



# HRMA Conference & Tradeshow 2016

April 26 - 27, 2016

## Vancouver Convention Centre, West Building

**Event Contractor:** SHOWTIME EVENT & DISPLAY SERVICES

Ph. 1-800-721-0029 [www.showtimedisplay.com](http://www.showtimedisplay.com)

**Event Location:** Vancouver Convention Centre, West Building (Ballroom B), 1055 Canada Pl,  
Vancouver, BC V6C 0C3

**Exhibitor Move In:** Monday, April 25<sup>th</sup> 2:00pm – 6:00pm

**Show Times:** Tuesday, April 26<sup>th</sup> 9:30am – 6:00pm  
Wednesday, April 27<sup>th</sup> 9:30am – 11:00am

**Exhibitor Move-Out:** Wednesday, April 27<sup>th</sup> 11:00am – 4:00pm

**\*All materials MUST be removed from the Venue on Wednesday during Exhibitor Move Out; anything left behind is subject to charges. If using Materials Handling Service, Showtime takes possession of the shipment at Exhibitor Move Out \***

**Shipping:** Vancouver Convention Centre, West does NOT accept any advance shipments. You may bring in your own display materials, however you may not ship to the venue in advance. **All materials will be subject to Materials Handling charges, see Materials Handling Order Form for details.** Showtime will begin accepting shipments on **April 11<sup>th</sup>**, between the hours of 8:30am-5:00pm, Monday to Friday. **Materials Handling must arrive by Thursday, April 21<sup>st</sup> at 5:00 pm to 6075 Irmin St., Burnaby BC V5J 5C5.**

**Booth Inclusions:** each 10' x 10' booth space includes the following (please complete the booth package selection form and return to Showtime by April 4<sup>th</sup>):

- 8' high drapery back walls - Black
- 3' high drapery side walls – Black
- 1 - 6'L x 30''H skirted table – Silver skirt
- 2 white folding chairs
- OR
- 1 - 40''H cocktail table – with black spandex cover
- 2 barstools with back – black wood

\*Please note that *the exhibit hall is carpeted.*\*

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

**Discount Price Deadline:**

In order to receive 2 week advance order discount rates listed on the enclosed order forms, your order must be received by 5pm on **April 11<sup>th</sup>**.

**Online Ordering:**

Showtime lists many of the most popular items for display in the following order package. For ease of ordering and privacy please consider ordering online. If your show promoter has not provided you with online access please contact [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com) for your custom and private login.

**You can now Order Online, [www.showtimedisplay.com](http://www.showtimedisplay.com)**

**Order Online! For Custom Login Information Contact [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)**

# Payment & Calculation of Orders Authorization Form

Toll Free: 1-800-721-0029  
infodesk@showtimedisplay.com



**Must Accompany forms submitted – [Payment](#) required before Exhibitor Move In.**

Exhibitor Information			
Company:	Show Name: <b>HRMA Conference &amp; Tradeshow 2016</b>	Show Dates: <b>April 26 - 27, 2016</b>	Booth #:
Contact Name (Please Print):		Address:	
City:	Province/State:	Postal Code/ZIP:	
Email Address:			
Please print clearly			
Phone (Include Area Code):		Fax (Include Area Code):	
Credit Card Authorization			
Please Check One: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		Expiry Date (MM/YY):	
Credit Card Number:			
Card Holder's Signature: <b>X</b>		Card Holder's Name (Please Print):	

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or cheque; however, we require your credit card authorization to be on file with Showtime. In order to confirm your request, this form must be completed and attached to your order. Orders are not confirmed until payment is processed.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event, unless otherwise indicated.

Calculation of Orders (Total From Each Showtime Order Form including tax)	
Furniture and Accessories Order Form	\$
Specialty Furniture Order Form	\$
Hardwall Systems Order Form	\$
Audio Visual & Computer Services Order Form	\$
Janitorial and Labour Order Form	\$
Graphics & Signage Order Form	\$
Advanced Materials Handling or Show Site Receiving Order Form	\$
<b>TOTAL PAYMENT</b> in Canadian funds	<b>\$</b>
<input type="checkbox"/> Charge my credit card in the amount of	\$
<input type="checkbox"/> Cheque mailed/couriered on __/__/__ copy attached, for the amount of ( <u>Must be received prior to Exhibitor Move In</u> )	\$

**Order Online! For Custom Login Information Contact [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)**

# Advance Materials Handling Details

Toll Free: 1-800-721-0029  
 infodesk@showtimedisplay.com



## SHIPPING CHARGES

Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

## BILLS OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Showtime and your on-site representative. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will not adjust charges later.

## CONSIGNMENT

All shipments must be consigned c/o Showtime Event & Display Services to enable us to accept them for handling. Convention Centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

## SHIPPING LABELS

Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

## CERTIFIED WEIGHT RECEIPTS

The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

## LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material. If a shipment is larger than standard skid, or requires more than standard fork lift service additional charges will apply. If your shipment is larger than standard 4' x 4' x 4' skid please indicate on following form.

## EMPTY BOXES/CARTONS

Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

## RATES

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

	2 WEEK ADVANCE	REGULAR /ARRANGE ON SITE	<b>RATES INCLUDE:</b> <ul style="list-style-type: none"> <li>Receiving crated materials at advanced warehouse.</li> <li>Storing at the warehouse for up to 14 days pre show.</li> <li>Reloading and delivering to show site for exhibitor move in.</li> <li>Unloading materials and delivery to your booth.</li> <li>Picking up, storing and returning empty containers during the show.</li> <li>Reloading shipment and return to warehouse for shipping, pick up next business day. (All materials will be shipped collect unless otherwise specified.)</li> <li>Showtime will call in pick ups and schedule outbound shipments for the next business day using the details provided on the Advanced Materials Handling Order Form</li> </ul>
Up to 100 pounds (minimum charge)	\$100.00	\$120.00	
101 lbs. – 500 lbs.	\$80.00 per 100 lbs (CWT)	\$88.00 per 100 lbs(CWT)	
501 lbs. – 1000 lbs.	\$70.00 per 100 lbs(CWT)	\$77.00 per 100 lbs(CWT)	
1001 lbs and up	\$60.00 per 100 lbs(CWT)	\$66.00 per 100 lbs(CWT)	
All uncrated materials will be subject to a 25% surcharge. Rates are based on a standard 4' x 4' x 4' Skid Size, Oversized pieces subject to individual pricing.			

Please send outgoing waybills and outgoing customs paperwork Attention: **Showtime MH Outbound** with your exhibitors or by email to [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com). Additional blank Waybills and Customs Forms will be available onsite during Exhibitor Move Out for your Exhibitors onsite to complete. Showtime will call in pickups and schedule pickups for the next business day with the details you provide on following forms. Please complete the forms in full to assist us in arranging details and confirming shipping details with your Exhibitor on site. Exhibitor Letters will be circulated onsite to help your onsite contact prepare shipment for the end of show. Additional packing tape, shrink wrap, waybills and labels will also be available for you onsite team.

Order Online! For Custom Login Information Contact [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

# Advance Materials Handling Order Form

Toll Free: 1-800-721-0029  
 infodesk@showtimedisplay.com



EXHIBITOR INFORMATION			
Company:	Show Name: <b>HRMA Conference &amp; Tradeshow 2016</b>	Show Dates: <b>April 26 - 27, 2016</b>	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

RATES		2 WEEK ADVANCE	ORDER /ARRANGE ON SITE	<b>RATES INCLUDE:</b> o Unloading crated materials. o Storing at the warehouse for up to 14 days. o Reloading onto trucks and delivery to the exhibit site. o Unloading materials and delivery to your booth. o Picking up, storing and returning empty containers. o Reloading equipment and return to your specified destination. (All materials will be shipped collect unless otherwise specified.) o Showtime will call in pickups and schedule outbound shipments for the next business day, using the details provided on this form.
Up to first 100 pounds (minimum charge)	\$100.00	\$120.00		
101 lbs. – 500 lbs.	\$80.00 / 100 lbs (CWT)	\$88.00 / 100 lbs (CWT)		
501 lbs. – 1000 lbs.	\$70.00 / 100 lbs (CWT)	\$77.00 / 100 lbs (CWT)		
1001 lbs and up	\$60.00 / 100 lbs (CWT)	\$66.00 / 100 lbs (CWT)		
All charged based on actual weight and rounded to the next 100 lbs.				
Additional Charges will apply on shipments exceeding standard skid/fork lift service				
All uncrated materials will be subject to a 25% surcharge.				

CALCULATION				
SHIPMENT WEIGHT (LBS.) CWT	<div style="border: 1px solid black; width: 60px; height: 25px; display: inline-block;"></div>	<b>SEE RATES IN TABLE ABOVE</b>	=	<div style="border: 1px solid black; width: 60px; height: 25px; display: inline-block; text-align: center;">\$</div>
<input type="checkbox"/> <b>UNCRATED – (CHECK IF APPLICABLE)</b> uncrated shipments are subject to a 25% surcharge + 25% =				<div style="border: 1px solid black; width: 60px; height: 25px; display: inline-block; text-align: center;">\$</div>

INBOUND SHIPPING INFO		
Showtime cannot accept shipments later than three (3) business days prior to show date without prior arrangements.		
Name of <b>INBOUND</b> Shipping Company:	Estimated size of piece(s) if larger than 4' x 4' x 4'	INBOUND Estimated # of Pieces:

RETURN SHIPPING DETAILS *REQUIRED*		If no outbound Materials Handling please specify.
Name of <b>RETURN</b> Shipping Company **	RETURN Shipping Address & Phone Number: Please print clearly	
Level of service requested: ** <small>Note some carries require ground service waybills be electronically prepared by account holder.</small>		
Carrier Phone Number: **		
Account Number: ** must be included <small>15% chargeback will apply is carrier disputes Account Number provided.</small>	Please note, pick up address is from Showtime Warehouse <b>not</b> the venue, on next business day after show closing unless otherwise arranged with Showtime.	
Special notes or details about return shipping:		

For questions or information on handling international shipments, call us at (250) 868-2465.

All paperwork for International Shipments must be completed BY EXHIBITOR.

Showtime is not responsible for any customs documentation or charges, 15% chargeback will be applied if customs charges are charged to Showtime.

Blank Waybills and Customs forms will be available onsite during exhibitor move out. Waybills are to be handed into Showtime Exhibitor Services onsite when handing in shipment at the end of the show.

<b>SHIPPING TOTAL</b>	\$
<b>GST 5%</b>	\$
<b>TOTAL AMOUNT</b>	\$

**Order Online! For Custom Login Information Contact [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)**

**Advanced Materials  
Handling  
Shipping Label**

Toll Free: 1-800-721-0029  
Infodesk@showtimedisplay.com



**SHIP FROM:**

**EXHIBITING COMPANY:**

**SHIP TO:**



**c/o Showtime Event & Display**

6075 Irmin St., Burnaby BC V5J 5C5

Tel: (800) 721-0029

[www.showtimedisplay.com](http://www.showtimedisplay.com)

**SHOW NAME:**  
HRMA Conference & Tradeshow 2016

**BOOTH#:**

Carrier : \_\_\_\_\_

Number \_\_\_ of \_\_\_ Pieces

**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 April 11<sup>th</sup> and April 21<sup>st</sup>, 2016.**

Order Online! For Custom Login Information Contact [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

# Show Site Receiving & Handling Order Form

Toll Free: 1-800-721-0029  
 infodesk@showtimedisplay.com



Must be Received at the Vancouver Convention Centre, West on April 25<sup>th</sup> between 2:00pm – 6:00pm

**Only to be used if not using Advanced Materials Handling**

## EXHIBITOR INFORMATION

Company:	Show Name: <b>HRMA Conference &amp; Tradeshow 2016</b>	Show Dates: <b>April 26 - 27, 2016</b>	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

### SHIPPING CHARGES

Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

### BILLS OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

### CONSIGNMENT

All shipments must be consigned c/o Showtime Convention and Display Services to enable us to accept them for handling. Convention centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

### SHIPPING LABELS

Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

### CERTIFIED WEIGHT RECEIPTS

The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

### LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires a forklift or specialized rigging equipment, please notify us promptly so that we can make arrangements. Please contact us prior to completing this form if you require those services.

### EMPTY BOXES/CARTONS

Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

## RATES

### 2 WEEK ADVANCE

### ORDER /ARRANGE ON SITE

Up to first 100 pounds (minimum charge)	\$90.00	\$108.00	<b>RATES INCLUDE:</b> <input type="checkbox"/> Receiving crated materials from transport vehicle during Exhibitor Move In. <input type="checkbox"/> Delivery from loading bay to your booth. <input type="checkbox"/> Picking up, storing and returning empty containers. <input type="checkbox"/> Reloading repacked materials onto transport vehicle during Exhibitor Move Out.
101 lbs. – 500 lbs.	\$72.00 / 100 lbs (CWT)	\$79.20 / 100 lbs (CWT)	
501 lbs. – 1000 lbs.	\$63.00 / 100 lbs (CWT)	\$69.30 / 100 lbs (CWT)	
1001 lbs and up	\$54.00 / 100 lbs (CWT)	\$59.40 / 100 lbs (CWT)	
All charged based on actual weight and rounded to the next 100 lbs.			
Additional Charges will apply on shipments exceeding standard skid/fork lift service			
All uncrated materials will be subject to a 25% surcharge.			

## CALCULATION

SHIPMENT WEIGHT (LBS.) CWT	<input type="text"/>	SEE RATES ON TABLE ABOVE	=	\$ <input type="text"/>
<input type="checkbox"/> UNCRATED – (CHECK IF APPLICABLE) uncrated shipments are subject to a 25% surcharge + 25% =				\$ <input type="text"/>

## SHIPPING INFO

Name of INBOUND Shipping Company:	Estimated Arrival Time:	INBOUND Estimated # of Pieces:
Name of OUTBOUND Shipping Company:	Estimated Arrival Time:	OUTBOUND Estimated # of Pieces:
If Other, please specify:	CONTACT PERSON TEL:	

**\*\* All paperwork for including International Shipments Customs Invoices must be completed BY EXHIBITOR. Showtime is not responsible for any customs documentation or charges.**

### PLEASE NOTE:

If you require Forklift Services, please contact our office prior to completing this order form.

Pick Ups for shipments shipped to show site will must have scheduled pick from show site during Exhibitor Move Out, Any shipment left after Exhibitor Move out, will be taken to Showtime Warehouse and shipped next business day.

SHIPPING TOTAL	\$
GST 5%	\$
TOTAL AMOUNT	\$

Order Online! For Custom Login Information Contact [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

Only to be used if not using Advanced Materials Handling.

# Show Site Receiving Shipping Label

Toll Free: 1-800-721-0029  
infodesk@showtimedisplay.com



Event & Display

# To be Delivered

April 25<sup>th</sup>  
2:00pm – 6:00pm

**SHIP FROM:**

**EXHIBITING COMPANY:**

**SHIP TO:**



**C/O Showtime Event & Display**  
Vancouver Convention Centre  
West Building  
1055 Canada Pl.  
Vancouver, BC V6C 0C3  
Tel: (800) 721-0029  
[www.showtimedisplay.com](http://www.showtimedisplay.com)

**SHOW NAME:**  
HRMA Conference & Tradeshow 2016

**BOOTH#:**

Carrier :

Number of Pieces

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