

# Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **CHES BC Conference** at the **Penticton Trade and Convention Center** on the **May 26-28, 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 May 10, 2019  
to receive the Discounted Advance order prices.**

SHOW SCHEDULE:				
Exhibitor Move in		Sunday	May 26, 2019	12:00 pm – 5:00 pm
SHOW HOURS:	Wine Reception	Sunday	May 26, 2019	6:00 pm – 7:30 pm
		Monday	May 27, 2019	9:30 am – 10:30 am 12:30 pm – 2:30 pm
		Tuesday	May 28, 2019	10:00 am – 11:00 am 12:00 pm 1:45 pm
Exhibitor Move Out		Tuesday	May 28, 2019	1:45 pm – 3:00 pm
ORDER DEADLINES AND IMPORTANT DATES				
<b>Advance Order Deadline:</b>			<b>May 10, 2019</b>	
Advance Shipments may begin arriving at the Warehouse:			<b>May 10, 2019</b>	
<b>Last day for Advance Shipments to arrive:</b>			<b>May 23, 2019</b>	
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' Skirted table			
Carpet	Exhibitor will need to order, See page 5			
Power	Power will need to be ordered through the Penticton Trade and Convention center			
VENUE ADDRESS:		ADVANCE WAREHOUSE SHIPPING ADDRESS:		
Penticton Trade and Convention Center		CHES BC Conferencec/o SHOWTIME		
STREET ADDRESS		(Company Name & Booth #)		
CITY		#1 325 Bay Ave,		
POSTCODE		Kelowna BC, V1Y 7S3		
<b>PLEASE NOTE: The Penticton Trade and Convention Center does NOT accept any ADVANCE or ON SITE / SHOW DAY SHIPMENTS.</b>				
<b>Please send all shipments to the ADVANCE WAREHOUSE SHIPPING ADDRESS.</b>				
<b>All Items must leave the Show Floor during Exhibitor Move Out and cannot be left unattended</b>				

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



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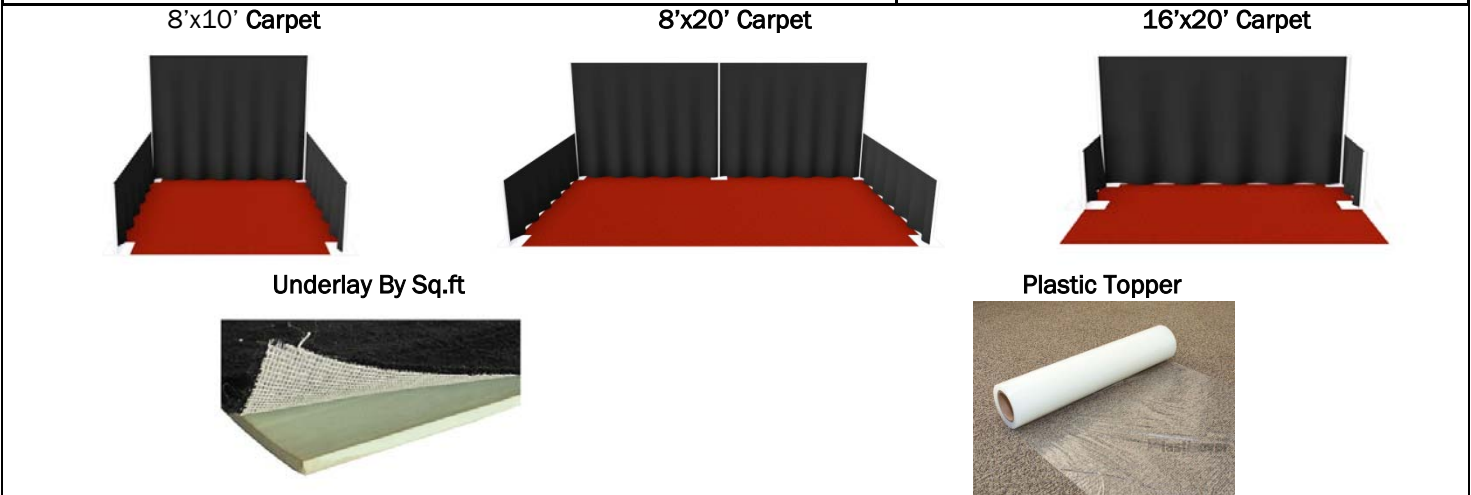
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# Carpet Order Form

**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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>



**Carpet Colors – Please Choose One**

Black <input type="checkbox"/>		Red <input type="checkbox"/>		Grey <input type="checkbox"/>	
Blue <input type="checkbox"/>		Burgundy <input type="checkbox"/>		Seafoam <input type="checkbox"/>	

**Drape Colors – 8' and 3', Sold Per Sq.ft – Please Choose One**

Black <input type="checkbox"/>		Seafoam <input type="checkbox"/>		Red <input type="checkbox"/>		Berry <input type="checkbox"/>		Hunter Green <input type="checkbox"/>	
Blue <input type="checkbox"/>		Silver <input type="checkbox"/>		White <input type="checkbox"/>		Plum <input type="checkbox"/>		Burgundy <input type="checkbox"/>	

Order Form					
Item #	Name	Advanced Price	Regular Price	Quantity	Total
F390	8'x10' Carpet	\$132.50	\$171.00		
F400	8'x20' Carpet	\$264.50	\$347.50		
F410	16' x 20' Carpet	\$529.00	\$689.00		
F420	Underl- Per Sq.ft	\$0.85	\$1.50		
F422	Plastic Topper – Per Sq.ft	\$1.00	\$1.50		
F440	Drape 8' – Per Sq.ft	\$5.00	\$7.50		
F450	Drape 3' – Per Sq.ft	\$3.50	\$6.00		

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 5%	
	PST 7%	
	Grand Total	

**Cancellation policy: Full refund before May 10, 2019, after May 10, 2019 50% refund of the original price. After Delivery no refund of any rental or labour charges**

# Tables 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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>	<b>Phone Number:</b>	

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



30" Tall Round



40" Tall Round



Chrome & White Square Cruiser Table



Chrome & White Bar Table



Chrome & White End Table



Chrome & White Coffee Table



## Order Form

Item #	Name	Advance Price	Regular Price	Quantity	Total
F701	Table with Skirt 4' <input type="checkbox"/> , or 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$60.50	\$79.50		
F120	Raised Table with Skirt 4' <input type="checkbox"/> , or 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$71.50	\$93.00		
Skirt Colors	<input type="checkbox"/> Royal Blue  <input type="checkbox"/> White  <input type="checkbox"/> Red 	Please pick one			
	<input type="checkbox"/> Silver  <input type="checkbox"/> Black  <input type="checkbox"/> Hunter Green 				
F90	30" Cocktail Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$71.50	\$86.00		
F100	40" Cocktail Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$77.00	\$90.50		
F141	Chrome & White Cruiser Table	\$82.50	\$107.50		
F142	Chrome & White Bar Table	\$248.50	\$322.50		
F143	Chrome & White Coffee Table	\$99.00	\$132.50		
F144	Chrome & White End Table	\$55.00	\$82.50		

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Subtotal	
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PST 7%	
Grand Total	

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# 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:	

Cushioned Side Chair



Steno, Tall or Short

Cushioned Arm Chair

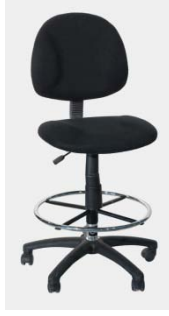


Low Back Chrome Stool Black 24" or 30"

Stool With Backrest



Low Back Chrome Stool White 24" or 30"



## Order Form

Item #	Name	Advance Price	Regular Price	Quantity	Total
F50	Cushioned Side Chair	\$33.00	\$36.50		
F10	Cushioned Arm Chair	\$49.00	\$52.00		
F40	Stool with Back Rest	\$38.50	\$42.00		
F30	Steno Chair Short <input type="checkbox"/> , or Tall <input type="checkbox"/>	\$38.50	\$42.00		
F50	Low Back Chrome Stools Black- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$49.50	\$53.00		
F55	Low Back Chrome Stools White- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$49.50	\$53.00		

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  
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Subtotal	
GST 5%	
PST 7%	
Grand Total	

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# 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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

<b>Barcelona Single Seat</b> 	<b>White Contemporary Club Chair</b> 	<b>Black Contemporary Club Chair</b> 
<b>Barcelona love Seat</b> 	<b>Contemporary White Leather Loveseat</b> 	<b>Contemporary Black Leather Loveseat</b> 
<b>Barcelona 3 Seat Sofa</b> 	<b>Contemporary White Leather 3 Seat Sofa</b> 	<b>Contemporary Black Leather 3 Seat Sofa</b> 
<b>Barcelona Ottowman</b> 	<b>Contemporary White Leather Ottoman</b> 	<b>Contemporary Black Leather Ottoman</b> 

## Order Form

Item #	Name	Advance Price	Regular Price	Quantity	Total
F1501	Barcelona Single Seat	\$110.50	\$143.50		
F1502	Barcelona love Seat	\$220.50	\$286.50		
F1503	Barcelona 3 Seat Sofa	\$331.00	\$430.00		
F1504	Barcelona Ottoman	\$82.50	\$116.00		
F1402	Contemporary White Leather Club Chair	\$162.50	\$215.00		
F1403	Contemporary White Leather Loveseat	\$275.50	\$358.50		
F1401	Contemporary White Leather 3 Seat Sofa	\$413.50	\$537.50		
F1404	Contemporary White Leather Ottoman	\$110.50	\$143.50		
F1405	Contemporary Black Leather Club Chair	\$162.50	\$215.00		
F1406	Contemporary Black Leather Loveseat	\$275.50	\$358.50		
F1407	Contemporary Black Leather 3 Seat Sofa	\$413.50	\$537.50		
F1408	Contemporary Black Leather Ottoman	\$110.50	\$143.50		

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	
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	Grand Total	

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# Display Aides 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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

**Chrome Sign Holder 22"w x 28"h**



**Pop Up Display**  
(please contact for size)



**Easel**



**Horizontal Display Board 96"w x 48"h**



**Flip Chart with Markers**



**Vertical Display Board 48"w x 96"h**



## Order Form

Item #	Name	Advance Price	Regular Price	Quantity	Total
F290	Chrome Sign Holder	\$33.00	\$43.00		
F240	Easel	\$33.00	\$43.00		
F220	Literature Stand	\$55.00	\$71.50		
F470	Pop Up Display Unit	\$413.50	\$496.00		
F460	Horizontal Display Board	\$82.50	\$107.50		
F4601	Vertical Display Board	\$82.50	\$107.50		

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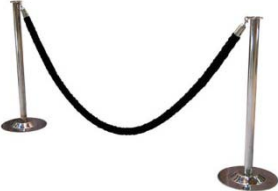







Subtotal	
GST 5%	
PST 7%	
Grand Total	

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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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

<p><b>Stanchion with 7" Strap</b></p> 	<p><b>Stanchion with Rope</b></p> 	<p><b>Small Clear Draw Barrel</b></p> 
<p><b>Brass Draw Barrel</b></p> 	<p><b>Large Clear Draw Barrel</b></p> 	<p><b>Waste Basket</b></p> 
<p><b>Bag Stand</b></p> 	<p><b>Rolling Rack</b></p> 	<p><b>Bar Fridge</b></p> 

## Order Form

Item #	Name	Advance Price	Regular Price	Quantity	Total
F255	Stanchion with Rope Blue <input type="checkbox"/> , Black <input type="checkbox"/> , or Red <input type="checkbox"/>	\$22.00	\$28.50		
F250	Stanchion with 7" Strap	\$22.00	\$28.50		
F350	Small Draw Box	\$10.50	\$16.00		
F200	Brass Draw Barrel	\$22.00	\$28.50		
F360	Large Clear Draw Barrel	\$33.00	\$43.00		
F310	Waste Basket	\$11.00	\$14.50		
F300	Bag Stand	\$33.00	\$42.99		
F270	Rolling Rack	\$39.00	\$43.00		
F301	Bar Fridge	\$94.50	\$108.00		

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

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Subtotal	
GST 5%	
PST 7%	
Grand Total	

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# Hard Wall Order Form Model A

**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 #

## Model 1A SILVER 8'x10'



**Package includes:**

- 1-Hard Wall Display with White or Black Fill
- 1- Hard Wall Standard Counter
- 2- Hard Wall Shelf
- 3- Arm Lights
- 1- Header with Company Name. If you need more characters than provided please contact Exhibitor Services
- 1- 8'x10'Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Booth Fill:**

White with Black Text       Black with White Text

**Header Text: Please provide:**

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## Model 1A GOLD 8'x10'



**Package includes:**

- 1- Hard Wall Display with Full Graphics or Colour Panels
- 1- Hard Wall Standard Counter with Front Graphic
- 1- Hard Wall Shelves
- 3- Arm Lights
- 1- 8'x10'Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

## Order Form

Item #	Name	Advance	Regular
F510	MODEL 1A SILVER	\$1099.00	\$1300.00
F511	MODEL 1A GOLD	\$2599.00	\$3100.00

Carpet Colours: Please Choose One

Red <input type="checkbox"/>	Grey <input type="checkbox"/>	Black <input type="checkbox"/>	Blue <input type="checkbox"/>	Burgundy <input type="checkbox"/>	Seafoam <input type="checkbox"/>

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 5%	
	PST 7%	
	Grand Total	

**Cancellation policy: Full refund before May 10, 2019, after May 10, 2019 50% refund of the original price. After Delivery no refund of any rental or labour charges**



# Hard Wall Order Form Model B

**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 #

**Model 1B SILVER 8'x10'**



**Package includes:**

- 1-Hard Wall Display with White or Black Fill
- 1- Hard Wall Radius Counter
- 2- Hard Wall Shelf
- 3- Arm Lights
- 1- Header with Company Name. If you need more characters than provided please contact Exhibitor Services
- 1- 8'x10'Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Booth Fill**

White Fill with Black Text       Black Fill with White Text

**1 Header Text : Please Provide**

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**2 Header Text: Please Provide**

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**Model 1B GOLD 8'x10'**



**Package includes:**

- 1- Hard Wall Display with Full Graphics or Colour Panels
- 1- Hard Wall Radius Counter with Front Graphic
- 3- Arm Lights
- 1- 8'x10'Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Order Form**

Item #	Name	Advance	Regular
F520	MODEL 1B SILVER	\$1299.00	\$1600.00
F522	MODEL 1B GOLD	\$2799.00	\$3400.00

Carpet Colours: Please Choose One

Red <input type="checkbox"/>	Grey <input type="checkbox"/>	Black <input type="checkbox"/>	Blue <input type="checkbox"/>	Burgundy <input type="checkbox"/>	Seafoam <input type="checkbox"/>

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 5%	
PST 7%	
Grand Total	

**Cancellation policy: Full refund before May 10, 2019, after May 10, 2019 50% refund of the original price. After Delivery no refund of any rental or labour charges**



# Hard Wall Order Form Model C

**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 #

## Model 1C SILVER 8'x10'



**Package includes:**

- 1-Hard Wall Display with White or Black Fill
- 1- Hard Wall Standard Counter
- 2- Hard Wall Shelves
- 3- Arm Lights
- 1- Header with Company Name. If you need more characters than provided please contact Exhibitor Services
- 1- 8'x10'Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Booth Fill:**

White Fill with Black Text       Black Fill with White Text

**Header Text:**

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## Model 1C GOLD 8'x10'



**Package includes:**

- 1- Hard Wall Display with Full Graphics or Colour Panels
- 1- Hard Wall Standard Counter with Front Graphic
- 1- Hard Wall Shelves
- 3- Arm Lights
- 1- 8'x10'Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

## Order Form

Item #	Name	Advance	Regular
F530	MODEL 1C SILVER	\$1199.00	\$1400.00
F533	MODEL 1C GOLD	\$2599.00	\$3200.00

Carpet Colours:

<b>Black</b> <input type="checkbox"/>	<b>Red</b> <input type="checkbox"/>	<b>Grey</b> <input type="checkbox"/>	<b>Blue</b> <input type="checkbox"/>	<b>Burgundy</b> <input type="checkbox"/>	<b>Sea Foam</b> <input type="checkbox"/>

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 5%	
	PST 7%	
	Grand Total	

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# Hard Wall Order Form Model 2A

**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 #

## Model 2B SILVER 8'x20'



**Package includes:**

- 1-Hard Wall Display with White or Black Fill
- 2- Hard Wall Standard Counter
- 6- Arm Lights
- 2- Header with Company Name. If you need more characters than provided please contact Exhibitor Services
- 1- 8'x20' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Booth Fill:**

White With Black Text       Black With White Text

**1 Header Text**

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**2 Heard Text:**

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## Model 2A GOLD 8'x20'



**Package includes:**

- 1- Hard Wall Display with Full Graphics or Colour Panels
- 2- Hard Wall Standard Counter with Front Graphic
- 6- Arm Lights
- 1- 8'x20' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

## Order Form

Item #	Name	Advance	Regular
F440	MODEL 2A SILVER	\$1999.00	\$2500.00
F444	MODEL 2A GOLD	\$2599.00	\$4800.00

Carpet Colors: Please Choose One

Black <input type="checkbox"/>	Red <input type="checkbox"/>	Grey <input type="checkbox"/>	Blue <input type="checkbox"/>	Burgundy <input type="checkbox"/>	Seafoam <input type="checkbox"/>

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 5%	
	PST 7%	
	Grand Total	

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# Hard Wall Order Form Model 2B

**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 #	

**Model 2B SILVER 8'x20'**



**Package includes:**

- 1-Hard Wall Display with White or Black Fill
- 2- Hard Wall Radius Counters
- 5- Arm Lights
- 1- Header with Company Name. If you need more characters than provided please contact Exhibitor Services
- 1- 8'x20' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Booth Fill**

White With Black Text       Black with White Text

**Header Text**

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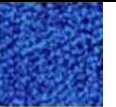
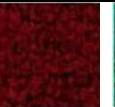

**Model 2B GOLD 8'x20'**



**Package includes:**

- 1- Hard Wall Display with Full Graphics or Colour Panels
- 2- Hard Wall Radius Counter with Front Graphic
- 5- Arm Lights
- 1- 10' x 20' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Order Form**

Item #	Name	Advance	Regular	Carpet Colours: Please Choose One:					
F450	MODEL 2B SILVER	\$2599.00	\$3200.00	<b>Black</b> <input type="checkbox"/>	<b>Red</b> <input type="checkbox"/>	<b>Grey</b> <input type="checkbox"/>	<b>Blue</b> <input type="checkbox"/>	<b>Burgundy</b> <input type="checkbox"/>	<b>Seafoam</b> <input type="checkbox"/>
F455	MODEL 2B GOLD	\$4199.00	\$5000.00						

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	Grand Total	

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# Hard Wall Order Form Model 2C

**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 #

**Model 2C SILVER 8'x20'**



**Package includes:**

- 1-Hard Wall Display with White or Black Fill
- 2- Hard Wall Radius Counters
- 6- Arm Lights
- 1- Header with Company Name. If you need more characters than provided please contact Exhibitor Services
- 1- 8'x20' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Booth Fill:**

White with Black Text       Black with White Text

**Header Text: Please Provide**

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**Model 2C GOLD 8'x20'**



**Package includes:**

- 1- Hard Wall Display with Full Graphics or Color Panels
- 2- Hard Wall Radius Counter with Front Graphic
- 6- Arm Lights
- 1- 8'x20' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

**Order Form**

Item #	Name	Advance	Regular
F460	MODEL 2C SILVER	\$2599.00	\$3200.00
F466	MODEL 2C GOLD	\$3799.00	\$4600.00

Carpet Colors: Please Choose One

Black <input type="checkbox"/>	Red <input type="checkbox"/>	Grey <input type="checkbox"/>	Blue <input type="checkbox"/>	Burgundy <input type="checkbox"/>	Seafoam <input type="checkbox"/>

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 5%	
	PST 7%	
	Grand Total	

**Cancellation policy: Full refund before May 10, 2019, after May 10, 2019 50% refund of the original price. After Delivery no refund of any rental or labour charges**





# Hard Wall Accessories Order Form

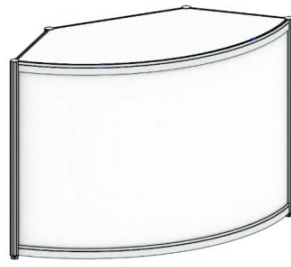
**Please Note: All Orders Must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

Name of company	Booth #	Contact
Email		Telephone #

## Counters



STANDARD COUNTER



RADIUS COUNTER

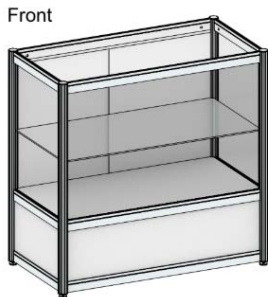


JEWELRY COUNTER



2 METER RADIUS COUNTER

## Display Cases and Meter Boards



DISPLAY CASE SMALL



DISPLAY CASE LRG



METER BOARD



METER BOARD WITH SLOT WALL (Accessories not included)

## Order Form

Item	QTY	Description	Advance	Standard	Item	QTY	Description	Advance	Standard
F580		Standard Counter	\$99.00	\$150.00	F620		4'Slot Wall Shelf	\$9.00	\$11.00
F590		Radius Counter	\$299.00	\$315.00	F93		Waterfall Cloths Hanger	\$4.00	\$5.00
F600		Jewelery Counter	\$299.00	\$350.00	F92		Wire Basket	\$5.00	\$6.00
F681		2 Meter Radius Counter	\$549.00	\$650.00	F695		Slot Wall Plastic Hooks -2"□, 4"□, 6"□	\$0.50	\$0.75
F610		Display Case SM	\$349.00	\$400.00	F660		Hard Wall Locks	\$19.00	\$25.00
F611		Display Case LRG	\$399.00	\$450.00	F670		Hard Wall Display Light (power not incl)	\$29.00	\$35.00
F700		Meter Board	\$199.00	\$250.00	F690		8' Shelf with Brackets	\$11.00	\$14.50
F710		Meter Board With Slot Wall	\$249.00	\$300.00			Display light		

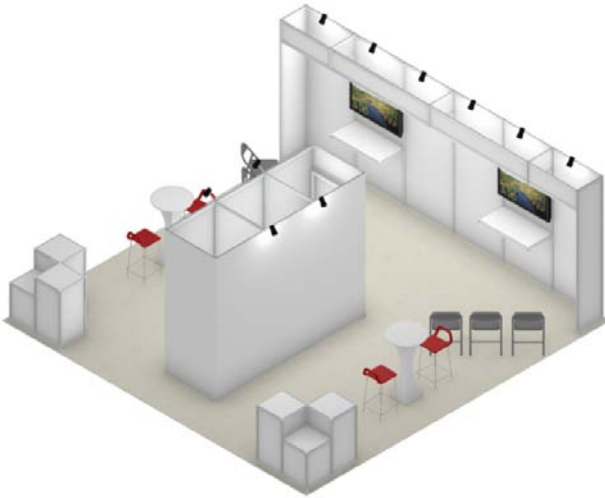
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PST 7%	
Grand Total	

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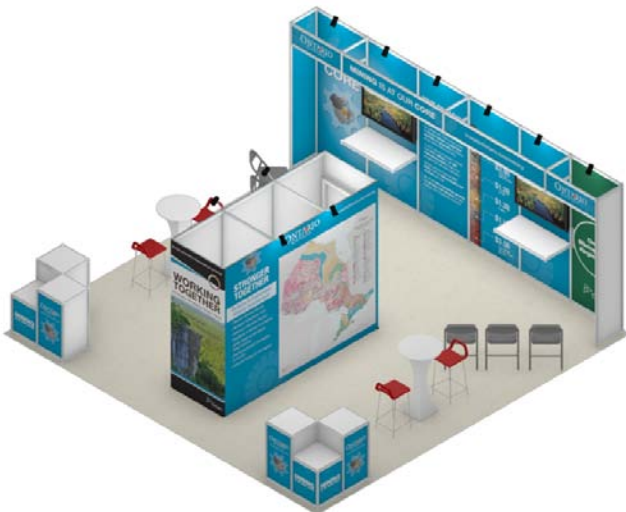
### Custom Hard Wall Design



#### 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"> <li>JPG – Saved with maximum quality possible (settings under image options).</li> <li>TIFF – Saved with LZW compression.</li> <li>PSD – CMYK colour mode with all layers flattened.</li> <li>PDF – Hi-Resolution images embedded. Always save with “Preserve Illustrator Editing Capabilities” on.</li> <li>EPS – Saved with “embed fonts for other applications” feature turned on.</li> <li>AI – PDF compatible file. Saved with “compression option” on.</li> </ul>			
Colour Matching	<ul style="list-style-type: none"> <li>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.</li> <li>We print in CMYK only.</li> <li>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.</li> </ul>			

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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

<b>32" Flat Screen Per Day</b> 	<b>42" Flat Screen &amp; Floor Stand</b> 	<b>60" Flat Screen &amp; Floor Stand</b> 
<b>80" Flat Screen &amp; Floor Stand</b> 	<b>Laptop Computer</b> 	<b>Laser Printer</b> 

### Audio Visual Guidelines

- o Items may not be exactly as they appear
- o The client must be available to sign for equipment on delivery.
- o Weekly rate equals four times the daily rate.
- o Equipment used in any portion of a day constitutes a full day's rental.
- o All TV's come with standard length VGA & HDMI cables-For additional components please call for pricing\*
- o 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)
- o 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.
- o 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.
- o Showtime is not responsible for the loss of internet connection due to loss of signal from the internet provider.
- o Showtime is not responsible for the loss of data that may occur due to equipment failure or client negligence.

### Order Form

Item #	Name	Advance Price	Regular Price	Quantity	Number of Days	Total
AV20	32" Flat Screen - Power not included	\$165.50	\$215.00			
AV40	42" Flat Screen- Power not included	\$331.00	\$430.00			
AV50	60" Flat Screen - Power not included	\$496.00	\$645.00			
AV60	80" Flat Screen - Power not included	\$1102.50	\$1433.50			
AV45	Smart TV Add On - Power not included	\$37.00	\$42.00			
AV80	Laptop Computer - Power not included	\$138.00	\$157.50			
AV130	Color Laser Printer & 100 pages	\$220.50	\$220.50			
AV120	Black and white Laser printer & 100 pages	\$138.00	\$138.00			

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Subtotal	
GST 5%	
PST 7%	
Grand Total	

**Cancellation policy: Full refund before May 10, 2019, after May 10, 2019 50% refund of the original price. After Delivery no refund of any rental or labour charges**



# 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	10'x10' <input type="checkbox"/>	10'x20' <input type="checkbox"/>	20'x20' <input type="checkbox"/>	\$0.33 per SQUARE FOOT	1	
Daily Booth Cleaning	10'x10' <input type="checkbox"/>	10'x20' <input type="checkbox"/>	20'x20' <input type="checkbox"/>	\$0.28 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
<b>Install Labour</b>				
Install Labour		\$75.00 Per Hour		
Install Labour Overtime		\$112.50 Per Hour		
Install Labour Supervisor		\$100.00 Per Hour		
Install Labour Supervisor Overtime		\$150.00 Per Hour		
<b>Dismantle Labour</b>				
Dismantle Labour		\$75.00 Per Hour		
Dismantle Labour Overtime		\$112.50 Per Hour		
Dismantle Labour Supervisor		\$100.00 Per Hour		
Dismantle Labour Supervisor Overtime		\$150.00 Per Hour		

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	
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	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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>	<b>Phone Number:</b>	

**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	\$110.50 Flat rate	\$132.50 Flat rate		
Between 101 lbs - 500 lbs	\$88.50 per 100 lbs	\$97.00 per 100 lbs		
Between 501 lbs - 1000 lbs	\$77.00 per 100 lbs	\$85.00 per 100 lbs		
1001 lbs and above	\$66.00 per 100 lbs	\$73.00 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% charge of TOTAL	25% charge of TOTAL		

**INBOUND SHIPPING INFORMATION (Please fill in all details)**

<b>CARRIER:</b>				
<b>Tracking Number:</b>				
<b>Shipment Dimensions:</b>				
<b>Type of shipment &amp; quantity of each type:</b>	BOXES #	SKID/CRATE # (Size 4'x4'x4')	CASE #	BAG #
<b>DATE SHIPPED :</b>		ARRIVAL DATE:		
<b>ADDRESS OF ORIGIN:</b>				

<b>SUBTOTAL</b>	
<b>Surcharges:</b>	
<b>GST 5%:</b>	
<b>TOTAL AMOUNT DUE:</b>	
<p><b>**Cancellation Policy **</b>                  - Full refund for cancellations of services before shipments to the advanced warehouse is sent/received.                  - No refunds once items are received at the advanced warehouse.</p>	

**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 May 10, 2019 & May 23, 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  
CHES BC Conference C/O Showtime Event & Display  
Tel: 1-800-721-0029 Option 3  
[www.showtimedisplay.com](http://www.showtimedisplay.com)

Carrier:

Number of Pieces:

\_\_\_\_\_ of \_\_\_\_\_

**Each piece shipped to Showtime must have label filled out and attached!**  
**Storage Forms to be sent in advance of shipment.**  
**Shipments to be received between May 10, 2019 & May 23, 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**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>	<b>Phone Number:</b>	

**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	\$55.00 Flat rate	\$66.00 Flat rate		
Between 101 lbs - 500 lbs	\$44.00 per 100 lbs	\$48.50 per 100 lbs		
Between 501 lbs - 1000 lbs	\$38.50 per 100 lbs	\$42.50 per 100 lbs		
1001 lbs and above	\$33.00 per 100 lbs	\$36.50 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)**

<b>CARRIER:</b>				
<b>Account Number:</b>				
<b>Shipment Dimensions:</b>				
<b>Type of shipment &amp; quantity of each type:</b>	<b>BOXES #</b>	<b>SKID/CRATE #</b> (Size 4'x 4'x 4')	<b>CASE #</b>	<b>BAG #</b>
<b>DATE SHIPPED :</b>		<b>ARRIVAL DATE:</b>		
<b>Destination Address:</b>				

<b>SUBTOTAL</b>	
<b>Surcharges:</b>	
<b>GST 5%:</b>	
<b>TOTAL AMOUNT DUE:</b>	

**\*\*Cancellation Policy \*\***

- Full refund for cancellations 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 recived prior to the stat 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.