

Venue Address

REAL District
1700 Elphinstone St
Regina, SK
S4P 2Z6

Canadian Western Agribition c/o Showtime
1660 Pasqua Street
Regina, SK
S4T 4L9

*** See shipping label in the Exhibitor Package
Please call before shipping**

Official General Services Contractor

Showtime Event & Display Services
1660 Pasqua Stret
Regina, SK
S4T 4L9

1-306-352-0099
www.showtimedisplay.com
ashton@sw-online.com

Show Information

Booth Package Includes	10'x10' Draped Booth
Back Wall Drape	8' High, Color may vary
Side Wall Drape	3' High, Color may vary
Seating	Exhibitor may rent. See Page 7
Table	Exhibitor may rent. See Page 7
Carpet	Exhibitor may rent. See Page 6
Power	Exhibitor may rent. See Page 6

Order Deadlines & Important Dates

Advance Pricing Deadline for Showtime Orders	November 11, 2022
Advance Shipments May Begin Arriving at the Warehouse	October 31, 2022
Last Day for Advance Shipments to Arrive	November 25, 2022
Last Day to Order	November 18, 2022

Show Schedule

Move In	Friday, November 25	08:00 - 20:00
	Saturday, November 26	08:00 - 20:00
	Sunday, November 27	08:00 - 20:00
Show Hours	Monday, November 28 - Saturday, December 3	10:00 - 18:00
Move Out	Saturday, December 3	18:00 - 24:00
	Sunday, December 4	08:00 - 13:00

The Show Floor must be cleared by 1:00 PM on December 4, 2022

Showtime On Site Service Desk

<p>*On Site Furnishings and Accessories are Limited. For the Best Prices and Most Options, Order Prior to November 18!</p>	Operating Hours	Thursday November 24, 08:00 - 20:00
		Friday November 25, 08:00 - 20:00
		Saturday November 26, 08:00 - 20:00
		Sunday November 27, 08:00 - 18:00
		Monday November 28, 08:00 - 22:00

Showtime will operate a Service Desk to assist with any questions or last minute needs you may have during Move In, Show Hours, and Move Out.

How To Save Time & Use Our Online Store!



Step 1: To gain login access please email our Exhibitor Services team at Infodesk@showtimedisplay.com. In some cases you may have already received your login email from Show Management or a previous order.

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

password for your account to one of your choosing.

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

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

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



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

Email: infodesk@showtimedisplay.com

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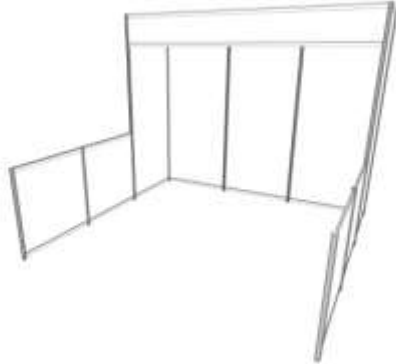
Show Special Order Form

Advance Pricing Deadline: November 11, 2022

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

Name of company	Booth #	Contact
Email	Telephone #	

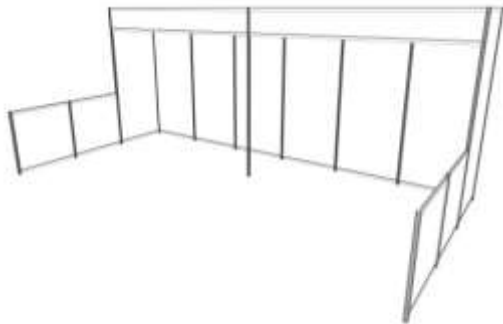
10' X 10'



Package includes:

- 1- Hard Wall Display with White or Black Fill
- 1- Header with Company Name
- 1- 10' x 10' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

10' X 20'



Package includes:

- 1- Hard Wall Display with White or Black Fill
- 2- Header with Company Name
- 1- 10' x 20' Standard Carpet
- Installation and Dismantle of Exhibit
- Materials Handling of Exhibit

Item #	Name	Advance	Regular
F510	10'x10' Model	\$1025.00	\$1225.00
F511	10'x20 Model	\$1,550.00	\$1960.00



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	GST 5%	
	PST 6%	
	Grand Total	

Cancellation policy: Full refund before November 21, 2022, after the November 21, 2022 50% refund of the original price. After Delivery no refund of any rental or labour charges

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

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

10'x10' Carpet



Underlay By Sq.ft



10'x20' Carpet



Plastic Topper



Carpet Colors – Please Choose One

Black



Red



Pepper



Blue



Green



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

Black



Red



Berry



Blue



White



Plum



Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F390	10'x10' Carpet	\$172.00	\$225.00		
F400	10'x20' Carpet	\$345.00	\$395.00		
	Bulk Carpet – over Sq.ft	\$1.85	\$2.60		
F420	Underlay– Per Sq.ft	\$1.15	\$1.75		
F422	Plastic Topper – Per Sq.ft	\$.50	\$.75		
F440	Drape 8' – Per Lin.ft	\$8.50	\$11.50		
F450	Drape 3' – Per Lin.ft	\$7.25	\$10.50		

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Subtotal

GST 5%

PST 6%

Grand Total

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Tables & Chairs Order Form

Advance Pricing Deadline: November 11, 2022

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

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

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



30" Tall Round

40" Tall Round

Chrome & White Square Cruiser Table

Chrome & White Bar Table

Chrome & White End Table

Chrome & White Coffee Table



Cushioned Side Chair

Spandex Cover

Counter Stool

Steno, Tall or Short

Low Back Chrome Stool Black 24" or 30"

Low Back Chrome Stool White 24" or 30"



Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F101	Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$90.00	\$119.00		
F102	Raised Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$98.50	\$143.00		
	<input type="checkbox"/> Royal Blue <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green	Please pick one			
	Unskirted Tables 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$63.50	\$85.00		
	Unskirted Tables Rasied 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$87.00	\$110.00		
F104	30" Tall Round	\$79.75	\$111.75		
F105	40" Tall Round	\$95.50	\$134.25		
	Spandex Cover – Black <input type="checkbox"/> or White <input type="checkbox"/>	\$40.00	\$56.00		
F330	Chrome & White Cruiser Table	\$86.50	\$113.00		
F331	Chrome & White Bar Table	\$260.50	\$338.50		
F332	Chrome & White Coffee Table	\$104.00	\$139.00		
F333	Chrome & White End Table	\$58.00	\$86.50		
F334	Cushioned Side Chair	\$44.00	\$65.00		
F109	Counter Stool	\$95.75	134.50		
F110	Steno Chair Short <input type="checkbox"/> , or Tall <input type="checkbox"/>	\$68.50	\$86.00		
F112	Low Back Chrome Stools Black- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$95.75	\$134.50		
F113	Low Back Chrome Stools White- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$95.75	\$134.50		

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	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

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

Tribeca Black Single Seat



Tribeca Black Loveseat



Tribeca Black 3 Seat Sofa



Order Form

Item #	Product	Advance Price	Quantity	Total
	Tribeca Black Single Seat	\$174.00		
	Tribeca Black Loveseat	\$289.50		
	Tribeca Black 3 Seat Sofa	\$350.00		

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Subtotal

GST 5%

PST 6%

Grand Total

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Accessories Order Form

Advance Pricing Deadline: November 11, 2022

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

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

Stanchion with 7' Strap



Waste Basket



Bag Stand



Small Metal Draw Barrel



Large Metal Draw Barrel



Literature Stand



Easel



Rolling Rack



Chrome Sign Holder



Bar Fridge



Horizontal Display Board



Vertical Display Board



Order Form					
Item #	Product	Advanced Price	Regular Price	Quantity	Total
F250	Stanchion with 7' Strap	\$59.50	\$68.50		
F350	Small Metal Draw Box	\$23.00	\$30.00		
F200	Large Metal Draw Barrel	\$50.00	\$30.00		
F310	Waste Basket	\$15.00	\$21.00		
F300	Bag Stand	\$50.00	\$65.00		
F270	Rolling Rack	\$44.75	\$69.50		
F301	Chrome Sign Holder	\$33.00	\$45.00		
F367	Bar Fridge	\$99.00	\$113.50		
F658	Easel	\$43.75	\$61.50		
F240	Literature Stand	\$90.00	\$125.50		
F470	Horizontal Display Board	\$86.50	\$113.00		
F460	Vertical Display Board	\$86.50	\$113.00		

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	Grand Total	

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Hard Wall Display Order Form

Advance Pricing Deadline: November 11, 2022

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

EXHIBITOR INFORMATION

Name of company	Booth #	Contact
Email	Telephone #	

HARD WALL DISPLAYS 10'x10' AND 10'x20'



Model 1A Silver 10'x10'



Model 1B Silver 10'x10'



Model 1C Silver 10'x10'



Model 2A Silver 10'x20'



Model 2B Silver 10'x20'



Model 2C Silver 10'x20'

Item #	QTY	Product	Advance	Standard	Item #	QTY	Product	Advance	Standard
H352		Hard Wall Model 1A Silver 10'x10'	\$950.00	\$1,050.00	H456		Hard Wall Model 2A Silver 10'x20'	\$1,750.00	\$2,050.00
H644		Hard Wall Model 1B Silver 10'x10'	\$1,050.00	\$1,150.00	H697		Hard Wall Model 2B Silver 10'x20'	\$1,850.00	\$2,150.00
H536		Hard Wall Model 1C Silver 10'x10'	\$1,150.00	\$1,250.00	H698		Hard Wall Model 2C Silver 10'x20'	\$2,150.00	\$2,450.00

Please Note: All orders must be accompanied by the Completed Credit Card Authorization Form. Orders will not be processed till the Credit Card Authorization Form is received and will be dated upon the receipt of this form All discounts offered are date sensitive and will not be offered after the date has passed.	Subtotal	
	GST 5%	
	PST 6%	
	Grand Total	

Cancellation policy: Full refund before November 21, 2022, after the November 21, 2022 50% refund of the original price. After Delivery no refund of any rental or labour charges

To upgrade your hard wall with graphics or to use LED color wash lighting inside counters or cases please call Robert McIntosh
 306-352-0099
robert@sw-online.com

Hard Wall Accessories Order Form

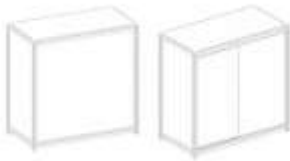
Advance Pricing Deadline: November 11, 2022

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EXHIBITOR INFORMATION

Name of company	Booth #	Contact
Email	Telephone #	

COUNTERS DISPLAY CASES AND METER BOARDS



Standard Counter -with Doors



2M Standard Counter



2M Radius Counter



Curved Bar



Radius Counter



Small Display Case



Large Display Case



3 Tier Display



Charging Stand *Power not included

Order Form

Item #	QTY	Product	Advance	Standard	Item #	QTY	Product	Advance	Standard
H819		Standard Counter - with Doors	\$160.00	\$210.00	H526		Small Display Case	\$275.00	\$325.00
H691		2M Standard Counter- With Doors	\$325.00	\$375.00	H692		Large Display Case	\$350.00	\$400.00
H544		Curved Bar	\$175.00	\$630.00	H454		3 tier Display	\$400.00	\$450.00
H636		Radius Counter	\$200.00	\$250.00	H589		Charging Stand - Power not included	\$350.00	\$400.00
H691		2M Radius Counter	\$325.00	\$375.00					

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Subtotal	
GST 5%	
PST 6%	
Grand Total	

To upgrade your hard wall with graphics or to use LED color lighting inside counters or cases please call Robert McIntosh
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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.

306-352-0099

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

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

Audio Visual Order Form

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

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

32" Flat Screen Per Day



43" Flat Screen & Floor Stand



58" Flat Screen & Floor Stand



80" Flat Screen & Floor Stand



Laptop Computer



Laser Printer



Audio Visual Guidelines

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

Order Form

Item #	Product	Show Rate	Quantity	Total
AV20	32" Flat Screen – Power not included	\$435.00		
AV40	43" Flat Screen – Power not included	\$867.50		
AV50	58" Flat Screen – Power not included	\$1302.50		
AV60	80" Flat Screen – Power not included	\$2893.75		
AV45	Smart TV Add On – Power not included	\$92.50		
AV80	Laptop Computer – Power not included	\$360.00		
AV130	Color Laser Printer & 100 pages	\$231.50		
AV120	Black and White Laser printer & 100 pages	\$145.00		

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Subtotal	
GST 5%	
PST 6%	
Grand Total	

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Labour Order Form

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Labour

Straight time rates are in effect from: 8:00 AM. - 4:30 PM, Monday through Friday, except holidays.
 Overtime rates in effect after 4:30 PM and on weekends.

Minimum charge is for Three (3) hours.

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 date & start time:

INSTALL

Date	# of workers	Start time	End time	Total hours	Notes

DISMANTLE

Date	# of workers	Start time	End time	Total hours	Notes

Type	Total hours from above	Rate	Total
Install Labour			
Install Labour		\$65.00 Per Hour	
Install Labour Overtime		\$90.00 Per Hour	
Install Labour Showtime Supervisor		\$85.00 Per Hour	
Install Labour Showtime Supervisor Overtime		\$120.00 Per Hour	
Dismantle Labour			
Dismantle Labour		\$65.00 Per Hour	
Dismantle Labour Overtime		\$90.00 Per Hour	
Dismantle Labour Showtime Supervisor		\$85.00 Per Hour	
Dismantle Labour Showtime Supervisor Overtime		\$120.00 Per Hour	

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	GST 5%	
	PST 6%	
	Grand Total:	

Cancellation policy: After delivery no refund of any rental or labour charges.

Janitorial Order Form

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

Janitorial					
All Janitorial services include dusting, vacuuming, and emptying of waste bins					
Type	Booth size			No. Days	Total
Single Day Booth Cleaning	10' x 10'	10' x 20'	Over 200 Sq.ft		
	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$0.20 sq.ft		
Show Length Daily Booth Cleaning	10' x 10'	10' x 20'	Over 200 Sq.ft		
	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$0.20 sq.ft		

All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the form is received and will be dated upon the receipt. All discounts offered are date sensitive and will not be offered after the date has passed	Subtotal:	
	GST 5%	
	PST 6%	
	Grand total:	

Cancellation policy: After delivery no refund of any rental or labour charges.

Pre / Post-Show Storage F.A.Q.

Pre Show

- **What information do I need to place an order?**
 - To order you will need:
 - The number of pieces.
 - The dimensions of the pieces.
 - The carriers name.
 - Tracking number(s) for the shipment.
- **What if I am missing some information?**
 - Order with the information that you have now and update us once you know more. Example: You don't have the final weight for the shipment you are sending. Give your best estimate and then we will update your charges when your shipment has arrived and has been weighed.
- **Why do you need the carrier name and tracking number for my shipment?**
 - Having the carrier name and tracking number for your shipment allows us to locate and alert you if your shipment has not been delivered in the days leading up to the materials handling deadline.
- **What happens if my shipment does not arrive prior to the Materials Handling Deadline?**
 - We will do everything we can to get your shipment to the site on time for the show. Extra charges may be assessed if extra measures need to be taken to deliver your shipment.
- **What happens to my shipment once it has been delivered?**
 - Once your shipment has been received at our warehouse, it will be weighed, cataloged in our system and stored in a secure area. When we set up the show your shipment will be transported to the show site and delivered to your booth.

Post Show

- **What information do I need to use your Post Show Storage?**
 - You will need:
 - Contractor carrier documents.
 - Address labels – these are provided by exhibitor services before exhibitor move out.
 - Customs documents if your shipment is leaving Canada.
- **What do I need to do during exhibitor move out?**
 - Prior to exhibitor move out, return the materials handling agreement to Exhibitor Services and collect your address labels.
 - We will deliver your stored crates and boxes to your booth. If you need plastic wrap or tape please let us know and it will be provided for you.
 - Once you are packed up label your shipments with the provided Showtime labels and check in with the exhibitor's services team to sign in your shipment.
 - Schedule for your shipment to be pick up by your carrier using our warehouse address.
- **What will happen to my shipment after exhibitor move out?**
 - Your shipment will be collected from your booth and loaded onto our trucks for transport.
 - Once your shipment arrives at our warehouse it will be weighed and sorted.
 - When your carrier arrives, your shipment will be loaded into your carrier.
- **When can my shipment be picked up?**
 - Your shipment can be picked up the day after exhibitor move out.

On-site Receiving Order Form

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

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

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

- 200 lbs Minimum
- 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.
- This includes loading shipments after the show is over.

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		TOTAL WEIGHT (lbs)	TOTAL
On-site Receiving + Storage	\$55.25 Per 100 lbs **200lbs Minimum**			

INBOUND SHIPPING INFORMATION (Please fill in all details)				
Carrier:				
Tracking Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE # (Size 4'x4'x4')	CASE #	BAG #
Date Shipped:		Arrival Date:		
Address of Origin:				

SUBTOTAL	
PST: 6%	
GST 5%:	
TOTAL AMOUNT DUE:	

****Cancellation Policy ****
 - Full refund for cancellation of services before shipments received and unloaded-

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 our warehouse and POST SHOW Storage charges will apply.

NAME _____ SIGNATURE _____ DATE _____

Pre-Show Storage Label

From:

Exhibiting Company

Booth #

Ship To:

1660 Pasqua Street
Regina, Saskatchewan
S4T 4L9

Canadian Western Agribition 2022 c/o
Showtime Event & Display
Tel: 1-306-352-0099

www.showtimedisplay.com

Carrier:

Number of Pieces:

_____ of _____

Each piece shipped to Showtime must have label filled out and attached!
Storage forms must be sent in advance of shipment.
Shipments to be received between October 31, 2022 & November 25, 2022

Delivery to Show Site

Deliveries accepted between
9:00 am and 3:00 pm.

From :

Exhibiting Company

Booth #

Ship To: 1700 Elphinstone St,
Regina, SK S4P
Canadian Western Agribition 2022
C/O Showtime Event & Display
Onsite Contact: Robert McIntosh 1-306-581-7793
www.showtimedisplay.com

Carrier:

Number of Pieces:

_____ of _____

Each piece shipped to Showtime must have label filled out and attached!
Show Site Receiving Forms to be sent in advance of shipment.
Deliveries accepted between 9:00 am and 3:00 pm

No Early Shipments Will Be Accepted

Post Show Shipment Loading

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

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

**THIS FORM NEEDS TO BE COMPLETED BEFORE FREIGHT WILL BE LOADED ONTO TRUCKS.
 THIS SERVICE INCLUDES:**

- Loading onto customer designated carrier for outbound

RATE CATEGORY			# of Pallets	TOTAL
Loading of materials onto trucks	\$50.00 per pallet			

OUT BOUND SHIPPING INFORMATION (Please fill in all details)

Carrier:				
Account Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE # (Size 4'x4 x4')	CASE #	BAG #
Destination Address:				

SUBTOTAL	
PST: 6%	
GST 5%:	
TOTAL AMOUNT DUE:	

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

PLEASE READ - CONDITIONS THAT APPLY TO THIS SERVICE:

- Please prepay all shipping/ freight charges.
- 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

Post Show Storage Order Form

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

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

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

- 200 lbs Minimum
- 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	TOTAL WEIGHT (lbs)	TOTAL
Post Show Storage	\$65 per 100lbs **200lbs minimum**		

OUT BOUND SHIPPING INFORMATION (Please fill in all details)				
Carrier:				
Account Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE # (Size 4'x4' x4')	CASE #	BAG #
Date Shipped:		Arrival Date:		
Destination Address:				

SUBTOTAL	
PST: 6%	
GST 5%:	
TOTAL AMOUNT DUE:	
**Cancellation Policy ** - Full refund for cancellation of services before shipments to the advanced warehouse is sent/received. - No refunds once items are received at the advanced warehouse.	

PLEASE READ - CONDITIONS THAT APPLY TO THIS SERVICE:

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

LIMITS OF LIABILITY & RESPONSIBILITY

- One.**
Showtime Event & Display and its subcontractors shall not be responsible for damage due to uncrated materials; materials improperly packaged, glass breakage, or concealed damage.
- Two.**
Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Showtime or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth from loading onto a designated carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for 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 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 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.