

An aerial photograph of the Vancouver waterfront, showing the city skyline, a large bridge, and a marina filled with boats. The CHES SCISS logo is overlaid at the top in white, bold, sans-serif font. The 'S' in SCISS has a stylized arrow graphic pointing to the right.

CHES SCISS

NATIONAL CONFERENCE
CONGRÈS NATIONAL **2016** | **SEPTEMBER 11-13** **SEPTEMBRE**
VANCOUVER CONVENTION CENTRE

2016 CHES National Conference

Sunday, September 11 – Tuesday, September 13, 2016

Vancouver Convention Centre

Vancouver BC

Exhibitor Services Manual

Table of Contents

Introduction

Exhibit Schedule

Official Trade Show Service Suppliers

Exhibit Booth Details

Floor Plan

Badge Request Form

Tradeshow Pass

Customs Letter

Lead Retrieval Order Form

Show Services Order Form

Introduction:

This package contains all the necessary documents required to exhibit at the upcoming 2016 CHES National Conference, *"RISKY BUSINESS: Is Healthcare Sustainable?"*, being held at the Vancouver Convention Centre in Vancouver, BC from September 11 to 13, 2016. Please ensure you read the attached information carefully and **return all the required forms** prior to the deadline dates indicated.

In order to make the exhibition a success, all exhibitors agree to conform to the Rules and Regulations outlined in this Exhibitor Services Manual. These rules and regulations also apply to the representatives, employees and/or guests of all exhibitors/sponsors.

Exhibit Schedule:

LOCATION OF EXHIBITS:	Vancouver Convention Centre 1055 Canada Place, Vancouver BC V6C 0C3 East Building East Ballroom C & Exhibit Hall A	
MOVE-IN/SET-UP:	Sunday, September 11, 2016	11:00 – 22:00
SHOW DATES/HOURS:	Monday, September 12, 2016	10:30 – 17:00
	Tuesday, September 13, 2016	10:15 – 13:15
MOVE-OUT/TEAR DOWN:	Tuesday, September 13, 2016	13:30 – 22:00
CHES CONFERENCE OFFICE:	4 Cataraqi Street, Suite 310 Kingston, ON K7K 5Y4 Tel: 613-531-2661 Fax: 866-303-0626 Email: ches@eventsmgt.com Web site: www.ches.org	
EXHIBITOR REGISTRATION DESK:	Vancouver Convention Centre, East Convention Level 1055 Canada Place, Vancouver BC	
	Sunday, September 11, 2016	11:00 – 18:00
	Sunday, September 11, 2016	18:30 – 20:00 (Meeting Level)
	Monday, September 12, 2016	07:00 – 17:00
	Tuesday, September 13, 2016	07:00 – 15:00

Official Trade Show Service Suppliers:

<p><u>SHOW SERVICES AND RENTALS</u></p> <p>SHOW IN MOTION SERVICES, INC. 11625 – 115th Street Surrey, BC V3W 3V6 Tel: 250-495-5025 Fax: 250-495-5026 General/Rental: orders@showinmotion.com Shipping: brian@showinmotion.com</p>	<p><u>CUSTOMS BROKER</u></p> <p>NORTH AMERICAN LOGISTICS SERVICES, INC. (NALS) 1112 W. Pender Street, Suite 605 Vancouver, BC V6E 2S1 Tel: 778-328-2841 Fax: 778-328-2845 Contact: Mark Fowler mfowler@nalsi.com Jeff Davis jdavis@nalsi.com</p>
<p><u>FACILITY SERVICES</u></p> <p>VANCOUVER CONVENTION CENTRE 1055 Canada Place Vancouver, BC V6C 0C3 Tel: 604-689-8232</p>	
<p><u>ACCOMMODATIONS</u></p> <p>MARRIOTT VANCOUVER PINNACLE DOWNTOWN 1128 West Hasting Street Vancouver BC Toll Free: 1-800-207-4150 Online Reservations: https://aws.passkey.com/event/15845118/owner/4374/home</p>	<p><u>ACCOMMODATIONS</u></p> <p>METROPOLITAN HOTEL VANCOUVER 645 Howe Street Vancouver BC V6C 2Y9 Phone: 604-687-1122 Reservation: 1-800-667-2300 reservations@van.metropolitan.com</p>
<p><u>ACCOMMODATIONS</u></p> <p>PAN PACIFIC VANCOUVER 999 Canada Place Vancouver BC V6C 3B5 Toll Free: 1-800-663-1515 (Canada) Toll Free: 1-800-937-1515 (USA)</p>	

Exhibit Booth Details:

Exhibit Booth Inclusions

A standard exhibit booth rental includes:

- ✓ One (1) Complimentary Full Conference Registration per booth purchase
- ✓ Two (2) Complimentary Booth Staff Badges per booth purchase
- ✓ Eight (8) ft. high back wall and three (3) ft. high draped sidewalls;
- ✓ Ten (10) ft. deep by ten (10) ft. wide booth
- ✓ Six (6) ft. long skirted table and one (1) chairs;
- ✓ One (1) duplex electrical outlet
- ✓ Overnight security in the exhibit area for the duration and for move-in/move-out;
- ✓ Complimentary lunch and refreshment breaks during the exhibit show times

Exhibit Booth Exclusions

The following is NOT included in your booth package:

- ☒ Material handling, additional equipment/supplies or drayage costs;
- ☒ Telephone, computer data lines, internet lines and specialized telecommunication services;
- ☒ Specialized security staffing requirements for individual booths, either overnight nor during the event;
- ☒ Transportation, warehousing or brokerage services;
- ☒ The movement, transfer, removal, storage, setup and dismantling of customer exhibits.
- ☒ Individual booth lighting, additional electrical outlets, special materials, carpets or furnishings beyond those already specified;

Display Restrictions

All displays must stay within the boundaries of the booth. Back wall height restrictions are eight (8) feet for in-line and six (6) feet for perimeter and island booths (only if the Exhibitor occupies the entire island). Sidewalls and display fixtures occupying the front one-half of exhibit space (five (5) feet in from the aisle) cannot exceed a height of four (4) feet within ten (10) feet of a neighbouring exhibit. Further details will be contained in the Exhibitor Services Manual.

Exhibitor Badges

Included in your exhibitor booth package are one (1) complimentary full Conference Registration and two (2) Complimentary Booth Staff Badges per booth. Additional Booth Staff Registration is **\$75.00 per person per day**.

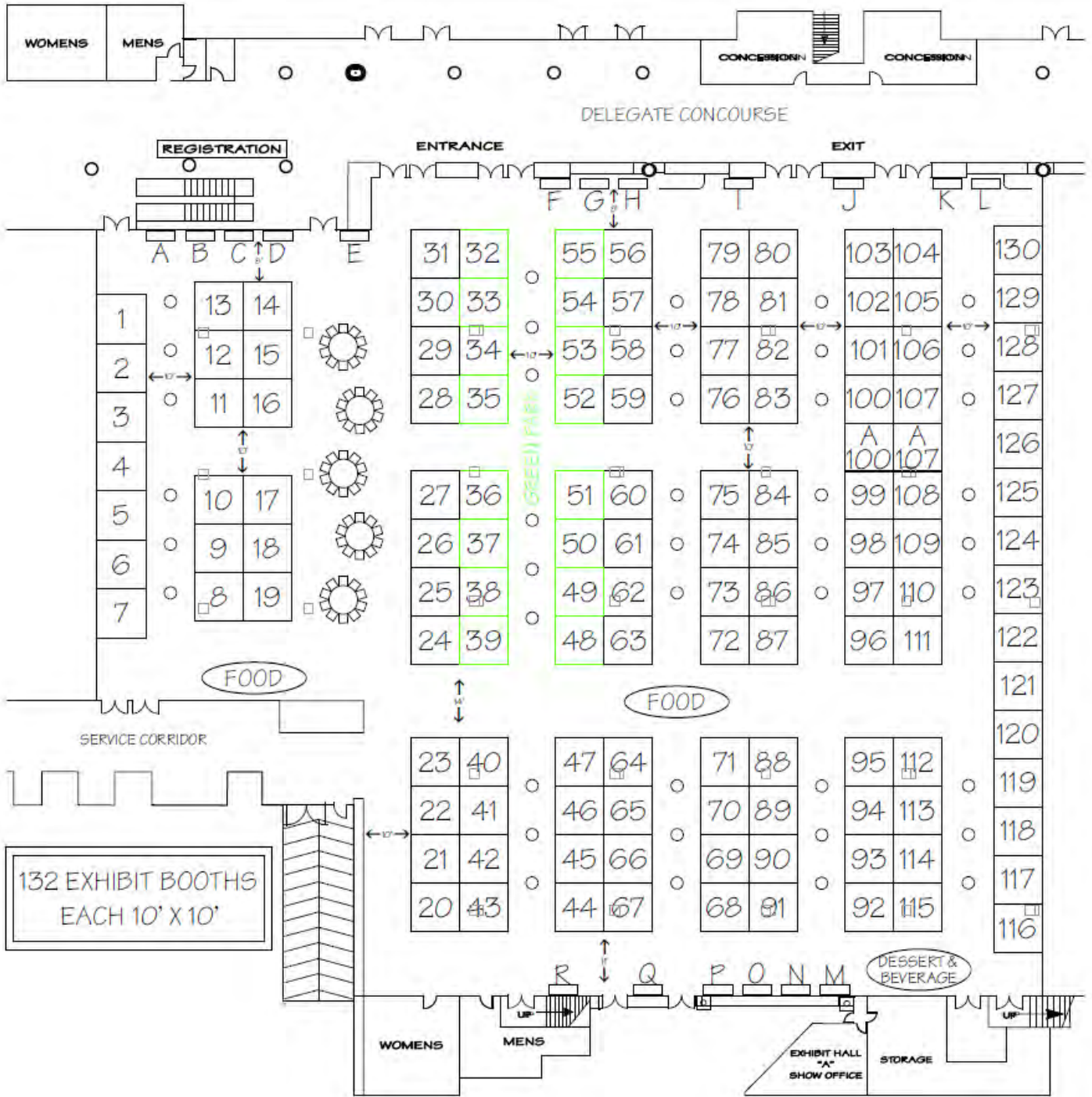
Complimentary Full Conference Registration includes access to all sessions, breaks, lunches, breakfasts, Opening Reception and Banquet. Complimentary Booth Staff Badges include access to all sessions, lunches and Opening Reception, DOES NOT include Golf or Gala Banquet. Please complete the **Badge Request Form**.

All exhibitor staff and representatives must be registered and have a valid name badge while in the Exhibit Hall.

Exhibitor Registration Desk

Exhibitor staff badges, along with tickets that were pre-ordered will be available for pick up at the Exhibitor Registration Desk, which will be located in the Foyer on the East Convention Level of Ballroom C and Exhibit Hall A of the Vancouver Convention Centre. For the registration desk hours, please refer to Page 3.

Floor Plan





Badge Request Form

SUBMISSION DEADLINE: AUGUST 15, 2016

Company Name _____

Complimentary Full Registration (Exhibitor Complimentary registration includes all events in the Exhibit Hall, Opening Reception, Gala Banquet, and Education Sessions, does NOT INCLUDE Golf),

Complimentary Booth Staff Badge (Booth Staff registration includes all events in the Exhibit Hall, Opening Reception and Education Session, does NOT INCLUDE Golf, or Gala Banquet).

Complimentary Full Registration

NAME _____ EMAIL _____
 CITY/PROVINCE _____ COUNTRY _____
 DIETARY RESTRICTIONS YES NO If YES, specify _____
 ATTENDING: Opening Reception (Sun. Sept. 11) YES NO
 Gala Banquet (Mon. Sept. 12) YES NO

Additional Complimentary Full Registration - *Key, Diamond and Platinum Sponsors Only*

NAME _____ EMAIL _____
 CITY/PROVINCE _____ COUNTRY _____
 DIETARY RESTRICTIONS YES NO If YES, specify _____
 ATTENDING: Opening Reception (Sun. Sept. 11) YES NO
 Gala Banquet (Mon. Sept. 12) YES NO

Complimentary Booth Staff Badge

NAME _____ EMAIL _____
 CITY/PROVINCE _____ COUNTRY _____
 DIETARY RESTRICTIONS YES NO If YES, specify _____
 ATTENDING: Opening Reception (Sun. Sept. 11) YES NO

Complimentary Booth Staff Badge

NAME _____ EMAIL _____
 CITY/PROVINCE _____ COUNTRY _____
 DIETARY RESTRICTIONS YES NO If YES, specify _____
 ATTENDING: Opening Reception (Sun. Sept. 11) YES NO

Additional Booth Staff Badge - \$75.00 per person per day

NAME _____ EMAIL _____
 CITY/PROVINCE _____ COUNTRY _____
 DIETARY RESTRICTIONS YES NO If YES, specify _____
 ATTENDING: Attending full conference? Monday Tuesday Both
 Opening Reception (Sun. Sept. 11) YES NO

Additional Booth Staff Badge - \$75.00 per person per day

NAME _____ EMAIL _____
 CITY/PROVINCE _____ COUNTRY _____
 DIETARY RESTRICTIONS YES NO If YES, specify _____
 ATTENDING: Attending full conference? Monday Tuesday Both
 Opening Reception (Sun. Sept. 11) YES NO

Additional Booth Staff Badge \$75.00 each x _____ days x _____ staff \$ _____ (A)

Exhibitor Meal Package (Banquet & 2 breakfasts)** \$157.50 each x _____ \$ _____ (B)

The Great CHES Golf Game (includes Cart)** \$126.00 each x _____ \$ _____ (C)

Gala banquet** \$110.25 each x _____ \$ _____ (D)

** 5% GST Included (GST: 118833193)

TOTAL (A+B+C+D+D): \$ _____

<p>Payment by Cheque: Make cheque payable to: CHES National Conference</p> <p>Send cheque to: 4 Cataraqui Street, Suite 310 Kingston, ON K7K 1Z7 Canada</p>	<p>Payment by Credit Card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express</p> <p>Card # _____</p> <p>Expiry: _____ V-Code: _____</p> <p>Signature: _____</p>
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IMPORTANT NOTICE FOR CREDIT CARD PAYMENTS
 Credit card payments forwarded to the CHES National Conference Office will reflect "Events & Management Plus Inc." as the vendor on your statement.



Canada Border Services Agency
International Events and Convention Services Program
3rd Floor- 1611 Main Street
Vancouver, BC
V6A2W5

October 2, 2015

File#PAC_2015_08341

CHES National Conference Office
4 Cataragui Street
Suite 310
Kingston ON
K7K 1Z7

Jenny Oh,

In response to your correspondence dated September 29, 2015; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

2016 CHES National Conference
September 11-13, 2016
Vancouver Convention Centre
Vancouver, BC

The information provided to the CBSA states there will be approximately 20 foreign exhibitors who will be importing exhibition booths, carpeting, chairs, signage, storage, phone lines, electrical outlets, and convention materials for use at the event. The event is closed to the general public with no sales taking place.

Non-Canadian exhibitors may import exhibit booths and display items temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Goods imported for sale or giveaway are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a Form B3, Canada Customs Coding Form. Commercial release processing is fully explained in Customs Memorandum D17-1-5.

Foreign exhibitors importing goods into Canada from the United States should consult with U.S. Customs and Border Protection (USCBP) prior to shipping any convention materials. It is required that goods valued over \$2000USD be reported to USCBP. USCBP may document the goods on a form 4455 in order to identify the goods upon return to the US.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship. Persons who

Canada



have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

To ensure that organizers and participants of your event are aware of requirements for entry to Canada, the information provided to the CBSA may be shared with CIC. The CIC may, in turn contact event organizers to confirm details of your event and provide further direction regarding admission to Canada for those attending your event(s).

To facilitate border procedures it is recommended that foreign exhibitors be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Laura Pirillo

Border Services Officer, Operations Branch
Canada Border Services Agency / Government of Canada
laura.pirillo@cbsa-asfc.gc.ca / Tel: 604-666-1294 / TTY: 866-335-3237

Agent des services frontaliers, Direction générale des opérations
Agence des services frontaliers du Canada / Gouvernement du Canada
laura.pirillo@cbsa-asfc.gc.ca / Tél. : 604-666-1294 / ATS : 866-335-3237

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html*

September 11 to 13, 2016
Canadian Healthcare Engineering Society

CUSTOM LEAD QUALIFIERS FORM

Complete and return prior to September 5 to receive your Qualifiers **FREE!**

Company : _____

Booth : _____

1. PRODUCTS OR SERVICES => List your products and/or services presented at your booth or generally offered by you. (Add up to 27 Custom Product and Services Qualifiers, maximum 20 characters per line)					
1		2		3	
4		5		6	
7		8		9	
10		11		12	
13		14		15	
16		17		18	
19		20		21	
22		23		24	
25		26		27	

2. ACTION TYPES => Check the types of action you normally take with your potential clients, or list the ones that best suit your needs. (limit 50 items, maximum of 20 characters per line)					
	1. Phone Call		2. Sales visit		3. Demonstration
	4. Quote		5. Documentation		6. Hot Lead
	7. Price list		8. Catalogue		9. Mailing list
	10. Newsletter		11. Send sample		12. See notes
	13. Call 1 week		14. Call 2 weeks		15. Call 1 month
	16. Send by mail		17. Send by fax		18. Send by E-mail
	19.		20.		21.
	22.		23.		24.

3. SORT ORDER => List either your reps names or your territories or other. (limit 18 names, maximum of 20 characters per line)					
1		2		3	
4		5		6	
7		8		9	
10		11		12	
13		14		15	
16		17		18	
19		20		21	

Complete the form Online: <http://reservation.eventizen.com/CHES2016>

Return completed forms by E-mail: leadretrieval@eventizen.com

Return completed forms by fax: 1-888-776-4980

PHOTOCOPY IF NEEDED.

EXHIBITOR SERVICE MANUAL

CHES

Canadian Healthcare
Engineering Society



SCISS

Société canadienne d'ingénierie
des services de santé

NATIONAL CONFERENCE CONGRES NATIONAL

SEPTEMBER 11 - 13, 2016

VANCOUVER CONVENTION CENTRE

**SHOW
IN**
Motion
PROFESSIONAL SHOW SERVICES



CANADIAN HEALTHCARE ENGINEERING SOCIETY
societe canadienne d'ingenierie des services de sante

SEPTEMBER 11 – 13, 2016
VANCOUVER CONVENTION CENTRE
VANCOUVER, BC

Dear Exhibitor,

Together with show management we have compiled this Exhibitor Services Manual with the hopes of providing you with all of the necessary information and service order forms that you will need for a successful conference experience. If you have any requirements not detailed in the service manual, please do not hesitate to contact us.

Each exhibit booth will be supplied with the following courtesy of show management;

- 8' high drape back wall
- 4' high drape side wings
- 1 – 2' x 6' skirted display table
- 1 upholstered side chair

Please note that show management has appointed Show In Motion as the exclusive providers of materials handling services for this conference. All material must be shipped to the address shown on the attached shipping label. Material arriving at the advance storage warehouse without a completed Materials Handling form may be delayed in being delivered to your booth.

SHIPMENTS TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED.

In order to qualify for discount prices where available, please take time to review this manual thoroughly. To receive discount pricing your order(s) along with payment in full must be received by the date indicated on each form.

We realize that exhibiting in a trade show can be complicated. Please do not hesitate to call us with any questions or concerns.

We welcome you as an exhibitor to this event and look forward to serving you at the CHES / SCISS National Conference.

21 - 8528 - 123 STREET
SURREY - BC
CANADA - V3W-3V6

PHONE 604-599-1440
FAX 604-599-1438

11625 - 115TH. STREET
OSOYOOS - BC
CANADA - V0H-1V5

PHONE 250-495-5025
FAX 250-495-5026

www.showinmotion.com



CONTACT INFORMATION

HOW TO REACH US;

- TELEPHONE - (250) 495-5025
- FACSIMILE - (250) 495-5026

For General & Rental Inquiries Please Contact
Shauna Newberry (orders@showinmotion.com)

For Shipping Inquiries Please Contact
Brian Huggan (brian@showinmotion.com)

For Electrical Inquiries Please Contact
the Vancouver Convention Centre directly.

MAILING ADDRESS:

11625 - 115th Street
Osoyoos, BC, V0H 1V5

ADVANCE SHIPPING ADDRESS:

"Your Company Name"
CHES / SCISS
21 - 8528 - 123 Street
Surrey, BC, V3W 3V6

**EXHIBIT MATERIAL
DO NOT DELAY
RUSH !**

EXHIBITING
COMPANY:

SHIP TO: C/O SHOW IN MOTION
21 - 8528 - 123 STREET
SURREY, BC, CANADA
V3W-3V6
(TEL) 604-599-1440
(FAX) 604-599-1438

RE: CHES / SCISS NATIONAL CONFERENCE

BOOTH # : _____

CARRIER : _____

NUMBER _____ OF _____



TRADE SHOW TIPS

As your trade show partner, our intention is to provide you with efficient, hassle-free service, allowing you to get on with your show. Even if you are using an Exhibitor Appointed Contractor (EAC), you will undoubtedly need to order basic services, including Materials Handling from us and should have a working knowledge of this Exhibitor Service Manual contents and information.

We hope that by following the information below your participation in this event will be successful.

ORDERING TRADE SHOW SERVICES

The Credit Card Authorization form must be completed and returned to us. We regret that we are unable to process any order received without this form, even if paying by company cheque or wire transfer. Your credit card will be charged in the event of showsite orders placed by your representatives or services rendered to your company at this event.

Ensure that all forms are completed as thoroughly as possible at the time you are placing your order. We realize that shipping information including waybill numbers, carrier, etc. are sometimes not available at the time of placing your order and these details can certainly be forwarded to us as they become available closer to the show.

When ordering carpeting, tables, counters, etc., please remember to include your color preferences.

INBOUND FREIGHT / MOVE-IN

Confirm inbound shipping addresses as detailed in this manual and direct your freight accordingly. Inbound freight sent to an incorrect advance storage warehouse will incur additional surcharges.

Ensure that you have your carriers waybill number and contact information, including after hours and weekend phone numbers available.

After emptying crates, etc., place "Empty" labels on all sides of your crates and cases. Do not place "Empty" labels on your crates until you are prepared to have them removed as once they are removed from your booth we may not be able to return them to you until the show is over.

SHOW SITE

Ensure that you, or your representative, has on-hand copies of all show service order forms.

Put together a small "survival kit" shipped with your exhibit including any required tools for assembling your booth, packing tape, Velcro, box cutter, pens and markers.

Do not hesitate to contact our representatives at the Show Service Centre, located in the exhibit hall, with any questions or concerns. We are here to help make your show a success.

OUTBOUND / MOVE-OUT

Keep in mind that the return of your empty crates and cases can take from 2 to 12 hours depending on the size of the show, and coordinate your outbound flight to accommodate this.

Remember that all exhibit material must be completely removed from the exhibit hall within the time specified by show management. Freight left beyond this time will be forced to the Show In Motion warehouse where your carrier may pick it up during normal business hours.



TERMS & CONDITIONS OF CONTRACT

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH MAY LIMIT YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below are part of the contractual agreement between Show In Motion and you, the EXHIBITOR, who accepts the terms and conditions of this contract once any of the following are met;

The Credit Card Authorization form is signed; OR the Materials Handling Agreement is signed; OR the Exhibitors materials are delivered by a carrier to either the Show In Motion warehouse, an advanced storage warehouse OR a show site where Show In Motion is the official show contractor; OR an order for labor and / or rental equipment is placed with Show In Motion.

DEFINITIONS;

For purposes of this contract, Show In Motion means Show In Motion (SIM), and their employees, agents, officers, and related entities including but not limited to any subcontractors that SIM may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (EAC). Furthermore, it is understood and agreed that the "EXHIBITOR" is in fact the "SHIPPER" for all purposes, and circumstances notwithstanding anything contained in this contract to the contrary.

PAYMENT FOR SERVICES;

Customer shall be liable for all unpaid charges for services performed by SIM or Agents. Customer authorizes SIM to charge their credit card directly for services rendered on its behalf after departure, by placing an order either in advance or on site with SIM. Customer acknowledges and agrees that all calculations provided by Customer are estimates only and are subject to verification and correction as deemed appropriate by SIM.

CREDIT TERMS;

All charges are due prior to service being performed. SIM has the right to require prepayment at the time of request for services. A failure to pay timely will result in Exhibitor having to pay in cash in advance for future services. SIM is authorized to charge Exhibitor credit card for any unpaid charges for services provided to Exhibitor including charges for return shipping. Any charges not paid within 30 days of delivery of service will be subject to interest at a rate of 2% per month until paid in full.

INBOUND AND OUTBOUND SHIPMENTS;

Consistent with standard industry practices, there may be a lapse of time between the delivery of shipments to the booth and the arrival of the EXHIBITOR. During such time, the materials will be left unattended. SIM will not be held responsible or liable for any loss, damage, theft or disappearance of materials after same have been delivered to EXHIBITORS booth.

Materials Handling and Outbound Freight rates are based on incoming weights only.

Consistent with standard industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto outbound carrier. During such time, the materials will be left unattended. SIM will not be held responsible or liable for any loss, damage, theft or disappearance of materials before same have been picked up for reloading at the conclusion of the event.

All outbound freight returned to the advanced storage warehouse will incur both Outbound Freight service charges and storage charges at standard industry prices. \$ 150.00 Minimum.

Inbound freight shipped to the incorrect advance storage warehouse will incur additional charges consistent with Outbound Freight rates, terms and conditions.

PACKAGING & CRATES;

SIM shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink wrapped, materials, glass breakage, concealed damage, carpets in bags or poly or materials improperly packed. In addition, SIM shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means.

FORCED FREIGHT;

SIM will not be liable for exhibit material not picked up by Exhibitors chosen carrier by the show deadline. It is the exhibitors sole responsibility to complete accurate paperwork for shipping and ensure that all material is properly labeled. Exhibitor acknowledges that it is a lessee of space, and as such has an obligation to remove its goods prior to the targeted time. If exhibit material remains on the exhibit floor beyond this point SIM has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. All forced freight will be returned to SIM warehouse and will be subject to Outbound Freight Service charges as detailed in this service manual and storage charges at standard industry rates.

DESIGNATED CARRIERS;

In order to expedite removal of materials from show site, SIM shall have the authority to change designated carriers if the carrier designated by EXHIBITOR does not pick up shipment(s) within 4 hours following close of exhibits. Where no disposition is made by EXHIBITOR, materials will be taken to SIM warehouse to await EXHIBITOR shipping instructions and EXHIBITOR agrees to be responsible for charges related to re-routing and handling. **IN NO EVENT SHALL SIM BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH RE-ROUTING.** EXHIBITOR hereby agrees and understands that the carriers terms and conditions apply to their shipment and material once it has been accepted by said carrier. **SIM WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.**

DISPOSAL OF GOODS;

SIM retains the right to dispose of goods left in our warehouse more than sixty (60) days following the event without liability.

EMPTY CONTAINERS;

Empty container labels will be available from the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels should be removed or obliterated. SIM assumes no responsibility for; Error in above procedures, removal of containers with old empty labels, removal of containers without SIM empty labels, improper information on empty labels. SIM assumes no liability for loss or damage to goods or crates, or the contents therein, while containers are in storage.

SHOW IN MOTION TERMS AND CONDITIONS AND PAYMENT POLICY ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF SHOW IN MOTION WITHOUT NOTICE TO ANY PARTIES.

SIM'S RESPONSIBILITIES;

SIM shall be responsible only for those services which it directly provides. SIM assumes no responsibility for any persons, parties or other contracting firms not under SIM'S direct supervision and control. SIM shall not be responsible for any loss or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion or any other circumstance over which it has no control.

SIM shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. SIM shall not be liable for ordinary wear and tear in handling of goods or damage of any kind to shrink wrapped goods. All goods should be able to withstand handling by heavy equipment including, but not limited to, forklifts, pallet jacks and dollies. It is the sole responsibility of the Exhibitor to ensure that all goods are packaged correctly prior to shipment or movement on or off the exhibit floor.

INDEMNIFICATION;

EXHIBITOR agrees to indemnify, forever hold harmless and defend SIM and their employees, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through SIM, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of SIM'S equipment;
- EXHIBITOR'S violation of federal, provincial or local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by facility and/or Show Management.

INSURANCE;

It is understood that SIM is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide SIM with a release and waiver of subrogation to the extent of any insurance settlement received.

CLAIM(S) FOR LOSS;

EXHIBITOR understand and agrees that any and all claims for loss or damage must be submitted, in writing, to SIM immediately at show site, and in any case, no later than the conclusion of the show. For purposes of claim reporting the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from show site. EXHIBITOR agrees and understands that all claims after this time shall be rejected.

MAXIMUM RECOVERY;

If found liable for any loss, SIM'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement of like kind and quality, subject to a dollar amount limit equal to the amount paid by EXHIBITOR to SIM for material handling services during the show or exposition under this contract.

MISCELLANEOUS;

EXHIBITOR, as a material part of the consideration to SIM for material handling services, waives and releases all claims against SIM, its' employees, agents and officers with respect to all matters for which SIM has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify or impair the validity and enforceability of all other provisions herein.

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY;

SIM'S liability shall be limited to any loss or damage which results solely from SIM'S negligence in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of damage or loss. In no event shall SIM be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to, subsequent to or are alleged as a result of tortious conduct, failure of the equipment or services of SIM or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if SIM has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or business interruption, or other consequential or indirect economic loss(es).

JURISDICTION;

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF BRITISH COLUMBIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES.

EXHIBITOR PAYMENT POLICY

1. All orders for services from Show In Motion must be accompanied by (1) a completed Credit Card Authorization form, and (2) a photocopy of both the front and back of the credit card being supplied. **NO EXCEPTIONS.** We regret that we will not accept or process any orders that omit any of the above information.
2. **ELIGIBILITY FOR DISCOUNT PRICING**
To qualify for the discount pricing offered, payment in full must accompany your order and be received in our offices no later than 4:00 PM, Pacific time on the date shown in the bottom left corner of each order form. Purchase orders do not qualify for discount pricing.
3. **SHOW SITE ORDERS**
Charges for orders placed at show site by the cardholder and/or his or her representative will be automatically added to the credit card number on file.
4. **MATERIALS HANDLING**
If you are shipping any material to this event you must complete both the Materials Handling order form and the Credit Card Authorization Form. All freight must be shipped to the correct address as instructed in this service manual.

SHIPMENTS DIRECT TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED.

Please ensure that all shipments are sent "Prepaid" including all applicable taxes, duties, surcharges, etc. Any charges billed to Show In Motion by your carrier following the event will be charged to the Credit Card number provided along with a \$ 150.00 service charge.

The greater of actual weight or dimensional weight will be charged on all incoming shipments in excess of 5,000 cubic inches.
Dimensional weight is calculated as follows: L x W x H / 139.

5. **POST EVENT STORAGE**
All freight returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Outbound Freight Service charges. Storage charges, at standard industry rates, will be incurred on all freight remaining in our warehouse 3 days beyond the close of show. Storage rates begin at \$ 150.00 minimum.
6. All materials and equipment are supplied on a rental basis for the duration of the show and remain the property of Show In Motion. All rentals include delivery, installation and removal from your booth.
7. It is understood and agreed that the exhibitor is responsible for the care, custody and control of all materials and equipment provided by Show In Motion and accepts full responsibility for any loss or damage to the equipment until it is returned to Show In Motion.
8. **LABOR PROVIDED UNDER SHOW IN MOTION SUPERVISION**
Show In Motion shall be responsible for the performance of labor provided under this option. Show In Motion will not be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day.
9. **LABOR PROVIDED UNDER EXHIBITOR SUPERVISION**
Exhibitor shall be responsible for the performance of labor provided under this option. The exhibitor shall supervise labor secured through Show In Motion in a reasonable manner to prevent bodily injury and/or property damage. It is the exhibitors' responsibility to check in with the Show In Motion Service Desk to collect labor, and to return to Service Desk to release labor when the work is completed.
10. **COMPUTER AND AUDIO VISUAL RENTALS.** These rentals are offered for each exhibit day of your event. Rental periods consisting of select day (s) of your event are not permitted.
11. **CANCELLATIONS**
All requests to cancel orders and for refunds must be made in writing no less than 7 full business days prior to Show In Motion's scheduled move-in. All cancellations are subject to a minimum 50% cancellation fee. Any cancellations made within 7 full business days of Show In Motion's scheduled move-in will be subject to a 100% cancellation fee.
12. **CLAIM(S) FOR LOSS**
Exhibitor agrees that any and all claims for loss must be submitted to Show In Motion, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected.
13. Any cheque returned to us for any reason and / or any declined credit card number will be subject to a service charge of \$100.00.
14. Show In Motion "Terms and Conditions", "Payment Policy" and "Electrical Terms & Conditions" are subject to change at the sole discretion of Show In Motion and without notice to any parties.



TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026

CREDIT CARD AUTHORIZATION

IF YOU ARE USING THE SERVICES OF SHOW IN MOTION, THIS FORM MUST BE COMPLETED AND RETURNED TOGETHER WITH A PHOTOCOPY OF BOTH THE FRONT AND BACK OF THE CREDIT CARD.
NO ORDERS WILL BE ACCEPTED UNLESS ALL INFORMATION IS PROVIDED.
BY SIGNING THIS FORM YOU AGREE THAT YOUR ORDER WILL BE GOVERNED AND BOUND BY BOTH THE SHOW IN MOTION PAYMENT POLICY AND TERMS AND CONDITIONS OF CONTRACT AS SPECIFIED IN THE EXHIBITOR MANUAL AND HAVE ADVISED YOUR SHOW SITE REPRESENTATIVE(S) ACCORDINGLY. YOU ARE ENTERING INTO A CONTRACT. PLEASE READ THESE DOCUMENTS THOROUGHLY.

WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR INITIAL ORDER AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE OR SERVICES RENDERED TO YOUR COMPANY AT THIS EVENT. THESE CHARGES MAY INCLUDE LABOR, MATERIALS HANDLING OR ANY CHARGES WHICH SHOW IN MOTION MAY BE OBLIGATED TO PAY ON YOUR BEHALF INCLUDING, WITHOUT LIMITATION, ANY SHIPPING CHARGES.

WE RESERVE THE RIGHT TO ADJUST ORDERS NOT CALCULATED CORRECTLY. THESE CORRECTIONS MAY INCLUDE MATERIALS HANDLING CALCULATIONS AND POST DEADLINE PRICING.

THIS COMPLETED FORM MUST ACCOMPANY ALL OTHER COMPLETED SERVICE REQUEST FORMS.

COMPANY: _____ BOOTH #: _____
ADDRESS: _____ PHONE #: _____
CITY & PROVINCE: _____ FAX #: _____
POSTAL / ZIP CODE: _____ EMAIL: _____

PLEASE COMPLETE CLEARLY THE FOLLOWING INFORMATION;

MASTERCARD VISA AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE : _____ CCV CODE : _____

I, _____ of _____ do
(Cardholder name) (Exhibiting Company)

hereby authorize Show In Motion Services, Inc. to charge my credit card for expenses related to the above named event. I agree that in placing this order I have accepted Show In Motions' Payment Policy and Terms & Conditions of Contract. I acknowledge that my calculations for materials handling, labor and outbound freight are estimates only and understand that the total amount of the charges to my credit card is subject to final verification by Show In Motion at the conclusion of the event allowing for my estimation of labor and / or materials handling charges and / or pre-show discounts. I further understand and agree that, as the representative for the exhibiting company, I am ultimately responsible for payment of all charges and agree to be bound by all terms and conditions as described on this form and the Payment Policy Form.

BILLING ADDRESS: _____

CARDHOLDERS SIGNATURE: _____

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

MATERIALS HANDLING ORDER FORM

Show In Motion, is the exclusive materials handling contractor for this event. If you are shipping any material to this event it is compulsory that you complete this form and return it to us. We will receive your display material up to 30 days prior to move-in. All shipments must be sent prepaid. WE WILL NOT ACCEPT COLLECT SHIPMENTS.

Shipments received within seven full business days of the event will not be eligible for pre-show discounts.

SHIPMENTS DIRECT TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED.

SERVICE INCLUDES:

- Receiving and advance storage of your display material up to 30 days prior to show dates.
- Transport of your display material to show site and delivery of material, crates and boxes directly to your booth.
- Removal and storage of empty boxes and crates during show.
- Return of empty boxes and crates to your booth following the show and re-loading of display material on to outbound carrier(s) from show site.

Small Package Rate	\$ 50.00
Crated or Skidded Shipment	\$.80 / Pound
Special Handling Shipment	\$.90 / Pound
Uncrated or Pad Wrap Shipment	\$ 1.05 / Pound

RATES

- Minimum charge of \$ 176.00 for crated shipments
- Minimum charge of \$ 236.00 for special handling shipments
- Unmarked freight will be cubed at 30 pounds per cubic foot

SMALL PACKAGE: \$ 50.00 for the first piece. \$ 25.00 for each additional piece up to a maximum of 50 pounds.

CRATED: Exhibit material that is skidded or is in any type of shipping crate that unloaded at dock height with no additional handling required.

UNCRAVED: Exhibit material that is shipped loose or pad wrapped, and / or unskidded machinery.

SPECIAL HANDLING: Exhibit material delivered in such a manner that it requires additional handling such as ground level unloading, stacked or constricted space unloading, designated piece loading, loads mixed with pad wrapped material, carpet and / or pad only shipments and shipments that require additional time, equipment or labor to unload. FEDEX, UPS, Purolator are included in this category due to their delivery procedures.

When recording weight you must round up to the next one hundred (100) pounds. Example 445 lbs = 500 lbs.

Shipments arriving from different carriers and / or on different dates and times and / or on different waybills or tracking numbers will be billed individually.

The greater of actual weight and dimensional weight will be charged on all shipments exceeding 5,000 cubic inches.

Rates are based on incoming weight.

			TOTAL WEIGHT	
MATERIAL SHIPPED FROM (CITY)			DATE SHIPPED	
# OF BOXES	# OF CRATES OR SKIDS	TOTAL # OF PIECES	POST DEADLINE ADD 40%	
CARRIER	PRO OR WAYBILL NUMBER		7 % PST	
CUSTOMS BROKER (IF APPLICABLE)			5 % GST	
			TOTAL	

I AGREE THAT IN PLACING THIS ORDER I HAVE READ AND ACCEPT SHOW IN MOTIONS' PAYMENT POLICY AND TERMS & CONDITIONS OF CONTRACT.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: **AUGUST 22, 2016**

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.

ALL ORDERS ARE GOVERNED BY SHOW IN MOTION PAYMENT POLICY AND TERMS AND CONDITIONS OF CONTRACT.



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

PRIORITY EMPTY SERVICE ORDER FORM

Depending on the size of the show and the logistics of the facility, the standard return time for crates, containers and cases can be anywhere from 2 - 4 hours.

This service provides for the expedited Priority Return of your empty containers.

Exhibitors ordering this service can expect their crates and other empties returned to their booth within 30 minutes of the close of show.

This service must be ordered prior to your empty containers being removed from the exhibit floor and entered in to storage.

If you would like to take advantage of this service, please complete the information below and return this form to Show In Motion.

RATES	PRICE PER CONTAINER	PRICE PER CONTAINER
	Discount Rate	Standard Rate
Priority Empty Container Return	\$ 85.00	\$ 119.00
Estimated Number of Pieces..... _____		
PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED ONCE YOUR EMPTY CONTAINERS HAVE BEEN REMOVED FROM THE EXHIBIT HALL FOR STORAGE.	SUB-TOTAL	
	7 % PST	
	5 % GST	
	TOTAL	

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: **AUGUST 22, 2016**

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

OUTBOUND FREIGHT SERVICE ORDER FORM

In accordance with the storage and freight policies of both the facility and the regulations of this event, all outbound freight must be shipped directly from show site immediately following the close of the exhibit.

If these policies are inconvenient for you and / or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier at a convenient time during normal business hours.

If you would like to order this service please complete the required information below and return this form to Show In Motion along with your other service request forms.

This service is offered in conjunction with our standard Materials Handling Service. You must complete and return the attached Materials Handling Order Form as well.

SERVICE RATES

\$.50 / Pound - Pre-Deadline Rate
 \$ 200.00 Minimum Charge
 35% Fuel Surcharge
 Rates Based on Billable Incoming Weight

PICK-UP INFORMATION

ADDRESS: 21 - 8528 - 123 STREET
 SURREY, BC, V3W-3V6
 HOURS: 9:00 AM - 4:00 PM (PACIFIC TIME)
 MONDAY - FRIDAY

PLEASE NOTE THAT EXHIBIT MATERIAL REMAINING ON SITE BEYOND THE DESIGNATED MOVE-OUT TIME WILL BE FORCED TO OUR WAREHOUSE AT THE ABOVE PREVAILING RATES.

PLEASE NOTE THAT YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER. UNLESS ARRANGED IN ADVANCE WE WILL NOT CONTACT YOUR CARRIER TO COORDINATE THE PICK-UP.

ESTIMATED WEIGHT	
ESTIMATED SUB TOTAL	
35 % FSC	
POST DEADLINE (ADD 40%)	
SUB-TOTAL	
7 % PST	
5 % GST	
TOTAL	

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: AUGUST 22, 2016

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

BOOTH CLEANING ORDER FORM

As the official service contractor, Show In Motion has exclusive jurisdiction over all cleaning services.

This jurisdiction prohibits other service contractors including exhibitor appointed contractors from providing these services.

The cleaning services provided by the exhibit hall include a general sweeping of the aisles only.

All carpets ordered from Show In Motion will be installed in clean condition, however you may wish to order cleaning service prior to show opening to remove any debris caused during set-up.

Cleaning service required during the event and within your booth space may be ordered below.

100 Square Foot Minimum Charge

STANDARD BOOTH CLEANING

TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X \$.50 = \$ _____

BOOTH CLEANING FIRST DAY ONLY

TOTAL SQUARE FEET _____ X 1 DAY X \$.75 = \$ _____

PORTER SERVICE

TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X \$ 1.05 = \$ _____

POST DEADLINE RATE (ADD 40%) - \$ _____

CALCULATE 7 % PST ON ABOVE TOTAL - \$ _____

CALCULATE 5 % GST ON ABOVE TOTAL - \$ _____

TOTAL COST - \$ _____

Our standard booth cleaning service includes daily vacuuming of carpet, emptying of wastepaper baskets, general cleaning and dusting of exhibit and furnishings.

Our porter service includes emptying of wastepaper baskets, wipe down of counters and removal of glasses and coffee cups at 2 hour intervals.

Booth Cleaning and Porter Services are not offered for partial or select days. If you are ordering these services you must order them for all days of your event.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: AUGUST 22, 2016

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

**TOUCH SCREEN KIOSK
 LEASE ORDER FORM**

RATES

\$ 550.00 For Duration of Conference

Optional Branding With Your Logo

\$ 150.00 Per Kiosk - Above Monitor

\$ 100.00 Per Kiosk - Below Monitor

\$ 200.00 Per Kiosk - Below Keyboard



KIOSK RENTAL
**POST DEADLINE
 (ADD 40%)**
**BRANDING ABOVE
 MONITOR**
**BRANDING BELOW
 MONITOR**
**BRANDING BELOW
 KEYBOARD**
SUB-TOTAL

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
 TO ALL ORDERS RECEIVED AFTER
 4:00 PM PACIFIC TIME ON:
 AUGUST 22, 2016**

**YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
 MUST ACCOMPANY THIS
 ORDER FORM.**



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

**COMPUTER & A / V
 LEASE ORDER FORM**

ITEM	PRICE	PRICE	QUANTITY	AMOUNT
	Discount Rate Daily Rate	Standard Rate Daily Rate		
MONITORS				
32" LCD Monitor (16:9) Includes Table Top base	250.00	350.00		
42" LCD or Plasma Monitor (16:9) Includes Table Top Base	400.00	560.00		
52" LCD Monitor (16:9) Includes Table Top Base	650.00	910.00		
60" LCD Monitor (16:9) Includes Table Top Base	750.00	1050.00		
VIDEO PLAYBACK				
Blu-Ray HD DVD Player	150.00	210.00		
MISCELLANEOUS				
Friendlyway Interactive Touch Screen Kiosk (19" Monitor)	275.00	385.00		
Monitor Floor Stand (Dual Post)	80.00	112.00		
External Tower Speakers	75.00	105.00		
Tripod Projection Screen (60" x 60")	50.00	70.00		
Black Skirted A/V Cart	50.00	70.00		
COMPUTER SYSTEMS (MONITOR NOT INCLUDED)				
Desktop - Intel Core i7, 280 GHz, 3.42G RAM, 1TB HD, DVD-RW	200.00	280.00		
Laptop - 17", 2.3 G, Windows 7, Office 2010	250.00	350.00		
PRINTERS				
HP LaserJet p4014, 45 PPM, 1200 x 1200 dpi, 256MB Ram	150.00	210.00		
HP Color LaserJet CP3525n, 30ppm, 1200 x 600 dpi, 1GB Ram	200.00	280.00		
Premium Laser Printer Paper (500 sheets)	15.00	21.00		
BASIC INSTALLATION LABOR				\$ 80.00
SUB-TOTAL				
7 % PST				
5 % GST				
TOTAL				

Custom Audio and Visual Packages Available on Request.

Please Call Us For Further Details.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
 TO ALL ORDERS RECEIVED AFTER
 4:00 PM PACIFIC TIME ON:
AUGUST 22, 2016

**YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
 MUST ACCOMPANY THIS
 ORDER FORM.**



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

**CARPET & PADDING
 LEASE ORDER FORM**

32 OZ. DESIGNER SELECT CARPET

Guaranteed new, premium quality carpet.
 Available in a variety of designer colors.
 Price includes delivery, installation, taping and removal.
 A surcharge will be applied for any damage after installation. This includes cuts of any nature.

- Black Pewter Charcoal
- Navy Silver Royal Blue
- Red Emerald Purple

Booth Size: _____' x _____' = _____ Square Feet

***** 100 SQUARE FOOT MINIMUM
 ON ALL ORDERS *****

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 3.50 (Sq. Ft.)	\$ 4.75 (Sq. Ft.)		

20 OZ. STANDARD CARPET

Available in four standard colors.
 Price includes delivery, installation, taping and removal.
 A surcharge will be applied for any damage after installation. This includes cuts of any nature.

- Blue Forest Green
- Purple Red

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 2.75 (Sq. Ft.)	\$ 3.75 (Sq. Ft.)		

5/8" REBOND FOAM PADDING

Price includes delivery, installation and removal.
 Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 2.25 (Sq. Ft.)	\$ 3.15 (Sq. Ft.)		

VISQUEEN PLASTIC COVERING

Price includes delivery, installation and removal.
 Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 1.00 (Sq. Ft.)	\$ 1.40 (Sq. Ft.)		

SUB-TOTAL	
7 % PST	
5 % GST	
TOTAL	

NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IS MADE IN FULL



All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
 TO ALL ORDERS RECEIVED AFTER
 4:00 PM PACIFIC TIME ON:
AUGUST 22, 2016

YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
 MUST ACCOMPANY THIS
 ORDER FORM.



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

**DELUXE FURNITURE
 LEASE ORDER FORM**

ITEM	PRICE		QUANTITY	AMOUNT
	Discount Rate	Standard Rate		
Corbusier Sofa - Black	400.00	560.00		
Corbusier Sofa - White	400.00	560.00		
Corbusier Love Seat - Black	350.00	490.00		
Corbusier Love Seat - White	350.00	490.00		
Corbusier Leather Chair - Black	300.00	420.00		
Corbusier Leather Chair - White	300.00	420.00		
Overstuffed Leather Sofa - Black	350.00	490.00		
Overstuffed Leather Love Seat - Black	300.00	420.00		
Overstuffed Leather Club Chair - Black	250.00	350.00		
24" Round End Table - Black Top	150.00	210.00		
24" End Table - White Top	150.00	210.00		
32" Round Coffee Table - Black Top	175.00	245.00		
32" Round Coffee Table - White Top	175.00	245.00		
39" Round Coffee Table - Black Top	200.00	280.00		
39" Round Coffee Table - White Top	200.00	280.00		
Black Geo End Table	125.00	175.00		
Black Geo Coffee Table	150.00	210.00		
Black Laminate Bookcase - 6' Tall	150.00	210.00		
Bar Stools (White & Oak)	75.00	105.00		
Wrought Iron & Oak Park Bench	100.00	140.00		
Bar Refrigerator (4.5 cubic feet)	200.00	280.00		
Full Size Refrigerator (16 cubic feet)	300.00	420.00		
Old Fashioned Style Popcorn Machine	250.00	350.00		
SUB-TOTAL				
7 % PST				
5 % GST				
TOTAL				

**PHOTOS OF ALL ITEMS ARE AVAILABLE AT
www.showinmotion.com**

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

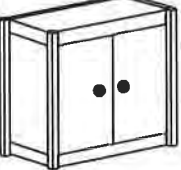


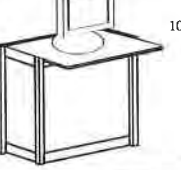
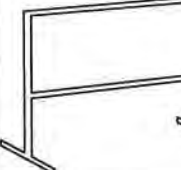
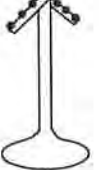

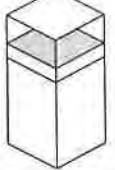
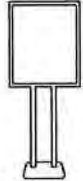

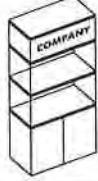

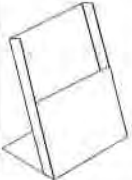

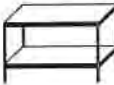
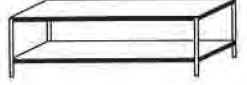
COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
 TO ALL ORDERS RECEIVED AFTER
 4:00 PM PACIFIC TIME ON:
 AUGUST 22, 2016**

**YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
 MUST ACCOMPANY THIS
 ORDER FORM.**

CUSTOM ACCESSORIES LEASE ORDER FORM

<p>COUNTER \$ 350 SLIDING DOORS INSIDE SHELF 20" X 40" X 40" <input type="checkbox"/> LOCK ADD \$ 25 00 <input type="checkbox"/> WHITE OR <input type="checkbox"/> BLACK</p> 	QTY.	<p>JEWELLERY CASE \$ 600 ONE SHELF 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25 00 HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50 00</p> 	QTY.	<p>SHOW CASE \$ 650 TWO SHELVES 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25 00 HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50 00</p> 	QTY.	<p>COMPUTER COUNTER \$ 400 10" KEYBOARD TRAY SLIDING DOORS INSIDE SHELF 20" X 40" X 40" <input type="checkbox"/> LOCK ADD \$ 20 00</p> 	QTY.
<p>POSTER BOARD \$ 150 4' X 8' VERTICAL OR HORIZONTAL (SHOWN)</p> 		<p>CHROME BAG HOLDER \$ 45</p> 		<p>LITERATURE RACK \$ 80 BLACK DOUBLE SIDED</p> 		<p>MONITOR STAND \$ 300 20" X 20" X 40" 20" X 20" X 54" OPTIONAL KEYBOARD TRAY AVAILABLE ADD \$ 25 00</p> 	
<p>SIGN HOLDER \$ 30 22" X 28" CHROME <input type="checkbox"/> OR BLACK <input type="checkbox"/></p> 		<p>TRACK LIGHTING 3 HEAD - \$ 120 5 HEAD - \$ 150</p> 		<p>TOWER COMBO \$ 350 2 SHELVES INSIDE SHELF 20" X 40" X 96" COMPANY NAME OR PRODUCT SIGN INCLUDED</p> 		<p>SHELF UNITS 2 SHELVES 26" \$125 3 SHELVES 40" \$150 4 SHELVES 54" \$175</p> 	
<p>BROCHURE RACK \$ 15 <input type="checkbox"/> 4" X 9" OR <input type="checkbox"/> 9" X 11" <input type="checkbox"/> COUNTER TOP <input type="checkbox"/> WALL MOUNT</p> 		<p>BAR FRIDGE \$ 175 1.7 CUBIC FEET WHITE</p> 		<p>END TABLE \$ 65 BLACK & GLASS GUN METAL & GLASS</p> 		<p>COFFEE TABLE \$ 85 BLACK & GLASS GUN METAL & GLASS</p> 	

SPECIAL INSTRUCTIONS:

SUB-TOTAL
STANDARD RATE
(ADD 40%)
7 % PST
5 % GST
TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
AUGUST 22, 2016**

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

EXHIBIT INSTALLATION ORDER FORM

REGULAR TIME	8:00 A.M. - 4:00 P.M. - WEEKDAYS	\$ 70.00 / HR.
OVERTIME	4:00 P.M. - 6:00 P.M. - WEEKDAYS 8:00 A.M. - 4:00 P.M. - SATURDAYS	\$ 80.00 / HR.
DOUBLE TIME	ALL OTHER HOURS INCLUDING SUNDAYS & HOLIDAYS	\$ 92.00 / HR.
SUPERVISORY CHARGE	25% OF LABOR TOTAL	<input type="checkbox"/> REQUIRED <input type="checkbox"/> NOT REQUIRED

INSTALLATION (ESTIMATED REQUIREMENTS):
 DATE: _____ START TIME DESIRED _____
 NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS : _____
 ESTIMATED INSTALLATION CHARGES: \$ _____

DISMANTLE (ESTIMATED REQUIREMENTS):
 DATE: _____ START TIME DESIRED: _____
 NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS : _____
 ESTIMATED INSTALLATION CHARGES: \$ _____

- SUPERVISORY CHARGES WILL APPLY UNLESS THERE IS A REPRESENTATIVE FROM YOUR COMPANY IN ATTENDANCE DURING BOTH INSTALLATION AND DISMANTLING.
- MINIMUM CHARGE OF 1 (ONE) MAN HOUR. LABOR THEREAFTER IS CHARGED IN ONE-HALF (1/2) HOUR INCREMENTS.
- ALL WORK WILL BE DONE ON REGULAR TIME WHEN POSSIBLE
- YOU MUST REPORT TO SHOW IN MOTION SERVICE DESK TO COLLECT YOUR LABOR IF EXHIBITOR SUPERVISED.

TOTAL ESTIMATED CHARGES	
25% SUPERVISION CHARGE (\$ 35.00 Minimum)	
POST DEADLINE (ADD 40%)	
SUB-TOTAL	
7 % PST	
5 % GST	
TOTAL	

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COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: AUGUST 22, 2016

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.



COMPANY NAME: _____

BOOTH NUMBER: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND / OR DISMANTLED BY SHOW IN MOTION AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND / OR DISMANTLE.

INBOUND SHIPPING INFORMATION

CARRIER: _____ CARRIER PHONE #: _____
SHIPPED TO: WAREHOUSE _____ SHOW SITE _____ FROM (CITY/STATE): _____ DATE SHIPPED: _____
TOTAL NUMBER OF: CRATES _____ CARTONS _____ OTHER (SPECIFY): _____

SET-UP INFORMATION

SETUP PLAN / PHOTO: ATTACHED _____ SENT WITH EXHIBIT _____ IN CRATE # _____
CARPET: WITH EXHIBIT _____ RENTED FROM SHOW IN MOTION _____ COLOR _____ SIZE _____
ELECTRICAL PLACEMENT: DRAWING ATTACHED _____ WITH EXHIBIT _____ ELECTRICAL UNDER CARPET _____
COMMENTS: _____
GRAPHICS: WITH EXHIBIT _____ SHIPPED SEPERATELY _____ CARRIER _____
COMMENTS: _____
SPECIAL TOOLS / HARDWARE REQUIRED: _____

OUTBOUND SHIPPING INFORMATION:

SHIP TO: _____
METHOD: COMMON CARRIER _____ AIR FREIGHT _____ VAN LINE _____ OTHER (Specify) _____
CARRIER (If Known): _____
FREIGHT CHARGES: PREPAID _____ COLLECT _____ ACCOUNT # _____

PLEASE PROVIDE AN EMERGENCY CONTACT:

NAME: _____ PHONE # _____



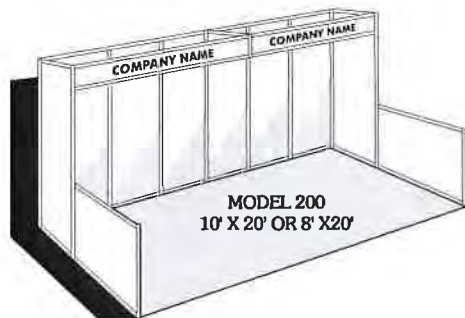
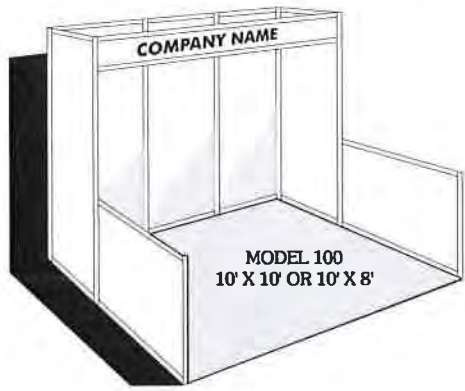
TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

SHOW SPECIAL LEASE ORDER FORM

WE CAN ALSO CUSTOM DESIGN ANY SIZE OF RENTAL EXHIBIT TO SUIT YOUR SPECIFIC REQUIREMENTS. PLEASE CALL US FOR FURTHER INFORMATION.

FEATURES;

- HARDWALL BACKWALLS & STEPDOWN SIDEWALLS
- WHITE INFILL PANELS
- SILVER, BLUE OR GREEN CARPET (CIRCLE PREFERENCE)
- 1 COMPANY OR PRODUCT NAME SIGN (UP TO 15 CHARACTERS) (2 WITH MODEL 200)
- 1- 30" DIAMETER TABLE (2 WITH MODEL 200)
- 2 UPHOLSTERED CHAIRS (4 WITH MODEL 200)
- 1 TROPICAL PLANT (2 WITH MODEL 200)
- 1 WASTEBASKET (2 WITH MODEL 200)
- 3 - 150 WATT FLOODLIGHTS (6 WITH MODEL 200) POWER NOT INCLUDED



	DISCOUNT RATE	STANDARD RATE	AMOUNT
MODEL 100 SHOW SPECIAL	\$ 1250.00	\$ 1750.00	
MODEL 200 SHOW SPECIAL	\$ 1600.00	\$ 2240.00	
--- AVAILABLE OPTIONS ---			
SLOTWALL PANELS - WHITE	\$ 75.00 EA.	\$ 105.00 EA.	
PEGBOARD PANELS - WHITE	\$ 50.00 EA.	\$ 70.00 EA.	
SHELVES - WHITE - 10" X 39"	\$ 25.00 EA.	\$ 35.00 EA.	
ADDITIONAL LETTERS FOR FASCIA SIGN	\$ 2.00 EA.	\$ 3.00 EA.	

FASCIA SIGN COPY - 15 CHARACTERS INCLUDED IN BOOTH PRICES

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NO CHARGE

SUB-TOTAL	
7 % PST	
5 % GST	
TOTAL	

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

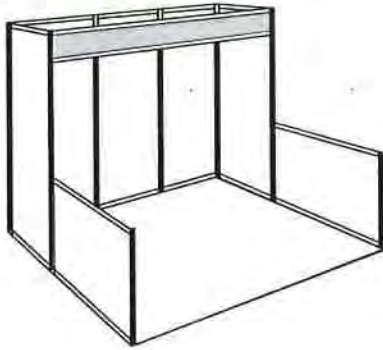
COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: **AUGUST 22, 2016**

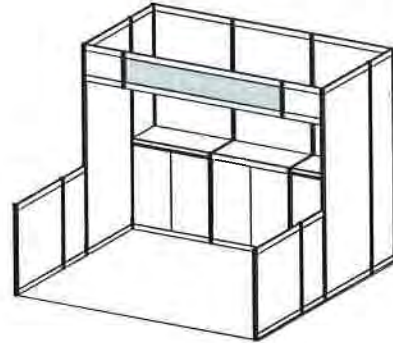
YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.

TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026

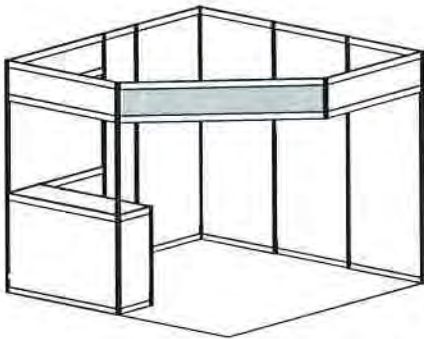
**10' X 10' HARDWALL
BOOTH RENTALS**



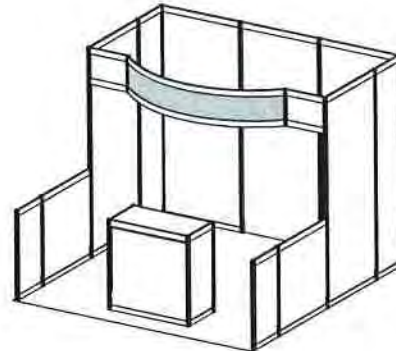
MODEL # 1



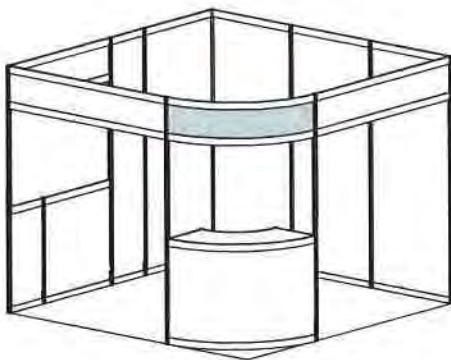
MODEL # 2



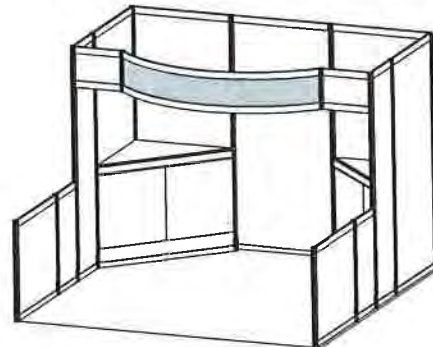
MODEL # 3



MODEL # 4



MODEL # 5



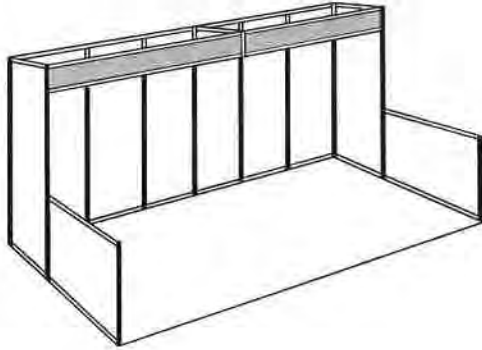
MODEL # 6

GRAY INDICATES STANDARD FASCIA SIGN

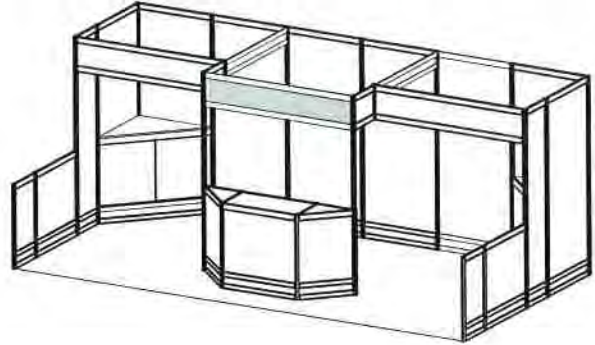
PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS

TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026

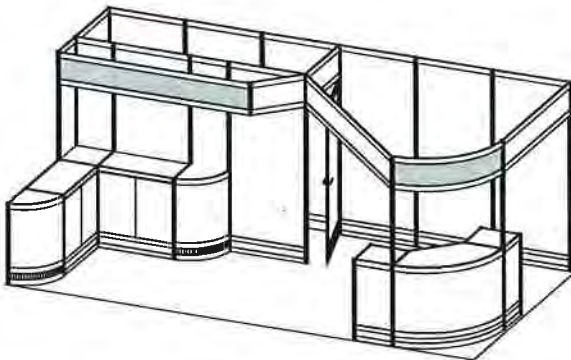
**10' X 20' HARDWALL
BOOTH RENTALS**



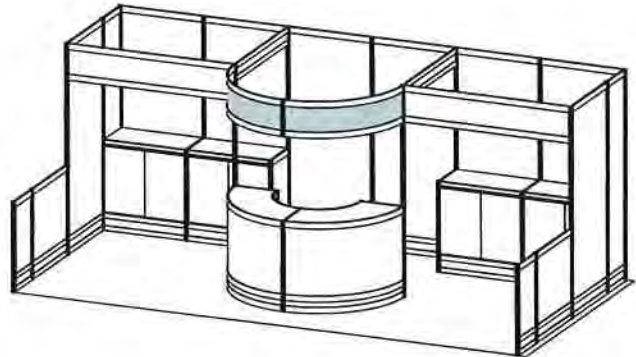
MODEL #7



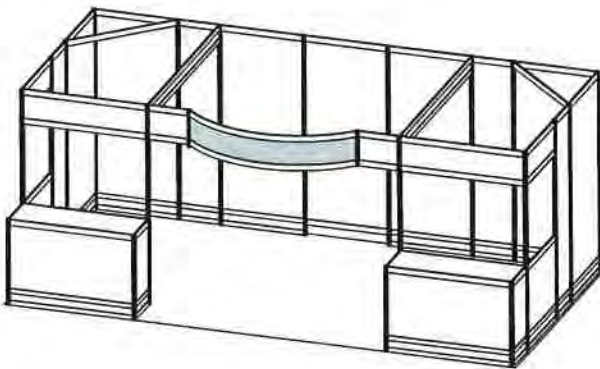
MODEL # 8



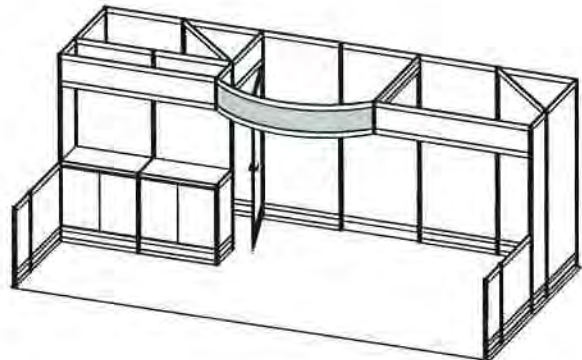
MODEL #9



MODEL #10



MODEL #11



MODEL #12

GRAY INDICATES STANDARD FASCIA SIGN(S)

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

**HARDWALL BOOTH
 RENTAL ORDER FORM**

Packages include your choice of infill panel and carpet colors, company or product identification sign, complete installation and dismantling.

Packages do not include booth cleaning, lighting fixtures or electrical circuits.

MODEL NUMBER	DISCOUNT RATE	STANDARD RATE	AMOUNT
MODEL # 1	\$ 1100.00	\$ 1540.00	
MODEL # 2	\$ 2325.00	\$ 3255.00	
MODEL # 3	\$ 1700.00	\$ 2380.00	
MODEL # 4	\$ 1975.00	\$ 2765.00	
MODEL # 5	\$ 1775.00	\$ 2485.00	
MODEL # 6	\$ 2425.00	\$ 3395.00	
MODEL # 7	\$ 1400.00	\$ 1960.00	
MODEL # 8	\$ 3275.00	\$ 4585.00	
MODEL # 9	\$ 4885.00	\$ 6840.00	
MODEL # 10	\$ 4350.00	\$ 6090.00	
MODEL # 11	\$ 3510.00	\$ 4914.00	
MODEL # 12	\$ 4025.00	\$ 5635.00	
— AVAILABLE OPTIONS —			
SLATWALL PANELS	\$ 75 EACH	\$ 99 EACH	
GRID PANELS 24" X 96"	\$ 35 EACH	\$ 49 EACH	
SHELVES - 10" X 39"	\$ 25 EACH	\$ 35 EACH	

FONT COLOR
 BLACK BLUE RED

INFILL PANEL COLOR
 BLACK GRAY WHITE

CARPET COLOR
 BLUE SILVER GREEN

MODELS # 1,2,3,4,5,6,8,11 & 12 IDENTIFICATION SIGN TO READ:

MODELS # 7, 9 & 10 IDENTIFICATION SIGN TO READ:

LEFT: _____

RIGHT: _____

SUB-TOTAL

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

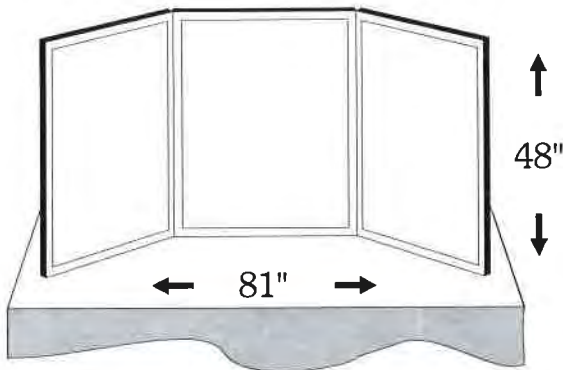
STANDARD RATES WILL BE APPLIED
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 4:00 PM PACIFIC TIME ON:
AUGUST 22, 2016

**YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
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 ORDER FORM.**

**POP UP EXHIBIT
LEASE ORDER FORM**

TABLETOP DISPLAY

\$ 350 - DISCOUNT RATE
\$ 490 - STANDARD RATE

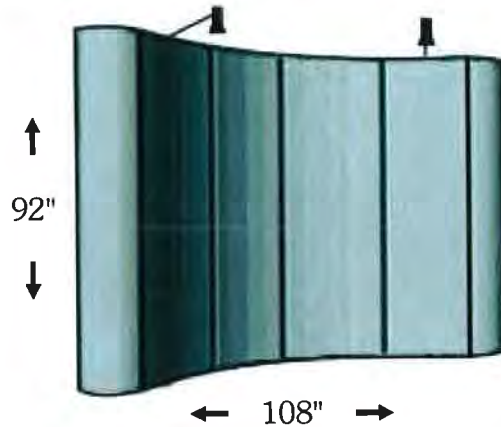


GREEN SILVER RED

VELCRO PANELS WITH 2 LIGHTS
INSTALLATION INCLUDED

POP-UP BOOTH

\$ 700 - DISCOUNT RATE
\$ 980 - STANDARD RATE



BLACK SILVER BLUE

VELCRO PANELS WITH 2 LIGHTS
INSTALLATION INCLUDED

SPECIAL INSTRUCTIONS:

SUB-TOTAL

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
AUGUST 22, 2016

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

**PLANTS & FLOWERS
 LEASE ORDER FORM**

ITEM	QUANTITY	DISCOUNT RATE	STANDARD RATE	AMOUNT
Crysanthemums		\$ 60.00	\$ 84.00	
White Yellow Lavender				
Boston Ferns		\$ 70.00	\$ 98.00	
Ivy		\$ 70.00	\$ 98.00	
Azaleas		\$ 70.00	\$ 98.00	
3' - 4' Tropical Plants		\$ 90.00	\$ 126.00	
4' - 5' Tropical Plants		\$ 110.00	\$ 154.00	
6' Tropical Plants		\$ 130.00	\$ 182.00	
7' Plus Tropical Plants		Priced On Request		
Hanging Plants		\$ 50.00	\$ 70.00	
Small Floral Arrangements		\$ 100.00	\$ 140.00	
Large Floral Arrangements		\$ 150.00	\$ 210.00	
				SUB-TOTAL
				7 % PST
				5 % GST
				TOTAL

ALL PLANTS INCLUDE DECORATIVE CONTAINERS, WATERING AND DELIVERY TO YOUR BOOTH

TROPICAL PLANTS WILL BE CHOSEN FROM THE FOLLOWING VARIETIES;
 ARECA PALM, FICUS BENJAMINA, QUEENSLAND SCHEFFLERA AND FICUS DECORA.

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COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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 AUGUST 22, 2016**

**YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
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 ORDER FORM.**



TELEPHONE: (250) 495-5025
 FACSIMILE: (250) 495-5026

SIGNAGE & GRAPHICS ORDER FORM

We are pleased to offer you custom sign services so that you can tailor your sales message to the particular audience at this event. Select one of our standard sizes or order a special size with your logo or other custom graphics. To order your graphics, please complete this order form and attach your sign copy or email an electronic file to orders@showinmotion.com.

DIGITALLY PRINTED GRAPHICS VINYL CUT LETTER SIGNS

Show In Motion is pleased to provide you with the finest digital graphic reproduction available. We can print full color, photo quality, high resolution in virtually any size for banners, exhibit graphics and more.

_____ L x _____ W = _____ SQ.FT.
 _____ SQ. FT. X \$ 19.50 = \$ _____

- Minimum order is 10 square feet.
- File conversion, retouching, cloning or color correction will incur additional charges.
- Double square foot for double sided graphics.
- Round Square Foot to next whole increment.

FILE INFORMATION;

Electronic File Name: _____
 Application: _____
 PMS Colors: _____

BACKING MATERIAL;

Coroplast Styrene Plexi Foamcore

PORTRAIT LANDSCAPE

SIZE	DISCOUNT RATE	STANDARD RATE	QUANTITY	AMOUNT
7" X 11"	\$ 40.00	\$ 56.00		
7" X 44"	\$ 45.00	\$ 63.00		
14" X 22"	\$ 65.00	\$ 91.00		
14" X 44"	\$ 75.00	\$ 105.00		
22" X 28"	\$ 75.00	\$ 105.00		
28" X 44"	\$ 125.00	\$ 175.00		
20" X 60"	\$ 150.00	\$ 210.00		

INDICATE YOUR COPY HERE:
 (Please attach additional pages if required)

PORTRAIT LANDSCAPE

Background Color: _____
 Lettering Color: _____
 Font: _____

SUB-TOTAL
POST DEADLINE (ADD 40%)
7 % PST
5 % GST
TOTAL

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COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: AUGUST 22, 2016

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.