



# BC Library Conference

May 20<sup>th</sup>-21<sup>st</sup>, 2015  
Sheraton Vancouver Airport Hotel

**Event Contractor:** SHOWTIME EVENT & DISPLAY SERVICES  
Ph. 1-800-721-0029 Fx. 1-877-468-3313  
[www.showtimedisplay.com](http://www.showtimedisplay.com)

**Event Location:** Sheraton Vancouver Airport Hotel  
7551 Westminister Highway, Richmond, BC V6X 1A3

**Exhibitor Move In:** Wednesday, May 20<sup>th</sup> 3:00pm - 6:00pm

**Show Times:** Wednesday, May 20<sup>th</sup> 7:00pm -9:00pm  
Thursday, May 21<sup>st</sup> 10:15am – 5:15pm

**Exhibitor Move-Out:** Thursday, May 21<sup>st</sup> 5:15pm – 9:00pm

*\*All materials **MUST** be removed from the Venue on Thursday. 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 \**

**Booth Inclusions:** each booth space includes the following:  
- 8' high drapery back blue walls  
- 3' high drapery side blue walls

*\*booths do not include tables & chairs, these items may be ordered.\**

*\*\*Table top units include: 1-6' skirted table in blue and 1 chair\*\**

## 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 **May 6<sup>th</sup>, 2015**

## Shipping: Sheraton Vancouver Airport Hotel does **NOT** accept any advance shipments.

Please see Materials Handling for details on shipping options. All advance materials must be sent directly to Showtime, and must be clearly labeled with your company name and booth number. **All materials will be subject to Materials Handling charges, based on the total weight of your shipment (see Materials Handling Order Form for details).** Showtime will begin accepting shipments on **May 6<sup>th</sup>**, between the hours of 8:30am-5pm, Monday to Friday. **Materials Handling must arrive by May 18<sup>th</sup> at 5:00 pm to 6075 Irmin St, Burnaby, BC V5J 5C5.**

*\*There is restrictive materials' handling access at this venue. Shipments in excess of 40" wide x 48" deep x 48" high are subject to review. Special handling charges may apply. Please contact Showtime to discuss any shipments larger than sizes outlined.\**

## Additional Requirements:

Showtime lists many of the most popular items for display in the follow order package. If you are looking for something that you do not see listed, please do not hesitate to look online or call for more details.

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

Showtime Event & Display

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infodesk@showtimedisplay.com



## **BCLC**

**Show Date: May 20<sup>th</sup>-21<sup>st</sup>, 2015**

**Show Location: Sheraton Vancouver Airport Hotel**

### **This is your exhibitor's information and order package.**

It includes important information regarding our services and products, as well as all of the forms you will require when ordering materials and services for your show. The following items are included in this package:

- Limits of Liability and Responsibility
- Payment and Calculation of Orders Form
- Show Special Order Form
- Furniture and Accessories Order Form
- Specialty Furniture Order Form
- Hardwall Systems Order Form
- Audio Visual Equipment & Computer Services Order Form
- Janitorial and Labour Form
- Electrical Services Form
- Graphics & Signage Form
- Advanced Materials Handling
- Materials Handling Shipping Label

All of the equipment and services order forms include pricing information and include a space for the total amount of your order. Enter total from each individual form in the appropriate space on the Payment and Calculation of Orders Authorization Form and calculate your total order. Please note that the order is not confirmed until Payment is Received.

If you have any questions or require more information, please feel free to contact us at the numbers shown above.

For more information, or catalogue of items listed in inventory with images, please refer to the website. You may also log in to order any items online.

Orders may be placed online, by fax or email. A receipt of your order will be sent to you electronically upon completion of your order being processed. Should you not receive the electronic copy of the receipt please email [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com) and list the show and company name. .

**All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility**

# Limits of Liability & Responsibility

Showtime Event & Display

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Event & Display

## One

Showtime display and convention services and its subcontractors shall not be responsible for damage to uncrated materials, material improperly packed, 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 pick up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills or loading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the exhibitor will be checked at the time of pick up 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 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 here under are based on the scope of liability as here in set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that 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 shall 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 nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by Showtime or , its subcontractors



Showtime Event & Display | Tradeshow That Work ✓

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# Payment & Calculation of Orders Authorization Form

Showtime Event & Display

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Event & Display

Must Accompany forms submitted – Payment required before Exhibitor Move In.

For questions or to submit your order please email [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

## Exhibitor Information

|                              |                           |   |          |
|------------------------------|---------------------------|---|----------|
| Company:                     | Show Name:<br><b>BCLC</b> | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>, 2015</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:<br><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)

|  |           |
|--|-----------|
| Show Special   | \$        |
| Furniture and Accessories Order Form   | \$        |
| Specialty Furniture Order Form   | \$        |
| Hardwall Systems Order Form  | \$        |
| Audio Visual & Computer Services Order Form  | \$        |
| Janitorial and Labour Order Form   | \$        |
| Electrical Services Order Form   | \$        |
| Graphics & Signage Order Form  | \$        |
| Advanced Materials   | \$        |
| <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 | \$        |

**2 Week Advance Order Pricing Deadline is May 6<sup>th</sup>, 2015**

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# BCLC Show Special Order Form

Showtime Event & Display

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Event & Display

For questions or to submit your order please email  
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## EXHIBITOR INFORMATION

|                              |                           |   |          |
|------------------------------|---------------------------|---|----------|
| Company:                     | Show Name:<br><b>BCLC</b> | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>, 2015</b> | Booth #: |
| Contact Name (Please Print): | Contact Email:            |   |          |
| Phone (Include Area Code):   | Fax (Include Area Code):  |   |          |

Sheraton Vancouver Airport Hotel is a terrific location and Showtime is committed to helping you make this show your best for presentation. To compliment the facility, we would like to extend an offer to Exhibitors of the BCLC with a pre order special.

Special is only available when ordered in advance, forms must be completed and sent in with the Payment & Calculation of Orders Authorization Form before cutoff date. **No Exchanges or substitutions on Show Specials.**



Regular Price \$75.00  
**Special Price**  
**\$ 60.00**

## SPECIAL INCLUSIONS

| QTY | Item Description      |
|-----|-----------------------|
| 1   | 6' Blue Skirted Table |
| 2   | Chair                 |

**Must be ordered by May 6th**

## DETAILS TO NOTE

○ Showtime offers many services to help your exhibitors and the onsite set up. Please see **Labour & Janitorial Order Form**, to help save your team's set up time.

○ Showtime offers a material handling service to help your exhibitors travel without worrying about the booth displays. See the **Advanced Material Order Form** for details on how easy it can be to ship with Showtime.

| QTY | Item Description                    | Sub Total           |  |
|-----|-------------------------------------|---------------------|--|
|     | Show Special \$60.00 each per booth |                     |  |
|     |                                     | PST 7%              |  |
|     |                                     | GST 5%              |  |
|     |                                     | <b>TOTAL RENTAL</b> |  |

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# Specialty Furniture Order Form

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infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email  
[infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

| EXHIBITOR INFORMATION  |  |                |                           |       |                        |   |                |              |         |
|--|--|----------------|---------------------------|-------|------------------------|---|----------------|--------------|---------|
| Company:   |  |                | Show Name:<br><b>BCLC</b> |       |                        | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>,<br/>2015</b> |                |              | Booth#: |
| Contact Name (Please Print):   |  |                |                           |       | Contact Email:         |   |                |              |         |
| SOFT SEATING CHAIRS  |  |                |                           |       | CUBES & OTTOMANS       |   |                |              |         |
| #  | Item Description   | 2 Week Advance | Reg. /Onsite              | TOTAL | #                      | Item Description  | 2 Week Advance | Reg. /Onsite | TOTAL   |
|  | Toronto Series Leather Chair<br>Black or White           | \$200.00       | \$260.00                  |       |                        | Toronto Series Black Leather Cube                                   | \$80.00        | \$105.00     |         |
|  | Vancouver Series Leather Chair<br>Black White or Red     | \$200.00       | \$260.00                  |       |                        | Contemporary White Leather Cube                                     | \$80.00        | \$105.00     |         |
|  | Sculpted White Leather Single Chair                      | \$200.00       | \$260.00                  |       |                        | Contemporary White Leather Bench                                    | \$200.00       | \$260.00     |         |
|  | White Leather Square Back Single Chair                   | \$150.00       | \$200.00                  |       |                        | White Leather & Chrome 40" x 40" Ottoman                            | \$180.00       | \$230.00     |         |
|  | Black Leather Square Back Single Chair                   | \$150.00       | \$200.00                  |       |                        |   |                |              |         |
|  | White Leather Round Back Single Chair                    | \$150.00       | \$200.00                  |       | COFFEE & END TABLES    |   |                |              |         |
|  | Black Leather Round Back Single Chair                    | \$150.00       | \$200.00                  |       |                        | White & Chrome 18" x 18" End Table                                  | \$50.00        | \$75.00      |         |
|  | White Carousel Chair                                     | \$300.00       | \$400.00                  |       |                        | White & Chrome 24" x 48" Coffee Table                               | \$90.00        | \$120.00     |         |
|  | Black Carousel Chair                                     | \$300.00       | \$400.00                  |       |                        | White & Chrome 36" x 36" Coffee Table                               | \$100.00       | \$130.00     |         |
| Please email for full catalogue of high end furniture and designer chairs available to customize your space.   |  |                |                           |       | BARS, CRUISER & TABLES |   |                |              |         |
|  |  |                |                           |       |                        | White & Chrome 78" x 18" x 60" Bar Back                             | \$250.00       | \$325.00     |         |
| <b>SOFT SEATING LOVE SEATS</b>   |  |                |                           |       |                        | White & Chrome 72" x 30" x 42" Bar                                  | \$300.00       | \$400.00     |         |
|  | Toronto Series Leather Love Seat<br>Black or White       | \$320.00       | \$420.00                  |       |                        | White & Chrome 24" x 24" Cruiser Table                              | \$90.00        | \$120.00     |         |
|  | Vancouver Series Leather Love Seat<br>Black White or Red | \$320.00       | \$420.00                  |       |                        | White & Chrome 72" x 30" x 42" Table                                | \$175.00       | \$225.00     |         |
|  | Sculpted White Leather Love Seat                         | \$320.00       | \$420.00                  |       |                        | White & Chrome 30" x 30" x 30"                                      | \$90.00        | \$120.00     |         |
| SOFT SEATING SOFAS   |  |                |                           |       | OFFICE CHAIRS          |   |                |              |         |
|  | Toronto Series Leather Sofa<br>Black or White            | \$400.00       | \$520.00                  |       |                        | Meeting Chair – Rippled Sled Back Black                             | \$100.00       | \$130.00     |         |
|  | Vancouver Series Leather Sofa<br>Black White or Red      | \$400.00       | \$520.00                  |       |                        | Meeting Chair – Rippled Sled Back Grey                              | \$90.00        | \$120.00     |         |
|  | Sculpted White Leather Sofa                              | \$400.00       | \$520.00                  |       |                        | Chrome Round Tube Frame Black Chair                                 | \$90.00        | \$120.00     |         |
|  | Contemporary White Leather Sofa                          | \$400.00       | \$520.00                  |       |                        | Chrome Flat Frame Black Chair                                       | \$90.00        | \$120.00     |         |
| <ul style="list-style-type: none"> <li>o Rates shown are for run-of-show.</li> <li>o Items used in any portion of a day constitutes a full day's rental.</li> <li>o Cancellation policy: Before delivery 50% of original price; After delivery 100% of original price plus any previous rental and/or labour charges.</li> </ul> |  |                |                           |       | <b>Accessory Total</b> |   |                |              |         |
|  |  |                |                           |       | <b>PST 7%</b>          |   |                |              |         |
|  |  |                |                           |       | <b>GST 5%</b>          |   |                |              |         |
|  |  |                |                           |       | <b>TOTAL RENTAL</b>    |   |                |              |         |

Delivery & Setup are included

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# Hardwall System

8' x 10' or 10' x 10' EXHIBITS

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)

Fax: 1-877-468-3313 (Toll Free)

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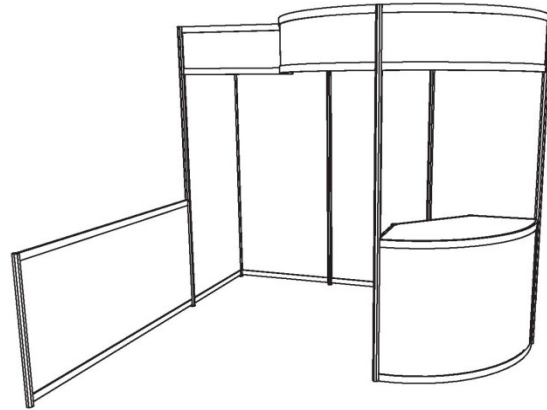
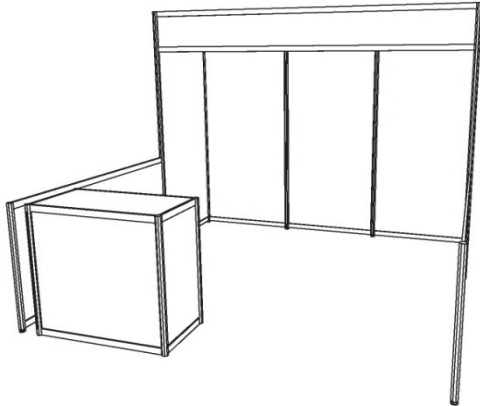
Event & Display

For questions or to submit your order please email

[infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

**MODEL 101 – 8' X 10' OR 10' X 10' CORNER OR INLINE**

**MODEL 102 – 8' X 10' OR 10' X 10' CORNER**

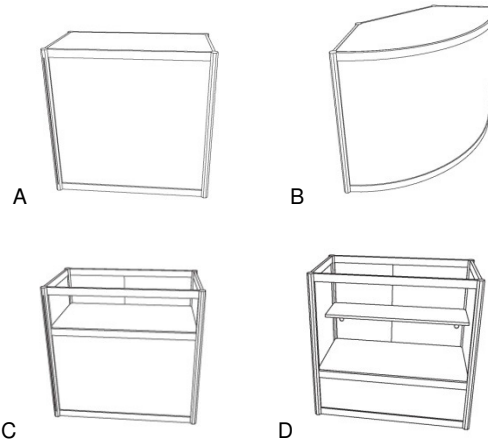
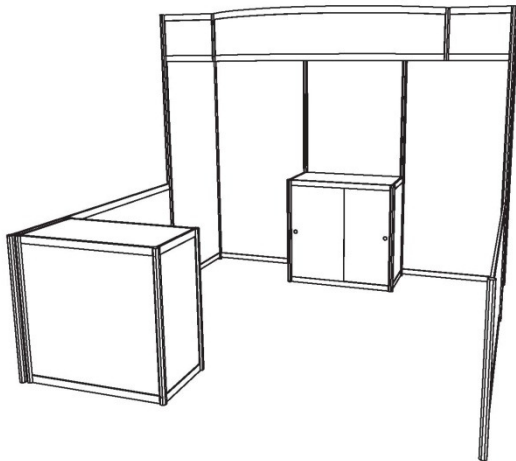


**MODEL 101 PACKAGE:** 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet

**MODEL 102 PACKAGE:** 1 curved header with copy, 1 single radius counter, booth carpet

**MODEL 103 – 8' X 10' OR 10' X 10' CORNER OR INLINE**

**ADDITIONAL HARDWALL OPTIONS**



**MODEL 103 PACKAGE:** 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet

A - Standard Counter (990 x 495 x 1mh)

B - Single Radius (1400 x 990)

C - Jewelry Case (990 x 495 x 1mh)

D - Display Case (990 x 495 x 1mh)

## STANDARD HARDWALL PACKAGE INCLUDES:

Aluminum structure, White hardwall back wall, White hardwall side walls, Carpet (please fill in carpet color selection form), Header Assembly (Graphics – block lettering only (logo extra) Please fill in header sign info on order form. Please call for any modifications.

**FOR CUSTOM HARDWALL CONFIGURATIONS, COLOURS & GRAPHIC PANELS  
PLEASE CONTACT SHOWTIME FOR PRICES AND DETAILS.**

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# Hardwall Systems

8' x 20' or 10' x 20' EXHIBITS

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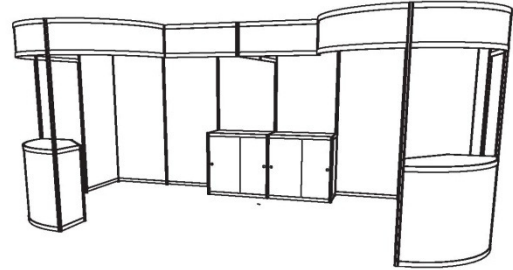
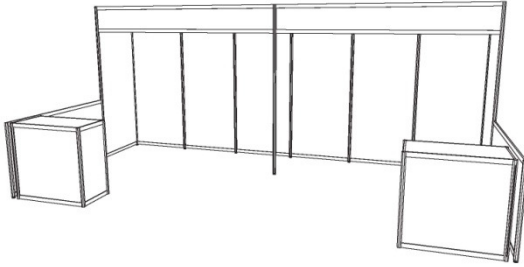


**Event & Display**

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**MODEL 201 – 8' X 20' OR 10' X 20' CORNER OR INLINE**

**MODEL 202 – 8' X 20' OR 10' X 20' CORNER OR INLINE**



**MODEL 201 PACKAGE:**

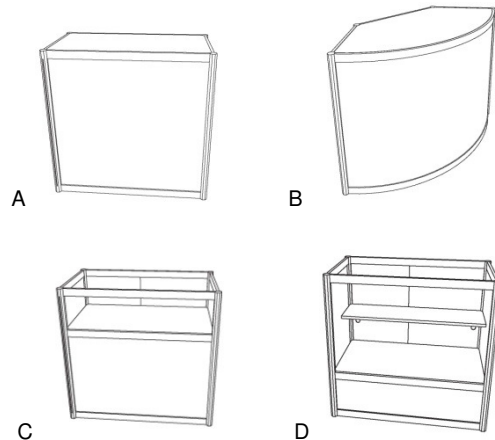
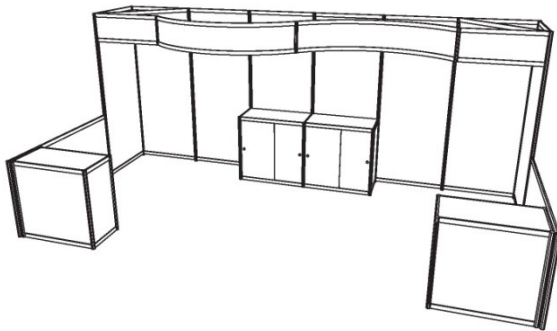
2 – straight headers (with copy), 2 - .5m(20") x 1m(39") x 1m(39") white counter, booth carpet

**MODEL 202 PACKAGE:**

1 – straight header (with copy), 2 - .5m(20") x 1m(39") x 1m(39") built-in white counters, 2 single radius counters, booth carpet

**MODEL 203 – 8' X 20' OR 10' X 20' CORNER OR INLINE**

**ADDITIONAL HARDWALL OPTIONS**



**MODEL 203 PACKAGE:**

1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39") x 1m(39") white counters, booth carpet

A - Standard Counter (990 x 495 x 1mh)

B – Single Radius (1400 x 990)

C – Jewelry Case (990 x 495 x 1mh)

D – Display Case (990 x 495 x 1mh)

**STANDARD HARDWALL PACKAGE INCLUDES:**

Aluminum structure, White hardwall back wall, White hardwall sidewalls, Carpet (please fill in carpet color selection form), Header Assembly (Graphics – block lettering only (logo extra) Please fill in header sign info on order form. Please call for any modifications.

**FOR CUSTOM HARDWALL CONFIGURATIONS, COLOURS & GRAPHIC PANELS  
 PLEASE CONTACT SHOWTIME FOR PRICES AND DETAILS.**

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# Hardwall System Order Form

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| EXHIBITOR INFORMATION        |                           |   |          |
|------------------------------|---------------------------|---|----------|
| Company:                     | Show Name:<br><b>BCLC</b> | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>, 2015</b> | Booth #: |
| Contact Name (Please Print): | Contact Email:            |   |          |
| Phone (Include Area Code):   | Fax (Include Area Code):  |   |          |

### 8' X 10' OR 10' X 10' BOOTH PACKAGES

| Description: Base package includes: Aluminum structure, white hardwalls & wall panels, company name in block lettering, carpet, installation and dismantle. | Quantity | Discount Rate | Standard Rate | Total |
|---|----------|---------------|---------------|-------|
| <b>MODEL 101:</b> 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet   |          | \$750.00      | \$975.00      |       |
| <b>MODEL 102:</b> 1 curved header with copy, 1 single radius white counter, booth carpet  |          | \$1100.00     | \$1450.00     |       |
| <b>MODEL 103:</b> 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet                   |          | \$950.00      | \$1225.00     |       |

### 8' X 20' OR 10' X 20' BOOTH PACKAGES

|   |  |           |           |  |
|---|--|-----------|-----------|--|
| <b>MODEL 201:</b> 2 – straight headers (with copy), 2 - .5m(20") x 1m(39") x 1m(39") white counter, booth carpet  |  | \$1500.00 | \$1950.00 |  |
| <b>MODEL 202:</b> 1 – straight header (with copy), 2 - .5m(20") x 1m(39") x 1m(39") built-in white counters, 2 single radius counters, booth carpet       |  | \$1650.00 | \$2150.00 |  |
| <b>MODEL 203:</b> 1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39") x 1m(39") white counters, booth carpet |  | \$1900.00 | \$2500.00 |  |

### ADDITIONAL HARDWALL COUNTERS:

|   |  |          |          |  |
|---|--|----------|----------|--|
| <b>A:</b> Standard Counter – (990mm tall x 495 mm deep x 1m high) |  | \$150.00 | \$200.00 |  |
| <b>B:</b> Single Radius (1400 x 990mm)                            |  | \$300.00 | \$390.00 |  |
| <b>C:</b> Jewelry Case (990 x 495 x 1m)                           |  | \$200.00 | \$260.00 |  |
| <b>D:</b> Display Case (990 x 495 x 1m)                           |  | \$250.00 | \$325.00 |  |

| OPTIONS & INFORMATION  | ACCESSORY OPTIONS  |                     |               |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
|--|--|---------------------|---------------|---------------|---------------|-------|---------------------------------|--|---------|---------|--|-----------------------------------|--|---------|---------|--|---|--|---------|---------|--|---|--|----------|----------|--|----------------|--|---------|---------|--|-----------------|--|---------|---------|--|--|--|--|--|
| <b>CARPET COLOR SELECTIONS</b><br><input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Seafoam Green <input type="checkbox"/> Grey <input type="checkbox"/> Black<br>HEADER TO READ (up to 20 characters, black lettering on white)<br><br>HEADER ONE:<br>_____<br><br>HEADER TWO:<br>(If applicable for Model # 201/202/203) _____<br>Fore more information on counters and other accessories please see the <b>ACCESSORIES</b> on this page.. | <table border="1"> <thead> <tr> <th>Description</th> <th>QTY</th> <th>Discount Rate</th> <th>Standard Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Wall shelf, .25m deep x 1m long</td> <td></td> <td>\$30.00</td> <td>\$39.00</td> <td></td> </tr> <tr> <td>Angled shelf, .25m deep x 1m long</td> <td></td> <td>\$50.00</td> <td>\$65.00</td> <td></td> </tr> <tr> <td>Clip on 150 watt chrome arm light, power NOT included</td> <td></td> <td>\$50.00</td> <td>\$80.00</td> <td></td> </tr> <tr> <td>White PVC slat wall, 2.5m high x 1m wide, per lin.m</td> <td></td> <td>\$100.00</td> <td>\$150.00</td> <td></td> </tr> <tr> <td>Lock for Cases</td> <td></td> <td>\$20.00</td> <td>\$26.00</td> <td></td> </tr> <tr> <td>Lights for Case</td> <td></td> <td>\$20.00</td> <td>\$26.00</td> <td></td> </tr> </tbody> </table> | Description         | QTY           | Discount Rate | Standard Rate | Total | Wall shelf, .25m deep x 1m long |  | \$30.00 | \$39.00 |  | Angled shelf, .25m deep x 1m long |  | \$50.00 | \$65.00 |  | Clip on 150 watt chrome arm light, power NOT included |  | \$50.00 | \$80.00 |  | White PVC slat wall, 2.5m high x 1m wide, per lin.m |  | \$100.00 | \$150.00 |  | Lock for Cases |  | \$20.00 | \$26.00 |  | Lights for Case |  | \$20.00 | \$26.00 |  |  |  |  |  |
| Description  | QTY  | Discount Rate       | Standard Rate | Total         |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| Wall shelf, .25m deep x 1m long  |  | \$30.00             | \$39.00       |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| Angled shelf, .25m deep x 1m long  |  | \$50.00             | \$65.00       |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| Clip on 150 watt chrome arm light, power NOT included  |  | \$50.00             | \$80.00       |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| White PVC slat wall, 2.5m high x 1m wide, per lin.m  |  | \$100.00            | \$150.00      |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| Lock for Cases   |  | \$20.00             | \$26.00       |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| Lights for Case  |  | \$20.00             | \$26.00       |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| <p style="text-align: center;"><b><i>For custom colours and graphic panels to personalize your Hardwall set up, please contact Showtime for prices and selection.</i></b></p>  |  |                     |               |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
| SPECIAL INSTRUCTIONS   | COST SUMMARY   |                     |               |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
|  |  | <b>Rental Total</b> | \$            |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
|  |  | <b>PST 7%</b>       | \$            |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
|  |  | <b>GST 5%</b>       | \$            |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |
|  |  | <b>TOTAL AMOUNT</b> | \$            |               |               |       |                                 |  |         |         |  |                                   |  |         |         |  |   |  |         |         |  |   |  |          |          |  |                |  |         |         |  |                 |  |         |         |  |  |  |  |  |

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

# Audio Visual & Computer Services Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)

Fax: 1-877-468-3313 (Toll Free)

www.showtimedisplay.com

infodesk@showtimedisplay.com



Event & Display

For questions or to submit your order please email [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

| Exhibitor Information   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
|---|--|---------|---|--|----------|------------------------|--|---------------|--|---------------|--|---------------------|--|
| Company:  | Show Name:<br><b>BCLC</b>  |         | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>, 2015</b> |  | Booth #: |                        |  |               |  |               |  |                     |  |
| Contact Name (Please Print):  |  |         | Contact Email:  |  |          |                        |  |               |  |               |  |                     |  |
| Phone (Include Area Code):  |  |         | Fax (Include Area Code):  |  |          |                        |  |               |  |               |  |                     |  |
| Address:  | <b>Delivery</b>  |         |   | <b>Pickup</b>  |          |                        |  |               |  |               |  |                     |  |
|   | Day  | Date    | Time  | Day  | Date     | Time                   |  |               |  |               |  |                     |  |
|   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| TVs, Monitors, Computers & DVD Players  |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| Quantity  | Daily Equipment Rental   |         | 2 week Advance Order  | Reg/On-site Order  | # Days   | Total                  |  |               |  |               |  |                     |  |
| Flat Screens listed come equipped to plug into DVD Player or Laptop   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
|   | 22" Flat Screen with speakers & DVD player   | Per Day | \$75.00   | \$100.00   |          |                        |  |               |  |               |  |                     |  |
|   | 32" Flat Screen with Speakers  | Per Day | \$150.00  | \$195.00   |          |                        |  |               |  |               |  |                     |  |
|   | 42" Flat Screen with Speakers & Floor Stand  | Per Day | \$300.00  | \$390.00   |          |                        |  |               |  |               |  |                     |  |
|   | 60" Flat Screen with Speakers & Floor Stand  | Per Day | \$450.00  | \$585.00   |          |                        |  |               |  |               |  |                     |  |
|   | 80" Flat Screen with Speakers & Floor Stand  | Per Day | \$750.00  | \$975.00   |          |                        |  |               |  |               |  |                     |  |
|   | DVD Player   | Per Day | \$40.00   | \$52.00  |          |                        |  |               |  |               |  |                     |  |
|   | Laptop Computer  | Per Day | \$125.00  | \$160.00   |          |                        |  |               |  |               |  |                     |  |
| Projection Equipment  |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
|   | LCD Data Projector   | Per Day | \$200.00  | \$260.00   |          |                        |  |               |  |               |  |                     |  |
|   | Tripod Screen      4' <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> | Per Day | \$40.00   | \$52.00  |          |                        |  |               |  |               |  |                     |  |
|   | 48" Draped Video Cart  | Per Day | \$30.00   | \$35.00  |          |                        |  |               |  |               |  |                     |  |
|   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| Printers (500 pack of paper included )  |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
|   | Laser Printer (Monochrome)   | Per Day | \$125.00  | \$125.00   |          |                        |  |               |  |               |  |                     |  |
|   | Laser Printer (Colour)   | Per Day | \$200.00  | \$200.00   |          |                        |  |               |  |               |  |                     |  |
| Misc. Items & Special Instructions  |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| Special Instructions (If any):  |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| <b>Showtime Computer &amp; Audio Visual Rental Guidelines</b>   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| <ul style="list-style-type: none"> <li>Client must be available to sign for equipment on delivery.</li> <li>Weekly rate = four times the daily rate.</li> <li>Equipment used in any portion of a day constitutes a full day's rental.</li> <li>Cancellation policy: After delivery 100% of one (1) rental day plus any previous rental and/or labour charges.</li> <li>Computers come pre-installed with either Windows XP or Windows Vista. 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)</li> <li>All computers Come pre-loaded with Office 2003 &amp; Office 2007 which includes Word, Excel, Power Point, &amp; Outlook. Also included is Internet Explorer 6 or 7.</li> <li>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.</li> <li>Showtime is not responsible for loss of internet connection due to loss of signal from the internet provider.</li> <li>Showtime is not responsible for loss of data that may occur due to equipment failure or client negligence.</li> </ul> |  |         |   | <table border="1"> <tr> <td><b>Equipment Total</b></td> <td></td> </tr> <tr> <td><b>PST 7%</b></td> <td></td> </tr> <tr> <td><b>GST 5%</b></td> <td></td> </tr> <tr> <td><b>Total Rental</b></td> <td></td> </tr> </table> |          | <b>Equipment Total</b> |  | <b>PST 7%</b> |  | <b>GST 5%</b> |  | <b>Total Rental</b> |  |
| <b>Equipment Total</b>  |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| <b>PST 7%</b>   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| <b>GST 5%</b>   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
| <b>Total Rental</b>   |  |         |   |  |          |                        |  |               |  |               |  |                     |  |
|   |  |         |   | Showtime Event & Display   Tradeshows That Work ✓  |          |                        |  |               |  |               |  |                     |  |

**All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility**

# Labour & Janitorial Order Form

Showtime Event & Display

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Event & Display

For questions or to submit your order please email  
[infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

## EXHIBITOR INFORMATION

|                              |                           |   |          |
|------------------------------|---------------------------|---|----------|
| Company:                     | Show Name:<br><b>BCLC</b> | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>,<br/>2015</b> | Booth #: |
| Contact Name (Please Print): |                           | Contact Email:  |          |
| Phone (Include Area Code):   |                           | Fax (Include Area Code):  |          |

## PRE-SHOW JANITORIAL

Initial pre-show janitorial services only. This includes dusting, vacuuming and general cleaning, before show opens.

BOOTH SIZE  SQUARE FEET @ \$0.30 PER SQUARE FOOT =  MULTIPLIED BY 1  = \$

## DAILY JANITORIAL

Daily janitorial services for the duration of the show. This includes dusting, vacuuming and general cleaning prior to each show day, excluding day 1.

BOOTH SIZE  SQUARE FEET @ \$0.25 PER SQUARE FOOT =  MULTIPLIED BY NUMBER OF DAYS  = \$

## POP UP BOOTH SET UP & DISMANTLE \*Only applicable for basic pop up display units, anything with more set up is subject to Installation & Dismantle Labour charges.

Includes installation & dismantle labour for basic 8' x 8' or 10' x 8' Pop Up (spider frame) display booth. It is the exhibitors' responsibility to make sure the display is on-site during exhibitor move in for Showtime to setup. Please use our Materials Handling service to have your items shipped directly to Showtime if you cannot deliver them yourself.

2 WEEK ADVANCED PRICING  \$100.00 REGULAR/ONSITE PRICE IF ORDERED AFTER MARCH 17TH  \$120.00 NUMBER OF POP UP BOOTHS  = \$

Please send picture of pop up to [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com), to confirm graphics and unit details.

## INSTALLATION / SET UP

|                         |                      |                 |                      |                                    |                         |
|-------------------------|----------------------|-----------------|----------------------|------------------------------------|-------------------------|
| NUMBER OF DISPLAY STAFF | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$60.00 PER/HR (STRAIGHT TIME) = | \$ <input type="text"/> |
| NUMBER OF DISPLAY STAFF | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$90.00 PER/HR (OVERTIME) =      | \$ <input type="text"/> |
| SUPERVISORY STAFF       | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$80.00 PER/HR (STRAIGHT TIME) = | \$ <input type="text"/> |
| SUPERVISORY STAFF       | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$120.00 PER/HR (OVERTIME) =     | \$ <input type="text"/> |
| <b>START TIME</b>       | <input type="text"/> | <b>END TIME</b> | <input type="text"/> | <b>INSTALLATION TOTAL</b>          | <input type="text"/>    |

## DISMANTLE

|                         |                      |                 |                      |                                    |                         |
|-------------------------|----------------------|-----------------|----------------------|------------------------------------|-------------------------|
| NUMBER OF DISPLAY STAFF | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$60.00 PER/HR (STRAIGHT TIME) = | \$ <input type="text"/> |
| NUMBER OF DISPLAY STAFF | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$90.00 PER/HR (OVERTIME) =      | \$ <input type="text"/> |
| SUPERVISORY STAFF       | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$80.00 PER/HR (STRAIGHT TIME) = | \$ <input type="text"/> |
| SUPERVISORY STAFF       | <input type="text"/> | NUMBER OF HOURS | <input type="text"/> | @ \$120.00 PER/HR (OVERTIME) =     | \$ <input type="text"/> |
| <b>START TIME</b>       | <input type="text"/> | <b>END TIME</b> | <input type="text"/> | <b>DISMANTLE TOTAL</b>             | <input type="text"/>    |

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.

|                     |    |
|---------------------|----|
| <b>LABOUR TOTAL</b> | \$ |
| <b>GST 5%</b>       | \$ |
| <b>TOTAL AMOUNT</b> | \$ |

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# Electrical Services Order Form

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## EXHIBITOR INFORMATION

|                              |                           |   |          |
|------------------------------|---------------------------|---|----------|
| Company:                     | Show Name:<br><b>BCLC</b> | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>,<br/>2015</b> | Booth #: |
| Contact Name (Please Print): |                           | Contact Email:  |          |
| Phone (Include Area Code):   |                           | Fax (Include Area Code):  |          |

### EXHIBITOR GUIDELINES

- Showtime Convention and Display Services is not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections.
- For your protection you should install a surge protector/over-voltage protector on your computer(s) and/or other equipment as you deem necessary. Installations and connections to all electrical service should be made by Showtime personnel. Showtime will not be responsible for any damage or loss of equipment, component, computer hardware, software or data and/or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than Showtime personnel.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. Exhibitors with hard wall spaces must arrange for power to be dropped from the ceiling inside the booth if necessary. Overhead power to island booths will be dropped to one main location as per the exhibitor's floor plan. If no plan is provided, power will be dropped at our discretion.
- All wiring, motors, electrical installations etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
- All outlets for lighting provided by Showtime, column and/or wall outlets are not part of the exhibitor's display space, and cannot be used to power equipment. A separate outlet must be ordered for each piece of equipment to be connected.
- Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower etc. and ready for connection.
- Electrical service cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set-up.
- If in doubt about the safety or suitability of any electrical equipment or hook-up, please contact Showtime personnel before operating such equipment or connections.

## ELECTRICAL

| QTY | Item Description   | 2 Wk. Adv. | Reg/On-Site | Total |
|-----|--|------------|-------------|-------|
|     | 120 volt, 750 Watt service (1 duplex outlet)                       | \$60.00    | \$78.00     | \$    |
|     | 120 volt, 1500 Watt service (1 duplex outlet)                      | \$80.00    | \$104.00    | \$    |
|     | 220 volt, 30 Amp single phase service – Add 1 hr Electrical Labour | \$150.00   | \$195.00    | \$    |
|     | 220 volt, 50 Amp single phase service – Add 1 hr Electrical Labour | \$200.00   | \$260.00    | \$    |
|     | External Ground Fault Indicator (GFI)                              | \$50.00    | \$75.00     | \$    |

## LIGHTING & ACCESSORIES \*Lighting & accessory items do not include power\*

|  |  |         |         |    |
|--|--|---------|---------|----|
|  | Triple head extension cord                     | \$12.00 | \$15.60 | \$ |
|  | Power bar                                      | \$15.00 | \$19.50 | \$ |
|  | Double head light unit on stand, 150 Watts     | \$40.00 | \$52.00 | \$ |
|  | Halogen light on stand, 500 Watts              | \$50.00 | \$65.00 | \$ |
|  | LED light, solid colour or rainbow fade effect | \$50.00 | \$65.00 | \$ |

\*Lighting & accessory items do not include power\*

## ELECTRICAL LABOUR

The following services require electrical labour.

Please estimate one hour per service selected from this list. Actual labour will be calculated, and your invoice adjusted if required.

- o Additional power drops from ceiling.
- o All under-carpet distribution of electrical wiring.
- o All overhead distribution of electrical wiring.
- o All outlets over 20 amps and with a voltage over 120, as well as all 220volt, or 2000 Watt or more power.
- o Connections of any electrical equipment, tie ins, adapters or GFIs.
- o All motor and equipment hook-ups requiring hard wire or bare wire connections.
- o Installation and/or repair of electrical fixtures.
- o Motorized hoists, truss and lighting installation.

|       |  |    |
|-------|--|----|
| HOURS | ESTIMATED ELECTRICAL LABOUR @ \$80.00 PER HOUR (STRAIGHT TIME) = | \$ |
| HOURS | ESTIMATED ELECTRICAL LABOUR @ \$120.00 PER HOUR (OVERTIME) =     | \$ |

|  |                             |
|--|-----------------------------|
| PLEASE INDICATE A 1 HOUR WINDOW TIME SLOT DURING EXHIBITOR MOVE IN FOR THE ELECTRICIAN TO BE AVAILABLE FOR YOUR ADDITIONAL REQUIRED LABOUR | START _____<br>FINISH _____ |
|--|-----------------------------|

## SAFETY CONSIDERATIONS

- All water items such as hot tubs, pools or water features require GFI.
- All extension cords run under carpets must be provided and installed by Showtime personnel.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights and floodlights are a hazard when lamps are located too close to fabrics or other material that may be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire fixtures is prohibited.
- Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

|                  |    |
|------------------|----|
| ELECTRICAL TOTAL | \$ |
| PST 7%           | \$ |
| GST 5%           | \$ |

|              |    |                       |
|--------------|----|-----------------------|
| LABOUR TOTAL | \$ | see Electrical Labour |
| GST 5%       | \$ |                       |

|              |    |
|--------------|----|
| TOTAL AMOUNT | \$ |
|--------------|----|

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# Graphics & Signage Information

Showtime Event & Display

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For questions or to submit your order please email

[infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

It's important to us that your graphics and images look their absolute best. We believe it is important to work with you ensure that you are receiving the most comprehensive and efficient solutions in the trade show industry. The graphic and print production industry is constantly evolving and in order to insure 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 MEDIA:

All media should be formatted for use on a PC\*.

- Email Attachment (limited to maximum size of 2mb)
- CD-Rom (CD-R or CD-RW)
- DVD-Rom (DVD-R only)

When sending disks, please label them as follows: Exhibitor Name /Show/Show Date/Venue

## ACCEPTABLE FILE FORMATS:

### Vector

This type of Artwork is resolution dependent, and can be enlarged or reduced without any loss of quality.

| <u>Extension</u> | <u>Program</u>          | <u>Version</u>   |
|------------------|-------------------------|--|
| .cdr             | Corel Draw              | Version 11.0 or earlier                                    |
| .eps             | Encapsulated Postscript | An export option of various programs ( <i>preferable</i> ) |
| .ai              | Adobe Illustrator       | Version CS.2 or earlier                                    |

**Bitmap:** If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150-300 dpi. Lower resolutions or ratios will result in lower image quality. Full size should not exceed 100MB.

**AVOIDING ADDITIONAL COSTS:** Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are 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.

## TYPEFACE / FONT HANDLING:

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines, they are no longer editable.

## PROOFS AND COLOURS:

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

## QUESTIONS?

If you still have questions or concerns about your artwork, file formats, and method of delivery, please call the Showtime office listed above and speak to our Exhibitor Services or Creative Departments.

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

# Graphics & Signage Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)  
Fax: 1-877-468-3313 (Toll Free)  
www.showtimedisplay.com

infodesk@showtimedisplay.com



**Event & Display**

For questions or to submit your order please email  
[infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

| EXHIBITOR INFORMATION   |  |   |          |
|---|--|---|----------|
| Company:  | Show Name:<br><b>BCLC</b>  | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>, 2015</b> | Booth #: |
| Contact Name (Please Print):  |  | Contact Email:  |          |
| Phone (Include Area Code):  |  | Fax (Include Area Code):  |          |
| CUSTOM SIGNS  |  |   |          |
| Graphic Design<br>Desktop Publishing<br>Backlit Graphics  | Graphics Presentation<br>Large Format Printing<br>Vinyl Graphics | Lamination<br>Logo Reproduction<br>Vinyl Banners                |          |
| Set up Fee  | \$35.00  | \$35.00   |          |
| Price Per Square Foot   | \$19.50 (Minimum 4 square feet)                                  | Call for confirmation   |          |
| Please confirm Sign Details and Dimensions & Select type of material requested                          | _____ long x _____ high  |   |          |
| Graphic Design Labour   | \$85.00 per hour (min 1 hour, ½ hour increments afterwards)      | \$85.00   |          |
| CUSTOM SIGNS  |  |   |          |
| <b>Showtime can work with you to create top-quality graphics specific to your event needs.</b>          |  |   |          |
| <i>For custom work and quotations, please call the Showtime Office listed above.</i>                    |  |   |          |
| SIGN INFO:  |  |   |          |
| If you do not have a print file to submit, please write in the text and description of your order here: |  |   |          |
|   |  |   |          |
| <b>Notes:</b>   | <b>GRAPHICS &amp; SIGNAGE TOTAL</b>                              | \$  |          |
|   | <b>PST 7%</b>  | \$  |          |
|   | <b>GST 5%</b>  | \$  |          |
|   | <b>TOTAL AMOUNT</b>  | \$  |          |

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# Advance Materials Handling Details

Showtime Event & Display

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## 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, recrating 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 |   |
|---|---------------------------|--------------------------|---|
| Up to 100 pounds (minimum charge)   | \$100.00                  | \$120.00                 | <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.<br/>(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> |
| 100 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) |   |
| 1000 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.<br>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 pick ups and schedule pick ups 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.

**All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility**

# Advance Materials Handling Order Form

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Event & Display

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| EXHIBITOR INFORMATION        |                           |   |          |
|------------------------------|---------------------------|---|----------|
| Company:                     | Show Name:<br><b>BCLC</b> | Show Dates:<br><b>May 20<sup>th</sup>-21<sup>st</sup>, 2015</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><br>o Unloading crated materials.<br>o Storing at the warehouse for up to 14 days.<br>o Reloading onto trucks and delivery to the exhibit site.<br>o Unloading materials and delivery to your booth.<br>o Picking up, storing and returning empty containers.<br>o Reloading equipment and return to your specified destination.<br>(All materials will be shipped collect unless otherwise specified.)<br>o Showtime will call in pick ups 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                |                        |  |
| 100 lbs. – 500 lbs.  | \$80.00 / 100 lbs (CWT) |  | \$88.00 / 100 lbs (CWT) |                        |  |
| 500 lbs. – 1000 lbs.   | \$70.00 / 100 lbs (CWT) |  | \$77.00 / 100 lbs (CWT) |                        |  |
| 1000 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.)<br>CWT   | <input type="text"/> | SEE RATES IN TABLE ABOVE | = \$ <input type="text"/> |
| <input type="checkbox"/> UNCRATED – (CHECK IF APPLICABLE) uncrated shipments are subject to a 25% surcharge + 25% = |                      |                          | \$ <input type="text"/>   |

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

| RETURN SHIPPING DETAILS *REQUIRED*  |  | If no outbound Materials Handling please specify. |
|---|--|---|
| Name of RETURN Shipping Company **  | RETURN Shipping Address & Phone Number:<br>Please print clearly  |   |
| <input type="text"/>  | <input type="text"/>   |   |
| Level of service requested: **<br>Note some carries require ground service waybills be electronically prepared by account holder. |  |   |
| Carrier Phone Number: **  |  |   |
| Account Number: **<br>must be included<br>15% chargeback will apply is carrier disputes Account Number provided.                  | 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. |   |

**Please Note:** There is restrictive materials' handling access at this venue. Shipments in excess of 40" wide x 48" deep x 48" high are subject to review. Special handling charges may apply. Please contact Showtime to discuss any shipments larger than sizes outlined.

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.

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

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**Advanced Materials  
Handling  
Shipping Label**

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infodesk@showtimedisplay.com



Event & Display

**SHIP FROM:**

**EXHIBITING COMPANY:**

**SHIP TO:**



**c/o Showtime Event & Display**

6075 Irmin St, Burnaby, BC V5J 5C5

Tel: (800) 721-0029

Fax: (877) 468-3313

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

**SHOW NAME:**

BCLC

**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 May 6<sup>th</sup> and May 18<sup>th</sup>, 2015**

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