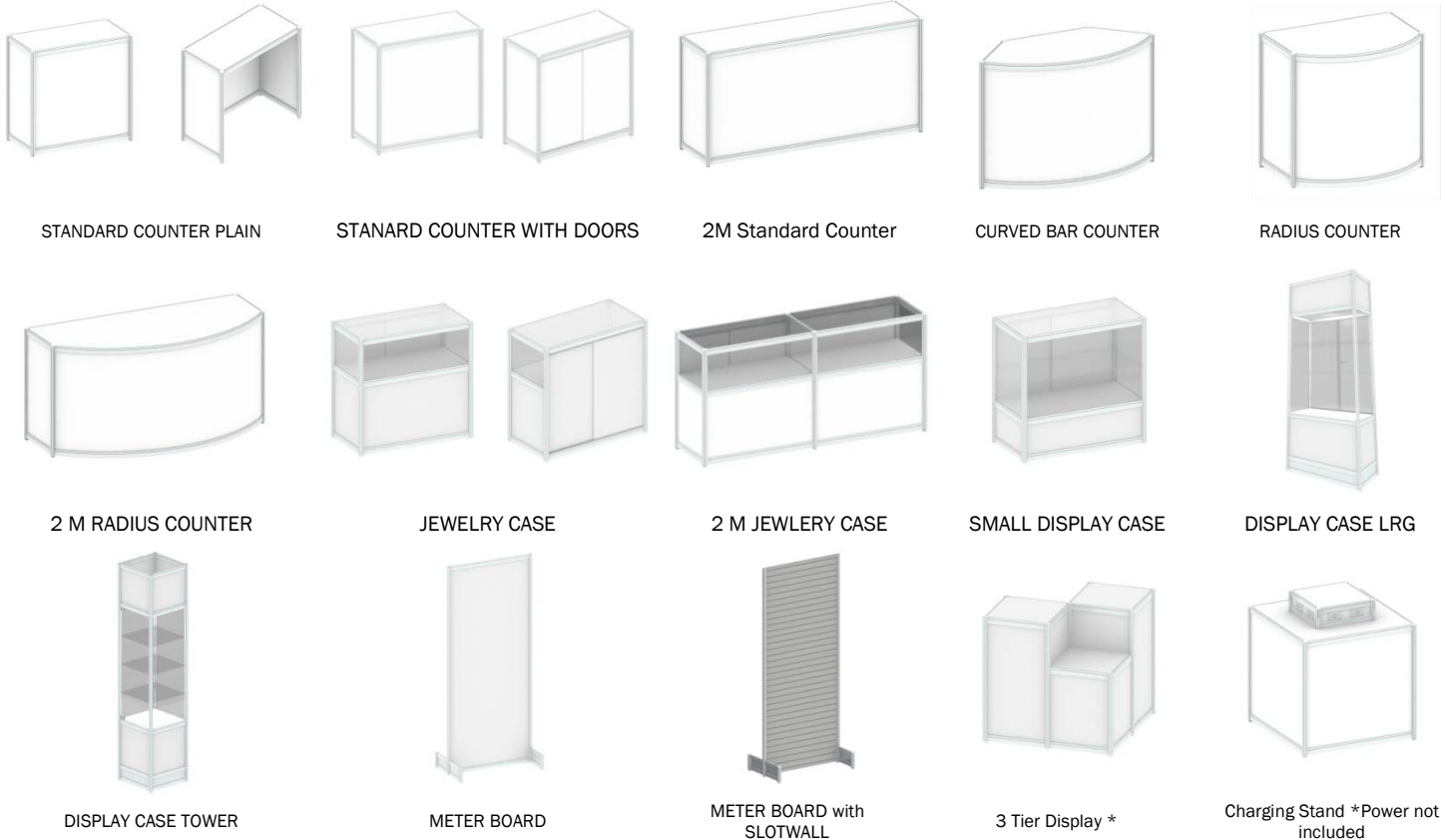
Hardwall Accessories Order Form

Please Note: All orders must be accompanied by the Completed Credit Card Authorization Form. Orders will not be processed till the Credit Card Authorization Form is received and will be dated upon the receipt of this form

EXHIBITOR INFORMATION

Name of company	Booth #	Contact
Email	Telephone #	

COUNTERS DISPLAY CASES AND METER BOARDS



Order Form

Item #	QTY	Product	Advance	Standard
H352		Standard Counter - No Back	\$99.00	\$150.00
H819		Standard Counter - with Doors	\$299.00	\$315.00
H691		2M Standard Counter - with Doors	\$598.00	\$630.00
H544		Curved Bar	\$347.50	\$426.50
H636		Radius Counter	\$549.00	\$650.00
H691		2M Radius Counter	\$349.00	\$400.00
H522		Jewelry Case	\$231.50	\$301.00

Item #	QTY	Product	Advance	Standard
H526		Small Display Case	\$289.50	\$376.50
H692		Large Display Case	\$578.50	\$753.00
H563		Display Case Tower	\$449.00	\$561.00
H647		Meter Board	\$209.00	\$262.50
H694		Meter Board with Slotwall	\$261.50	\$315.00
H454		3 Tier Display	\$399.00	\$498.00
H589		Charging Stand *Power not included*	\$399.00	\$498.00

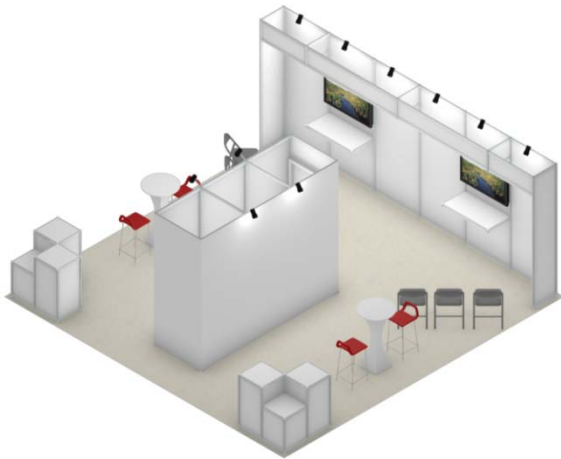
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PST	
Grand Total	

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Custom Hard Wall Design

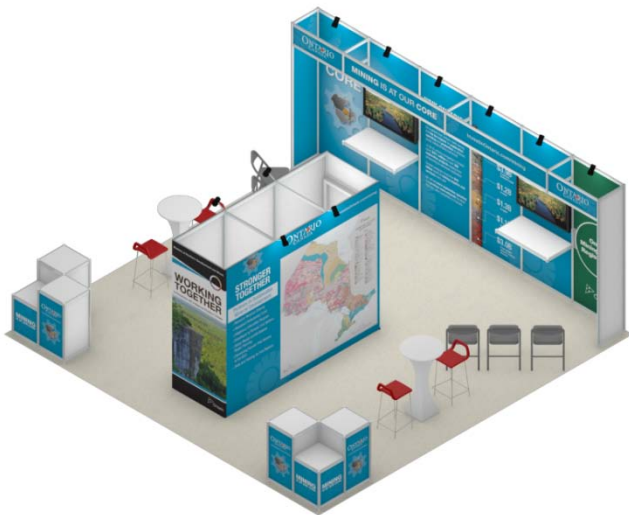


Custom Hard Wall Design

Call today to have us design, create and deliver a custom display for your next event that will turn heads and function to meet all your needs.

1-800-721-0029 Extension 2243

Custom Hard Wall Design with graphics and Accessories



Custom Hard Wall Design with Graphics

Add your graphics to your custom hard wall display to promote your brand and tell your story to potential customers.

It's important to us that your graphics and images look their absolute best. To make the transfers as seamless as possible, please make sure that your files comply with ShowTime's guide lines below.

Compatible Applications	Adobe Acrobat	Illustrator CC	Photoshop CC	InDesign CC
Compatible File Formats	<ul style="list-style-type: none"> • JPG – Saved with maximum quality possible (settings under image options). • TIFF – Saved with LZW compression. • PSD – CMYK colour mode with all layers flattened. • PDF – Hi-Resolution images embedded. Always save with “Preserve Illustrator Editing Capabilities” on. • EPS – Saved with “embed fonts for other applications” feature turned on. • AI – PDF compatible file. Saved with “compression option” on. 			
Colour Matching	<ul style="list-style-type: none"> • If a Colour Proof has not been requested (additional charge), we will print directly from the file(s) provided. The customer waives the right to dispute any colour discrepancies. • We print in CMYK only. • If Colour Matching is required, we will colour match with the exception that some spot (Pantone) colours cannot be matched 100%, due to the nature of our printing process and the limitations of the inks. 			

If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply for this. Please contact us directly for details. The deadline for graphics is 10 business days prior to the event opening date. Late submissions will be subject to a 35% rush charge



Audio Visual Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

Name Of Company:	Booth Number:	Contact Name:
Email:	Phone Number:	

32" Flat Screen Per Day



80" Flat Screen & Floor Stand



43" Flat Screen & Floor Stand



Laptop Computer



58" Flat Screen & Floor Stand



Laser Printer



Audio Visual Guidelines

- Items may not be exactly as they appear
- The client must be available to sign for equipment on delivery.
- Show rate equals 2.5 times the daily rate.
- Equipment used in any portion of a day constitutes a full day's rental.
- All TV's come with standard length VGA & HDMI cables-For additional components please call for pricing*
- TV's are not guaranteed "Smart" unless the Smart TV Add on is ordered
- Computers come pre-installed with Windows 7 Pro. If you require a specific operating system on your computer, Showtime requires a minimum of 7 days advance notice to install and configure. (Fees may apply based on program required)
- All computers come pre-loaded with Office 2013 or Office 2016 which includes Word, Excel, PowerPoint, & Outlook. Also included is the latest version of Google Chrome browser.
- Any other software required can be installed by the client at their expense and risk. If the Client requires a Showtime Technician to install and/or configure software provided by the Client, Labour will be charged at a rate of \$75.00 per hour.
- Showtime is not responsible for the loss of internet connection due to loss of signal from the internet provider.
- Showtime is not responsible for the loss of data that may occur due to equipment failure or client negligence.

Order Form

Item #	Product	Daily Rate	Show Rate	Quantity	#of Days	Total
AV20	32" Flat Screen - Power not included	\$165.50	\$413.75			
AV40	43" Flat Screen- Power not included	\$174.00	\$827.50			
AV50	58" Flat Screen - Power not included	\$347.50	\$1240.00			
AV60	80" Flat Screen - Power not included	\$521.00	\$2756.25			
AV45	Smart TV Add On - Power not included	\$37.00	\$92.50			
Item #	Product	Advanced Rate	Regular Rate	Quantity	# of Days	Total
AV80	Laptop Computer - Power not included	\$145.00	\$160.00			
AV130	Color Laser Printer & 100 pages	\$231.50	\$231.50			
AV120	Black and white Laser printer & 100 pages	\$145.00	\$145.00			

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Subtotal

GST 5%

PST 7%

Grand Total

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Labour Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

Name Of Company:	Booth#:	Contact:
Email :		Telephone No:

Janitorial

All Janitorial services include dusting, vacuuming, and emptying of waste bins

Type	Booth size- Square Feet			Price	No. Days	Total
Pre Show Booth Cleaning	8'x10' <input type="checkbox"/>	8'x20' <input type="checkbox"/>	16'x20' <input type="checkbox"/>	\$0.34 per SQUARE FOOT	1	
Daily Booth Cleaning	8'x10' <input type="checkbox"/>	8'x20' <input type="checkbox"/>	16'x20' <input type="checkbox"/>	\$0.29 per SQUARE FOOT		

Labour

Straight time rates are in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Overtime and Double Overtime Charges may apply after. **Minimum charge is for two (2) hours.** All work will be done straight time whenever possible.

A supervisory charge will apply when there is no representative of the exhibiting company in attendance to supervise the installation of the exhibit. If supervision is required, please indicate.

Please indicate an install and dismantle Start time

Install Start Time:	
Dismantle Start Time:	

Type	Number of Display Staff	Price	No. Hours	Total
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Install Labour

Install Labour		\$80.00 Per Hour		
Install Labour Overtime		\$120.00 Per Hour		
Install Labour Supervisor		\$100.00 Per Hour		
Install Labour Supervisor Overtime		\$160.00 Per Hour		

Dismantle Labour

Dismantle Labour		\$80.00 Per Hour		
Dismantle Labour Overtime		\$120.00 Per Hour		
Dismantle Labour Supervisor		\$100.00 Per Hour		
Dismantle Labour Supervisor Overtime		\$160.00 Per Hour		

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	GST 5%	
	PST 7%	
	Grand Total	

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Pre Show Storage Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

PLEASE NOTE THAT THE VENUE/ SHOW SITE CANNOT ACCEPT OR SIGN FOR ANY ADVANCED OR DIRECT SHIPMENTS. PLEASE SEND ALL SHIPMENTS TO THE ADVANCED WAREHOUSE.

THIS FORM NEEDS TO BE COMPLETED AND RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE SENT TO THE ADVANCE WAREHOUSE. THIS SERVICE INCLUDES:

- Receiving and storing your items at our ADVANCE WAREHOUSE for up to 14 days before the show.
- Delivery to show site and direct delivery to your booth
- Retrieving and storing empty containers at the end of move in. Returning empty containers during move out.
- Reloading shipments onto **PREARRANGED CARRIERS** during exhibitor move out. (Please note Showtime is **NOT** responsible for arranging outbound carriers or completing any carrier forms or documents). All carriers must arrive during the exhibitor move out time.

SHIPMENTS ARE CHARGED AS PER THE TOTAL WEIGHT IN POUNDS (lbs) OF ALL ITEMS TOGETHER. RATES WILL BE CALCULATED TO THE NEXT 100lbs.

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
100 lbs and Under	\$116.00 Flat Rate	\$139.00 Flat Rate		
Between 101 lbs - 500 lbs	\$92.50 Per 100 lbs	\$102.00 Per 100 lbs		
Between 501 lbs - 1000 lbs	\$81.00 Per 100 lbs	\$89.50 Per 100 lbs		
1001 lbs and above	\$69.50 Per 100 lbs	\$76.50 Per 100 lbs		
Un-crated/Oversize fee (Applies to all shipments of 4 or more pieces/items over the size of a 4'x4'x4 skid)	25% of Total Charge	25% of Total Charge		

INBOUND SHIPPING INFORMATION (Please fill in all details)

Carrier:				
Tracking Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE # (Size 4'x4'x4')	CASE #	BAG #
Date Shipped:	Arrival Date:			
Address of Origin:				

SUBTOTAL	
Surcharges:	
GST 5%:	
TOTAL AMOUNT DUE:	

****Cancellation Policy ****
 - Full refund for cancellation of services before shipments to the advanced warehouse is sent/received.
 - No refunds once items are received at the advanced warehouse.

PLEASE READ - CONDITIONS THAT APPLY TO THIS SERVICE:

All Materials handling must be pre-paid in **ADVANCE** and applicable forms must be received before any shipments arrive or a **\$50.00 CAD** surcharge fee will apply.
 Please pre-pay all shipping/ freight charges. Showtime will NOT be responsible for collect shipments or any customs charges. A **15%** service fee will be applied for any customs or freight fees billed to Showtime.
 Shipments must arrive between August 29, 2019 & September 10, 2019. Shipments that arrive earlier or later than these dates will be subject to fees.

ALL MATERIALS MUST LEAVE THE SHOW FLOOR DURING EXHIBITOR MOVE OUT!
 Any show materials that is left un-attended and has not been collected by a carrier on the show floor after exhibitor move out will be brought back to the advanced warehouse and POST SHOW Storage charges will apply (See POST SHOW order form for prices). **IF YOU DO NOT INTEND TO ORDER THE POST SHOW STORAGE SERVICE AHEAD OF MOVE OUT, PLEASE SIGN TO ACKNOWLEDGE THAT THE ABOVE WILL BE THE CASE:**

NAME _____ SIGNATURE _____ DATE _____



Pre-Show Storage Label

From :

Exhibiting Company

Booth #

Ship To:

#1-325 Bay Ave,
Kelowna BC,
V1Y 7S3

Canadian Society for Vascular Surgery c/o

Showtime Event & Display

Tel: 1-800-721-0029 Option 3

www.showtimedisplay.com

Carrier:

Number of Pieces:

_____ of _____

Each piece shipped to Showtime must have label filled out and attached!

Storage forms must be sent in advance of shipment.

Shipments to be received between August 29, 2019 & September 10, 2019

Post Show Storage Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

Name Of Company:	Booth Number:	Contact Name:
Email:	Phone Number:	

THIS FORM NEEDS TO BE COMPLETED AND RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE SENT TO THE POST SHOW WAREHOUSE.

THIS SERVICE INCLUDES:

- Reloading onto Showtime vehicle to be returned to the Post Show warehouse.
- Storing at the warehouse for up to 3 business days.
- Reloading onto customer designated carrier for outbound
- **Rates are based on a standard 4' x 4' x 4' Skid Size, Oversized pieces subject to individual pricing.**

SHIPMENTS ARE CHARGED AS PER THE TOTAL WEIGHT IN POUNDS (lbs) OF ALL ITEMS TOGETHER. RATES WILL BE CALCULATED TO THE NEXT 100lbs.

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
100 lbs and Under	\$58.00 Flat Rate	\$69.50 Flat Rate		
Between 101 lbs - 500 lbs	\$46.00 Per 100 lbs	\$51.00 Per 100 lbs		
Between 501 lbs - 1000 lbs	\$40.50 Per 100 lbs	\$44.50 Per 100 lbs		
1001 lbs and above	\$34.50 Per 100 lbs	\$38.50 Per 100 lbs		
Un-crated/oversize fee (Applies to all small individual shipments that are 4 or more pieces and items that are over the size of a 4'x4'x4 skid)	25% charge of TOTAL	25% charge of TOTAL		

OUT BOUND SHIPPING INFORMATION (Please fill in all details)

Carrier:				
Account Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE # (Size 4'x 4'x 4')	CASE #	BAG #
Date Shipped:		Arrival Date:		
Destination Address:				

SUBTOTAL	
Surcharges:	
GST 5%:	
TOTAL AMOUNT DUE:	

****Cancellation Policy ****
 - Full refund for cancellation of services before shipments to the advanced warehouse is sent/received.
 - No refunds once items are received at the advanced warehouse.

PLEASE READ - CONDITIONS THAT APPLY TO THIS SERVICE:

- All storage charges must be pre-paid in **ADVANCE** and order forms must be received prior the start of the show. If order forms are not received prior to the start of the show **\$50.00 CAD** surcharge fee will apply.
- Please prepay all shipping/ freight charges. Showtime will NOT be responsible for collect shipments or any customs charges. A 15% service fee will be applied for any customs or freight fees billed to Showtime.
- Outbound waybills and any other shipping documents are to be properly filled out and accompany the shipment at Exhibitor Move Out. If the documents are not properly filled out or do not accompany the shipment we cannot guarantee the shipment will go out the next business day
- Any shipment not picked up by your designated courier 3 business days after the show will be subject to a **\$50.00** per day storage fee



LIMITS OF LIABILITY & RESPONSIBILITY

One.

Showtime Event & Display and its subcontractors shall not be responsible for damage due to uncrated materials; materials improperly packaged, glass breakage, or concealed damage.

Two.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Showtime or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth from loading onto a designated carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

Three.

Showtime and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Showtime in time to obtain the proper equipment.

Four.

Showtime and its subcontractors shall not be responsible for loss, delay, or damage due to strikes, lockouts or work stoppages of any kind.

Five.

Showtime and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Six.

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime hereunder are based on the scope of liability as herein set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime.

Showtime and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Showtime or its subcontractors should be found liable for loss or damage to the exhibitor's equipment, the liability should be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy.

Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to the property through performance or non-performance of obligations imposed by the offering of services to exhibitors from negligence, active or otherwise, by Showtime, its subcontractors, or their employees

Seven.

Showtime and its subcontractors 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 Exhibitor's materials which may make it impossible or impractical to exhibit same.

Eight.

Claims for loss or damage must be submitted to Showtime by the close of the show. No suit or action shall be brought against Showtime or its subcontractors more than one year after the cause of action.

Nine.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Showtime and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Showtime or its subcontractors shall sign a delivery receipt, bill of lading, or another document, we agree that Showtime or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

Ten.

Showtime and its subcontractors shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills, such as courier or van lines. Such shipments will be delivered to the booth without guarantee of piece count or condition.