

Extra Products & Services - Exhibitor Order Package

HR CONFERENCE & TRADESHOW 2018
MAY 1 & 2, 2018
VANCOUVER CONVENTION CENTRE - WEST

DEAR EXHIBITOR:

Showtime Event & Display is pleased to learn that your company will be participating at the **HR CONFERENCE & TRADESHOW 2018** on **MAY 1 & 2, 2018** at the **VANCOUVER CONVENTION CENTRE - WEST**. We would like to assist in making your participation successful.

As the official contractor for the show, we have enclosed various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all the appropriate forms and return them at your earliest convenience.

VANCOUVER CONVENTION CENTRE - WEST does NOT accept any advance shipments. Please send all shipments to Showtime's Advanced Warehouse. Showtime will begin accepting shipments on **TUESDAY APRIL 17TH, 2018**, between the hours of 8:30am-5:00 pm, Monday to Friday. Materials Handling must arrive by **FRIDAY APRIL 27TH, 2018** at 5:00 pm to **6075 IRMIN STREET, BURNABY, BC, CANADA, V5J 5C5**. All Materials Handling received will be subject to Materials Handling Charges.

Please note: The deadline order date to qualify for pre-show prices is **TUESDAY APRIL 17TH, 2018**. All orders processed after the **TUESDAY APRIL 17TH, 2018** will be processed at onsite pricing.

**** All electrical services are provided by the VCC's in-house electrical provider****

Critical Information:

Event times:

| | | Date | Start Time | End Time |
|--------------------|-----------|------------|------------|----------|
| Exhibitor Move In | Monday | 04/30/2018 | 2:00pm | 6:00pm |
| Exhibitor Move In | Tuesday | 05/01/2018 | 6:00am | 8:30am |
| Event Times | Tuesday | 05/01/2018 | 9:30am | 6:00pm |
| Event Times | Wednesday | 05/02/2018 | 8:30am | 11:00am |
| Exhibitor Move Out | Wednesday | 05/02/2018 | 11:00am | 8:00pm |

Booth Inclusions (Provided by show management):

Booth package options (Please confirm your option on page 4)

| Booth package A | Booth Package B |
|--|---|
| 8 foot high black wall black drape & 3 foot high side wall black drape | 8 foot high black wall black drape & 3 foot high side wall black drape |
| 1 x 6'L x 2'W x 30" High table with silver skirt 2 x White folding chairs | 1 x 30" dia x 40" High cocktail round with black spandex 2 x Tall black birch stools |

We realize exhibiting in a convention can be complicated. If you need assistance or require additional information not covered in our **Exhibitor Order Package**, please do not hesitate to contact us at any of the following:

By email: **infodesk@showtimedisplay.com**
By telephone: **1-800-721-0029** ext: 2240 Toll Free
By fax: **1-877-468-3313** Toll Free

Visit our website at www.showtimedisplay.com

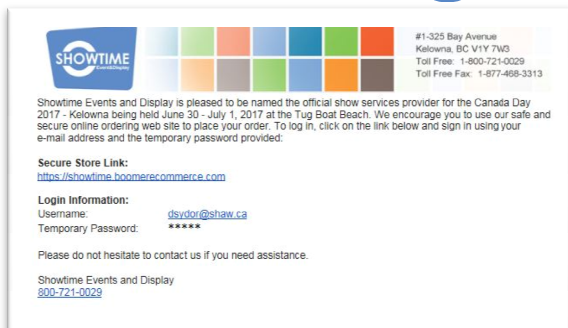
We look forward to serving you!

Trade Shows That Work ✓



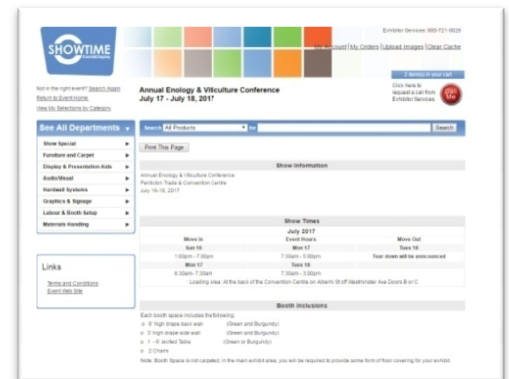
Showtime Exhibitor Services:
infodesk@showtimedisplay.com
1-800-721-0029 ext: 2240 Toll Free

How To Use Our Online Ordering Service



- You will be sent a login to our online ordering service through the email you have provided.
- If you have not provided an email or you have not received a login, Please email our exhibitor services team at Infodesk@showtimedisplay.com
- In order to access our online ordering service, you will need to click the link provided in the email. From there you will be taken to our online site, Boomer

- You will be asked to enter your email and the password that has been provided
- You will be then prompted to change the password for your account to something more secure that you will remember.
- Once you have logged into the site, click the show that you will be attending
- Then you will be able to see the basic information for the show, such as what is included in your booth.
- On the left-hand side of the page, there will be a list of available Departments for your show. Click on these to browse through the items available to order.
- Once you are ready to check out, click “view my cart” in the top right-hand corner and follow the check out prompts



If you have any questions please feel free to contact our customer service team.
 By phone toll-free at 1-800-721-0029
 Or by email at infodesk@showtimedisplay.com

Trade Shows That Work ✓

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|---------|--|--------------------------|
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HR CONFERENCE & TRADESHOW 2018
MAY 1 & 2, 2018
VANCOUVER CONVENTION CENTRE WEST



Booth Package Confirmation Form



PACKAGE A

to include:

- 8' high BLACK backwall drapery
- 3' high BLACK sidewall drapery
- 1 x 6'L x 2'W x 30"H table with
- SILVER skirt.
- 2 x White folding chairs

PACKAGE B

to include:

- 8' high BLACK backwall drapery
- 3' high BLACK sidewall drapery
- 1 x 30"dia x 40" High cocktail round table with black spandex skirt.
- 2 x Tall black birch stools



***PLEASE CONFIRM YOUR BOOTH PACKAGE WITH SHOWTIME NO LATER THAN
 APRIL 13th, 2018***

Please select your option, fill in the below and send to infodesk@showtimedisplay.com .

| | | | | |
|------------------|-----------------|--------------|---------------|--|
| Name of Company: | | Contact: | Email: | |
| Address: | | | Telephone No: | |
| City: | Province/State: | Postal Code: | Booth #: | |

Trade Shows That Work ✓

Exhibitor Services: PH 1-800-721-0029 Email: infodesk@showtimedisplay.com

Credit Card Authorization Form

Please Note: All Orders Must be accompanied by the 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: | | Contact: | Email |
| Address: | | | Telephone No: |
| City : | Province /State: | Postal Code: | |

Credit Card

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------------------------|---|-----------------------------------|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Card Type: | Visa <input type="checkbox"/> | Master Card <input type="checkbox"/> | American Express <input type="checkbox"/> | Discover <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Card Number#: | <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| Expiration Date | <table border="1"> <tr> <td></td><td></td><td></td><td></td> </tr> </table> | | | | | Personal : <input type="checkbox"/> | Business: <input type="checkbox"/> | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| Card Holder: | | Signature: | | | | | | | | | | | | | | | | | | | | | | |
| <small>*Please note by signing you are agreeing to Showtime Event and displays Limits and liability</small> | | | | | | | | | | | | | | | | | | | | | | | | |

Third Party Authorization

The following services will be an invoice and paid by the Contractor or the exhibiting firm of our choosing. All services must be paid for by the contractor prior to the show opening

| | | | | | |
|--|---|--|---|--|--|
| All Services <input type="checkbox"/> | Carpet & Drape <input type="checkbox"/> | Furniture & Accessories <input type="checkbox"/> | Electrical <input type="checkbox"/> | Audio/ Visual <input type="checkbox"/> | Labour & Janitorial <input type="checkbox"/> |
| Hardwall (design and build) <input type="checkbox"/> | Graphics <input type="checkbox"/> | Pre-Show Materials Handling <input type="checkbox"/> | Post Show Materials Handling <input type="checkbox"/> | Onsite Orders <input type="checkbox"/> | |
| Card Type: | Visa <input type="checkbox"/> | Master Card <input type="checkbox"/> | American Express <input type="checkbox"/> | Discover <input type="checkbox"/> | |

| | | | | | |
|-------------------------|------------------------|--------------------|----------------|----------------------|--|
| Third Party Name | | | Contact | | |
| Address | | | | Telephone No: | |
| City | Province/ State | Postal Code | Email | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Card Number# | <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expiry Date: | <table border="1"> <tr> <td></td><td></td><td></td><td></td> </tr> </table> | | | | | Personal <input type="checkbox"/> | Business: <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|---|------------------|
| Card Name | Signature |
| <small>*Please note by signing you are agreeing to Showtime Event and displays Limits and liability</small> | |

Carpet & Drape Order Form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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: |
| | | |



Carpet

Please indicate your Carpet Size and Color Preference in the form Below

| Size | QTY | Advanced Price | Regular Price | Total | Color | Sample | Color | Sample |
|---------|-----|----------------|---------------|-------|-----------------------------------|--|--------------------------------------|---|
| 10'x10' | | \$132.00 | \$170.50 | | Black <input type="checkbox"/> |  | Red <input type="checkbox"/> |  |
| 10'x20' | | \$264.00 | \$346.50 | | Gray <input type="checkbox"/> |  | Burgundy <input type="checkbox"/> |  |
| 20'x20' | | \$528.00 | \$687.50 | | Blue <input type="checkbox"/> |  | Sea Foam <input type="checkbox"/> |  |

Pipe And Drape - Please indicate the pipe and drape configuration that you would like Below

Uprights and Crossbars

| Size | QTY | Advanced Price | Regular Price | Total | Color Options |
|------------------|-----|----------------|---------------|-------|---|
| 8' Upright | | \$5.50 | \$9.82 | | <input type="checkbox"/>  Royal Blue <input type="checkbox"/>  White <input type="checkbox"/>  Red <input type="checkbox"/>  Gold |
| 3' Upright | | \$5.50 | \$9.82 | | <input type="checkbox"/>  Black <input type="checkbox"/>  Silver <input type="checkbox"/>  Hunter Green |
| 3'-5' Crossbar | | \$5.50 | \$9.82 | | |
| 6'- 10' Crossbar | | \$5.50 | \$9.82 | | <input type="checkbox"/>  Berry |

Drape

Please note each wall of your booth is 4 panels, Prices are per panel)

| Size | QTY | Advanced Price | Regular Price | Total |
|---------------------|-----|----------------|---------------|-------|
| 3' High Drape Panel | | \$3.30 | \$6.05 | |
| 8' High Drape Panel | | \$4.95 | \$6.05 | |



Notes :

| | | |
|-------------------------|--|---|
| Subtotal | | Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges. |
| GST 5% | | |
| PST 7% | | |
| Total Amount Due | | |

Furniture Order Form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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: | |

|  Tables | | | | |  Cocktail Rounds | | | | |
|--|-----|----------------|---------------|-------|--|-----|----------------|------------------------|-------|
| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
| 4' Table | | \$55.00 | \$71.50 | | 30" Tall Rounds | | \$71.50 | \$85.80 | |
| 6' Table | | \$60.50 | \$79.20 | | 40" Tall Round | | \$77.00 | \$90.20 | |
| 8' Table | | \$66.00 | \$85.80 | | Table Skirt Colors (Please Check One) | | | Cocktail Round Spandex | |
| 4' Table Raised | | \$66.00 | \$85.80 | | <input type="checkbox"/> Royal Blue <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> White | | | | |
| 6' Table Raised | | \$71.50 | \$92.95 | | <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green <input type="checkbox"/> Black | | | | |
| 8' Table Raised | | \$77.00 | \$101.20 | | | | | | |

| Chairs | | | | | | | | | |
|--|-----|----------------|---------------|-------|--|-----|----------------|---------------|-------|
| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|  White Folding Chair | | \$16.50 | \$19.80 | |  Stool with Back Rest | | \$38.50 | \$41.80 | |
|  Cushioned Arm Chair | | \$33.00 | \$36.30 | |  White Leather Chair | | \$49.50 | \$52.80 | |
|  Steno Chair | | \$38.50 | \$41.80 | |  Black Leather Chair | | \$49.50 | \$52.80 | |

| | | |
|-------------------------|--|--|
| Subtotal | | Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges. |
| GST 5% | | |
| PST 7% | | |
| Total Amount Due | | |

HR CONFERENCE & TRADESHOW 2018
MAY 1 & 2, 2018
VANCOUVER CONVENTION CENTRE - WEST
ADVANCE ORDERING DEADLINE: TUESDAY APRIL 17TH, 2018

Specialty Furniture Order Form





Please Note: All Orders Must be accompanied by the Payment and Calculations 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: | Contact: | Email |
| Address: | | Telephone No: |

Soft Seating

| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|--|-----|----------------|---------------|-------|---|-----|----------------|---------------|-------|
|  Contemporary Ivory Leather Chair | | \$165.00 | \$214.50 | |  Barcelona Black Single Seat | | \$110.00 | \$143.00 | |
|  Contemporary Ivory Leather Loveseat | | \$275.00 | \$357.50 | |  Barcelona Black Loveseat | | \$220.00 | \$286.00 | |
|  Contemporary Ivory Leather Sofa | | \$412.50 | \$536.25 | |  Barcelona Black 3 seat sofa | | \$330.00 | \$429.00 | |
|  Contemporary Ivory Leather Ottoman | | \$110.00 | \$143.00 | |  Barcelona Black Ottoman | | \$82.50 | \$115.50 | |
| Contemporary Black Leather Chair | | \$165.00 | \$214.50 | | | | | | |
| Contemporary Black Leather Loveseat | | \$275.00 | \$357.50 | | | | | | |
| Contemporary Black Leather Sofa | | \$412.50 | \$536.25 | | | | | | |
| Contemporary Black Leather Ottoman | | \$110.00 | \$143.00 | | | | | | |

Tables

| Name | QTY | Advanced Price | Onsite Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|--|-----|----------------|--------------|-------|---|-----|----------------|---------------|-------|
|  Chrome & White Bar Table | | \$247.50 | \$321.75 | |  Chrome & White Coffee Table | | \$99.00 | \$132.00 | |
|  Chrome & White Cruiser Table | | 82.50 | \$107.25 | |  Chrome & White End Table | | 55.00 | \$82.50 | |

| | |
|--|--|
| GST 5% | |
| PST 7% | |
| Total Amount Due | |
| Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges. | |

Accessories and Presentation Aids Order Form







Please Note: All Orders Must be accompanied by the Payment and Calculations 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: |





Accessories

| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|---|-----|----------------|---------------|-------|---|-----|----------------|---------------|-------|
|  Stanchion with Rope | | \$22.00 | \$28.60 | |  Stanchion with 7" Strap | | \$22.00 | \$28.60 | |
|  Chrome Literature Stand | | \$52.50 | \$68.25 | |  Small Clear Draw Barrel | | \$22.00 | \$28.60 | |
|  Waste Basket | | \$11.50 | \$14.35 | |  Large Draw Barrel | | \$33.00 | \$42.90 | |

Presentation And Display Aids

| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|--|-----|----------------|---------------|-------|--|-----|----------------|---------------|-------|
|  Pop Up Display Unit | | \$412.50 | \$495.00 | |  Easel | | \$33.00 | \$42.90 | |
|  Vertical Display Board | | \$82.50 | \$107.25 | |  Flip Chart | | \$66.00 | \$85.80 | |
|  Horizontal Display Board | | \$82.50 | \$107.25 | |  Chrome Sign Holder | | \$33.00 | \$42.90 | |

Slot Board

| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|--|-----|----------------|---------------|-------|--|-----|----------------|---------------|-------|
|  8'x4' Slot Wall Horizontal | | 77.00 | \$107.25 | |  Slot Board Pegs | | \$0.17 | \$0.28 | |
| 4'x4' Slot Wall Horizontal | | \$38.50 | \$50.05 | |  4' Slot Wall Shelf | | \$5.50 | \$7.15 | |
|  8' Slotboard Shelf | | \$11.00 | \$14.30 | | | | | | |

| | |
|-------------------------|--|
| Subtotal | |
| GST 5% | |
| PST 7% | |
| Total Amount Due | |

Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges.

Audio Visual Handling Order Form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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: |

Audio Visual Guide Lines

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

Monitors and Laptops

| Name | QTY | Advanced Price | Regular Price | # of Days | Total |
|---|-----|----------------|---------------|-----------|-------|
| 22" Flat Screen with speakers & DVD player Per Day | | \$82.50 | \$110.00 | | |
| 32" Flat Screen with Speakers Per Day | | \$165.00 | \$214.50 | | |
| 42" Flat Screen with Speakers & Floor Stand Per Day | | \$330.00 | \$429.00 | | |
| 60" Flat Screen with Speakers & Floor Stand Per Day | | \$495.00 | \$643.50 | | |
| 80" Flat Screen With Speakers & Floor Stand Per Day | | \$1100.00 | \$1430.00 | | |
| Laptop Computer Per Day | | \$135.50 | \$144.65 | | |

Printers

| Name | QTY | Advanced Price | Regular Price | # of Days | Total |
|------------------------------------|-----|----------------|---------------|-----------|-------|
| Laser Printer (Monochrome) Per Day | | \$137.50 | \$137.50 | | |
| Laser Printer (Colour) Per Day | | \$220.00 | \$220.00 | | |

| | |
|---|--|
| Subtotal | |
| GST 5% | |
| PST 7% | |
| Total Amount Due | |
| Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labour charges. | |

Labour and Janitorial Order Form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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 | | | 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. **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 |
|--------------------------------------|-------------------------|-------------------|-----------|-------|
| Install Labour | | | | |
| Install Labour | | \$66.00 Per Hour | | |
| Install Labour Overtime | | \$99.00 per Hour | | |
| Install Labour Supervisor | | \$88.00 Per Hour | | |
| Install Labour Supervisor Overtime | | \$132.00 Per Hour | | |
| Dismantle Labour | | | | |
| Dismantle Labour | | \$66.00 Per Hour | | |
| Dismantle Labour Overtime | | \$99.00 per Hour | | |
| Dismantle Labour Supervisor | | \$88.00 Per Hour | | |
| Dismantle Labour Supervisor Overtime | | \$132.00 Per Hour | | |

| | | |
|-------------------------|--|--|
| Subtotal | | Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges. |
| GST 5% | | |
| PST 7% | | |
| Total Amount Due | | |

Hard wall Order Form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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: |

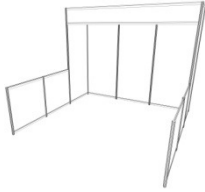

Counters

All counters are Aluminum bars with White Hard wall





| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|--|-----|----------------|---------------|-------|---|-----|----------------|---------------|-------|
|  Standard Counter | | \$165.00 | \$220.00 | |  Single Radius Counter | | \$330.00 | \$395.00 | |
|  Jewelry Case | | \$220.00 | \$286.00 | |  Display Case | | \$275.00 | \$357.50 | |

Booths

All booths are aluminum bars with white or black hard wall and your choice of carpet color. All booths come with a header done in black letters with up to 20 Characters

| Name | QTY | Advanced Price | Regular Price | Total | Name | QTY | Advanced Price | Regular Price | Total |
|--|-----|----------------|---------------|-------|---|-----|----------------|---------------|-------|
|  Model 101 Booth Size | | \$825.00 | \$1,072.50 | |  Model 201 Booth Size | | \$1,650.00 | \$2,145.00 | |

Please choose One

| | | | | | | | | |
|--------------|--------------------------------|---|-------------------------------|---|--------|-------------|-----------|--------------------------------|
| Carpet Color | Black <input type="checkbox"/> |  | Red <input type="checkbox"/> |  | Header | _____ | Hard Wall | <input type="checkbox"/> Black |
| | Gray <input type="checkbox"/> |  | Blue <input type="checkbox"/> |  | | Font: _____ | | <input type="checkbox"/> White |

| | |
|--|--|
| Subtotal | |
| GST 5% | |
| PST 7% | |
| Total Amount Due | |
| Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges. | |

Looking for a custom booth? Please Contact the Showtime Exhibitor Services Team and we would happy to assist you in designing one that suits your needs.

Graphics & Signage Order Form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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: |

Graphics

It's important to us that your graphics and images look their absolute best. We believe it is important to work with you to ensure that you are receiving the most comprehensive and efficient solutions in the trade show industry. The graphic and print production industry are constantly evolving and in order to ensure the best quality graphics and images from your digital files, and to make the transfers as seamless as possible, we are pleased to provide you with some guidelines and tips for submission of your art to Showtime. 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.

Acceptable File Formats:

| | | |
|----------------------------|--|---------------|
| Vector | This type of Artwork is resolution dependent and can be enlarged or reduced without any loss of quality. | |
| Extension | Program | Version |
| .ai | Adobe Illustrator | CC or Earlier |
| .eps | Illustrator | CC or Earlier |
| Avoiding Additional Costs: | Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) is often not suitable for high-quality output and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above | |

Proofs and Colours:

IMPORTANT: Always send 100% accurate proofs (color laser prints) with your disk. Identify all specific spot colors (PMS) within your file and the provided proofs. In the absence of color specifications, all graphics will be processed as is without color corrections.

| Item | Price | Total |
|-----------------------|--|-------|
| Set up Fee | \$35.00 | |
| Graphic Design Labour | \$85.00 per hour (min 1 hour, 1/2 hour increments afterward) | |

All Custom Printing will be quoted by request. Please email Infodesk@showtimedisplay.com to request a quote

| | | |
|------------------|--|--|
| Subtotal | | Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges. |
| GST 5% | | |
| PST 7% | | |
| Total Amount Due | | |

Pre Show Materials Handling Order Form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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: |

Rates

SHIPMENTS & RATES WILL BE CALCULATED TO THE NEXT 100 LBS. PLEASE CALCULATE CHARGES BASED ON CWT.

RATES INCLUDE:

- o Unloading crated materials at Advanced Warehouse.
- o Storing at the warehouse for up to 14 days.
- o Transfer to Show Site and Delivery to your booth.
- o Picking up and Storing Empty Containers at the end of move in. Returning empty containers during Exhibitor Move Out.
- o Reloading Shipments onto Prearranged carriers during exhibitor move out. Showtime is **not** responsible for arranging Outbound Carriers. If you need Post Show Storage or assistance arranging carrier pickup please order post show Materials handling.
- o All Shipments **MUST** leave the show floor during Exhibitor Move Out.
- o **Rates are based on a standard 4' x 4' x 4' Skid Size, Oversized pieces subject to individual pricing.**

| Total Weight | Advanced Price | Regular Price | # of Pieces | Weight | Regular Price |
|---------------------|---|------------------------|-------------|--------|---------------|
| 100 lbs and under | \$110.00 | \$132.00 | | | |
| 101 lbs. – 500 lbs. | \$88.00 | \$96.80 / 100 lbs(CWT) | | | |
| 501 lbs – 1000 lbs | \$77.00/ 100lbs (CWT) | \$84.70 / 100lbs (CWT) | | | |
| 1001 and up | \$66.00/ 100lbs (CWT) | \$72.60/ 100lbs (CWT) | | | |
| Crated Fee | 25% All uncrated materials will be subject to a 25% surcharge. | | | | |

PLEASE READ

Conditions

- All Materials Handling Orders Must Be Pre-Paid in Advance.
- Shipments that are received without a corresponding order or that are unpaid will be subject to additional fees.
- Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments. Showtime will not be responsible for any charges received. A15% chargeback will be applied for any customs fees billed to Showtime.
- If materials handling forms are not received before the shipment arrives, or if the shipment is not properly labelled there will be a 10% fee.
- Any shipment of 2 or more small pieces arriving un-skidded or uncrated will be subject to the un-crated Fee. All packages shipped with; FedEx, UPS, Purolator, and DHL will be subject to this charge due to their shipping procedures.
- Shipments must arrive between TUESDAY APRIL 17TH, 2018 – FRIDAY APRIL 27TH, 2018. Shipments that arrive earlier or later than these dates will be subject to fees.

Additional Charges will apply for shipments exceeding Standard skid size or if Forklift Service is required.

| | | | |
|---|--|-------------------------------|--|
| Subtotal | | In bound Shipping information | |
| GST 5% | | Carrier : | |
| Total Amount Due | | Tracking Number: | |
| Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labour charges. | | Shipment Dimensions | |
| | | Estimated Arrival Date | |
| | | Address of origin: | |

HR CONFERENCE & TRADESHOW 2018
MAY 1 & 2, 2018
VANCOUVER CONVENTION CENTRE - WEST
ADVANCE ORDERING DEADLINE: TUESDAY APRIL 17TH, 2018

Pre-Show Materials Handling Label

From :

Exhibiting Company

Booth #

Ship To:

ADVANCE 6075 IRMIN STREET, BURNABY, BC,
CANADA, V5J 5C5
HR CONFERENCE & TRADESHOW 2018 C/O Showtime Event
& Display
Tel: 1-236-420-5077

www.showtimedisplay.com

Carrier:

Number of Pieces:

_____ of _____

**Each piece shipped to Showtime must have label filled out and attached!
Materials Handling Forms to be sent in advance of shipment.**

Shipments to be received between TUESDAY APRIL 17TH, 2018 & FRIDAY APRIL 27TH, 2018

Post Show Materials Handling form

Please Note: All Orders Must be accompanied by the Payment and Calculations 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: |

Rates

SHIPMENTS & RATES WILL BE CALCULATED TO THE NEXT 100 LBS. PLEASE CALCULATE CHARGES BASED ON CWT.

RATES INCLUDE:

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

| Name | Advanced Price | Regular | Number of Pieces # | Total |
|---------------------|--|------------------------|--------------------|-------|
| 100 lbs and under | \$55.00 | \$66.00 | | |
| 101 lbs. – 500 lbs. | \$44.00 / 100 lbs (CWT) | \$48.40/ 100 lbs (CWT) | | |
| 501lbs – 1000lbs | \$38.50/ 100lbs (CWT) | 42.35/ 100lbs (CWT) | | |
| 1001 and up | \$33.00/ 100lbs (CWT) | \$36.30/ 100lbs (CWT) | | |
| Crated Fee | 25% All uncrated materials will be subject to a 25% surcharge | | | |

PLEASE READ

Conditions

- Please prepay all shipping charges. Showtime cannot accept or be responsible for Shipper Billed shipments. Showtime is not responsible for any charges. A 15% chargeback will be applied if customs charges are billed to Showtime.
- If materials handling forms are not received before the shipment arrives or if the shipment is not properly labelled there will be a 10% fee.
- Any shipment of 2 or more pieces arriving un-skidded or un-crated will be subject to the un-crated Fee. All packages shipped with; FedEx, UPS, Purolator, and DHL will be subject to this charge due to their shipping procedures.
- 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 shipped out 3 business days after the show may be subject to additional storage fees and may be forced to use another courier at the Exhibitor's expense. (I am a little confused by this sentence to be honest)

Additional Charges will apply for shipments exceeding Standard skid/ Forklift service

| | |
|---|--|
| Subtotal | |
| GST 5% | |
| PST 7% | |
| Total Amount Due | |
| Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labour charges. | |

| Out Bound Shipping Information | |
|--------------------------------|--|
| Carrier Name : | |
| Account number: | |
| Out Bound Address: | |
| | |

HR CONFERENCE & TRADESHOW 2018
MAY 1 & 2, 2018
VANCOUVER CONVENTION CENTRE - WEST
ADVANCE ORDERING DEADLINE: TUESDAY APRIL 17TH, 2018

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 exhibitors 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 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 Exhibitors 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.