



# VANCOUVER INTERNATIONAL HOME SHOW 2017

April 26 - 30  
PNE Coliseum

## Event Contractor: SHOWTIME EVENT & DISPLAY SERVICES

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

### Event Location: PNE Coliseum

Exhibitor Move In - Priority	Monday	April 24, 2017	0800h to 2000h
General Exhibitor Move In	Tuesday	April 25, 2017	0800h to 2400h
General Exhibitor Move In	Wednesday	April 26, 2017	0800h to 1200h

<b>Event Hours</b>	<b>Wednesday</b>	<b>April 26, 2017</b>	<b>1600h to 2100h</b>
	<b>Thursday</b>	<b>April 27, 2017</b>	<b>1200h to 2100h</b>
	<b>Friday</b>	<b>April 28, 2017</b>	<b>1000h to 2100h</b>
	<b>Saturday</b>	<b>April 29, 2017</b>	<b>1000h to 2100h</b>
	<b>Sunday</b>	<b>April 30, 2017</b>	<b>1000h to 1800h</b>

Move Out	Sunday	April 30, 2017	1800h to 2400h
Move Out	Monday	May 1, 2017	0800h to 2400h

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

### Shipping: PNE Coliseum does NOT accept any advance shipments.

You may bring in your own display materials; however, you may not ship to the venue in advance. **All materials will be subject to Materials Handling charges, see Materials Handling Order Form for details.** Showtime will begin accepting shipments on **April 6, 2017**, between the hours of 9:00am-4:00 pm, Monday to Friday. **Materials Handling must arrive by April 20, 2017 at 3:00 pm to 6075 Irmin Street, Burnaby, BC V5J 5C5.**

### Booth Inclusions:

EACH BOOTH WILL CONSIST OF:

- **8' high drape back wall - BLACK**
- **3' high drape side wall - BLACK**

### Discount Price Deadline:

In order to receive 2 week advance order discount rates listed on the enclosed order forms, your order must be received by 5pm on **April 6, 2017**

### Online Ordering:

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

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

# VANCOUVER INTERNATIONAL HOME SHOW 2017

**Show Date: April 26 - 30**

**Show Location: PNE Coliseum**

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

Showtime Event & Display

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

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

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

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



Event & Display

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
- Furniture and Accessories Order Form
- Specialty Furniture Order Form
- Hardwall Systems Order Form
- Audio Visual Equipment & Computer Services Order Form
- Janitorial and Labour Form
- Graphics & Signage Form
- Advanced Materials Handling & Show Site Materials Handling Form
- 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 the 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 catalog 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.

## Order Online Now!

Contact Us Today For Your Custom Login To Our Secure  
Online Storefront.

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

# Limits of Liability & Responsibility

Showtime Event & Display

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Fax: 1-877-468-3313 (Toll Free)  
www.showtimedisplay.com

infodesk@showtimedisplay.com



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 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 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



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# Payment & Calculation of Orders Authorization Form

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



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

## Exhibitor Information

Company:	Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>	Show Dates: <b>April 26 – 30, 2017</b>	Booth #:
Contact Name (Please Print):	Address:		
City:	Province/State:	Postal Code/ZIP:	
Email Address:			
Please print clearly			
Phone (Include Area Code):		Fax (Include Area Code):	

## Credit Card Authorization

Please Check One: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Expiry Date (MM/YY):
Credit Card Number:	
Card Holder's Signature: <b>X</b>	Card Holder's Name (Please Print):

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

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

## Calculation of Orders (Total From Each Showtime Order Form including tax)

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 Order Forms	
Graphics & Signage Order Form	\$
Advanced Materials Handling or Show Site Receiving	\$
<b>TOTAL PAYMENT in Canadian funds</b>	<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 <b>( Must be received prior to Exhibitor Move In)</b>	\$

**2 Week Advance Order Pricing Deadline is April 6, 2017**

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

# VANCOUVER INTERNATIONAL HOME SHOW 2017

## Show Special Order Form

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



### EXHIBITOR INFORMATION

Company:	Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>	Show Dates: <b>April 26 – 30, 2017</b>	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

PNE Coliseum 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 VANCOUVER INTERNATIONAL HOME SHOW 2017 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 the cutoff date. **No Exchanges or substitutions on Show Specials.**



### SPECIAL INCLUSIONS

QTY	Item Description
1	30" Round Skirted Table – 40" counter height (cocktail table) Skirt colour of choice : Black or White
2	White leather Stools
<b>Must be ordered by April 6, 2017</b>	



### DETAILS TO NOTE

- o Showtime offers many services to help your exhibitors and the onsite setup. Please see **Labour & Janitorial Order Form**, to help save your team's set up time.
- o 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	Show Special \$125.00 each per 10' x 10' Booth	Sub Total	
		PST 7%	
		GST 5%	
		<b>TOTAL RENTAL</b>	

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



# Specialty Furniture Order Form

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



EXHIBITOR INFORMATION									
Company:			Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>				Show Dates: <b>April 26 – 30, 2017</b>		Booth#:
Contact Name (Please Print):					Contact Email:				
SOFT SEATING COUCH					OTTOMANS				
#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL	#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary Leather Sofa – White (3 Seats)	\$375.00	\$487.50			Contemporary White Leather Ottoman	\$100.00	\$130.00	
	Contemporary Leather Sofa – White (4 Seats)	\$500.00	\$650.00			Contemporary Black Leather Ottoman	\$100.00	\$130.00	
	Contemporary Leather Sofa – White (5 Seats)	\$625.00	\$812.50			Barcelona Style Ottoman-Black * NEW	\$75.00	\$105.00	
	Contemporary Leather Sofa – Black (3 Seats)	\$375.00	\$487.50						
	Contemporary Leather Sofa – Black (4 Seats)	\$500.00	\$650.00		COFFEE & END TABLES				
	Contemporary Leather Sofa – Black (5 Seats)	\$625.00	\$812.50			White & Chrome 18" x 18" End Table	\$50.00	\$75.00	
	Barcelona Style Seating- (4 Seats) Black *NEW	\$400.00	\$520.00			White & Chrome 24" x 48" Coffee Table	\$90.00	\$120.00	
	Barcelona Style Seating- (5 Seats) Black * NEW	\$500.00	\$650.00		BARS, CRUISER & TABLES				
SOFT SEATING LOVE SEATS						White & Chrome 72" x 30" x 42" Bar	\$225.00	\$292.50	
	Contemporary Leather Love Seat - White	\$250.00	\$325.00			White & Chrome 24" Round x 42" high Cruiser Table	\$75.00	\$97.50	
	Contemporary Leather Love Seat - Black	\$250.00	\$325.00			White & Chrome 24" x 24" x 30" Table Cocktail Table	\$75.00	\$97.50	
	Barcelona Style Modular Seating-Black *NEW	\$200.00	\$275.00						
SOFT SEATING CHAIRS					NOTES FOR SET UP / SPECIAL REQUESTS				
	Contemporary Leather Club Chair - White	\$150.00	\$195.00						
	Contemporary Leather Club Chair - Black	\$150.00	\$195.00						
	Barcelona Style Modular Seating (per seat) NEW*	\$100.00	\$130.00						

- o Rates shown are for run-of-show.
- o Items used in any portion of a day constitute a full day's rental.
- o Items ordered on the site are subject to availability. Advance orders will be given first priority.
- o Cancellation policy: Before delivery 50% of the original price; after delivery 100% of original price plus any previous rental and/or labor charges.

<b>Accessory Total</b>	\$
<b>GST 5%</b>	\$
<b>PST 7%</b>	\$
<b>TOTAL RENTAL</b>	\$

Delivery & Setup are included

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

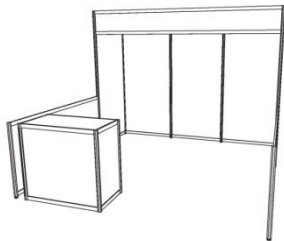
# Hardwall System

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

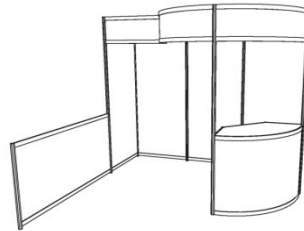
Toll Free: 1-800-721-0029  
 infodesk@showtimedisplay.com



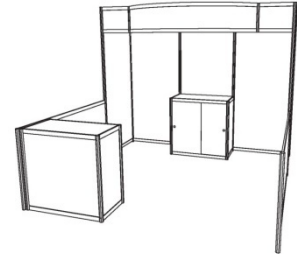
**MODEL 101 – 8' X 10' OR 10' X 10' CORNER OR INLINE**      **MODEL 102 – 8' X 10' OR 10' X 10' CORNER**      **MODEL 103 – 8' X 10' OR 10' X 10' CORNER OR INLINE**



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

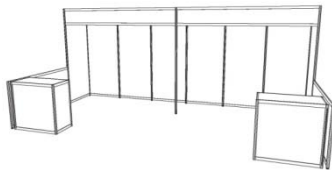


**MODEL 102 PACKAGE:** 1 curved header with copy, 1 single radius counter, booth carpet

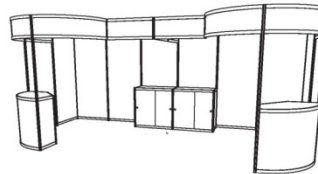


**MODEL 103 PACKAGE:** 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet

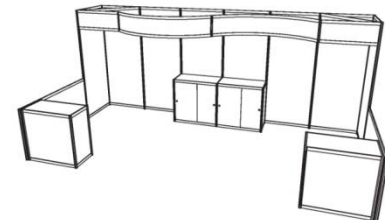
**MODEL 201 – 8' X 20' OR 10' X 20' CORNER OR INLINE**      **MODEL 202 – 8' X 20' OR 10' X 20' CORNER OR INLINE**      **MODEL 203 – 8' X 20' OR 10' X 20' CORNER OR INLINE**



**MODEL 201 PACKAGE:** 2 – straight headers (with copy), 2 -.5m(20") x 1m(39") x 1m(39") white counter, booth carpet

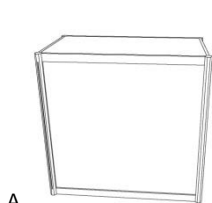


**MODEL 202 PACKAGE:** 1 – straight header (with copy), 2 - .5m(20") x 1m(39" x 1m(39") built-in white counters, 2 single radius counters, booth carpet

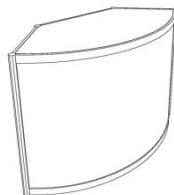


**MODEL 203 PACKAGE:** 1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39" x 1m(39") white counters, booth carpet

**ADDITIONAL HARDWALL OPTIONS**



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)

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.**

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



# Hardwall System Order Form

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



Event & Display

EXHIBITOR INFORMATION			
Company:	Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>	Show Dates: <b>April 26 – 30, 2017</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, and 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> <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Seafoam Green <input type="checkbox"/> Grey <input type="checkbox"/> Black HEADER TO READ (up to 20 characters, black lettering on white)  HEADER ONE: _____  HEADER TWO: (If applicable for Model # 201/202/203) _____ For 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					
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<p><b><i>For custom colours and graphic panels to personalize your Hardwall set up, please contact Showtime for prices and selection.</i></b></p>	<p><b>Don't see what you are looking for? Contact Showtime for additional setup options!</b></p>																																							
SPECIAL INSTRUCTIONS	COST SUMMARY																																							
		Rental Total	\$																																					
		PST 7%	\$																																					
		GST 5%	\$																																					
		<b>TOTAL AMOUNT</b>	\$																																					

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# Audio Visual & Computer Services Order Form

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



## Exhibitor Information

Company:	Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>	Show Dates: <b>April 26 – 30, 2017</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

- All TV's come with standard length VGA & HDMI cables-For additional components please call for pricing\*

### 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):

#### Showtime Computer & Audio Visual Rental Guidelines

- The client must be available to sign for equipment on delivery.
- Weekly rate = four times the daily rate.
- Equipment used in any portion of a day constitutes a full day's rental.
- Cancellation policy: After delivery 100% of one (1) rental day plus any previous rental and/or labour charges.
- 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)
- All computers come pre-loaded with Office 2003 & Office 2007 which includes Word, Excel, PowerPoint, & Outlook. Also included is Internet Explorer 6 or 7.
- 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.

Equipment Total

PST 7%

GST 5%

Total Rental



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# Labour & Janitorial Order Form

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



EXHIBITOR INFORMATION			
Company:	Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>	Show Dates: <b>April 26 – 30, 2017</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 the show opens.			
BOOTH SIZE	<input type="text"/>	SQUARE FEET @ \$0.30 PER SQUARE FOOT =	<input type="text"/>
MULTIPLIED BY 1			<input type="text"/> = \$ <input type="text"/>

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	<input type="text"/>	SQUARE FEET @ \$0.25 PER SQUARE FOOT =	<input type="text"/>
MULTIPLIED BY NUMBER OF DAYS			<input type="text"/> = \$ <input type="text"/>

POP UP BOOTH SET UP & DISMANTLE			
<b>*Only applicable for basic pop up display units, anything with more set up is subject to Installation &amp; Dismantle Labour charges.</b>			
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	<input type="text"/> \$100.00	REGULAR/ONSITE PRICE IF ORDERED AFTER APRIL 6, 2017	<input type="text"/> \$120.00
NUMBER OF POP UP BOOTHS			<input type="text"/> = \$ <input type="text"/>
Please send a picture of pop up to <a href="mailto:infodesk@showtimedisplay.com">infodesk@showtimedisplay.com</a> , 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"/>
START TIME	<input type="text"/>	END TIME	<input type="text"/>	INSTALLATION TOTAL	
					<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"/>
START TIME	<input type="text"/>	END TIME	<input type="text"/>	DISMANTLE TOTAL	
					<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.

LABOUR TOTAL	\$
GST 5%	\$
TOTAL AMOUNT	\$

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# Graphics & Signage Information

Toll Free: 1-800-721-0029  
 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 are constantly evolving and in order to ensure the best quality graphics and images from your digital files, and to make the transfers as seamless as possible, we are pleased to provide you with some guidelines and tips for submission of your art to Showtime. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply for this. Please contact us directly for details.

## ACCEPTABLE 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 rations 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.) is often not suitable for high-quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

## 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.

# Graphics & Signage Order Form

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Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

CUSTOM SIGNS		
Graphic Design Desktop Publishing Backlit Graphics	Graphics Presentation Large Format Printing Vinyl Graphics	Lamination Logo Reproduction 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 afterward)	\$85.00

COMMON CUSTOM SIGNS	
<b>38" x 94" Sintra Full Colour Meter Board</b>	<b>\$120.00 taxes not included</b>
<b>22" x 28" Sintra Full Colour Sign</b>	<b>\$90.00 taxes not included-See furniture &amp; Accessories page for Chrome Sign Holder</b>

*For custom work and quotations, please call the Showtime Office listed above.*

### **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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# Advanced Materials Handling Details

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



## SHIPPING CHARGES

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

## BILLS OF LADING

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

## CONSIGNMENT

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

## SHIPPING LABELS

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

## CERTIFIED WEIGHT RECEIPTS

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

## LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material. If a shipment is larger than standard skid or requires more than standard forklift service additional charges will apply. If your shipment is larger than standard 4' x 4' x 4' skid please indicate on the 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 the 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 the warehouse for shipping, pick up next business day. (All materials will be shipped collect unless otherwise specified.)</li> <li>Showtime will call in pickups and schedule outbound shipments for the next business day using the details provided on the Advanced Materials Handling Order Form</li> </ul>
101 lbs. – 500 lbs.	\$80.00 per 100 lbs (CWT)	\$88.00 per 100 lbs(CWT)	
501 lbs. – 1000 lbs.	\$70.00 per 100 lbs(CWT)	\$77.00 per 100 lbs(CWT)	
1001 lbs and up	\$60.00 per 100 lbs(CWT)	\$66.00 per 100 lbs(CWT)	
All uncrated materials will be subject to a 25% surcharge. Rates are based on a standard 4' x 4' x 4' Skid Size, Oversized pieces subject to individual pricing.			

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

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# Advanced Materials Handling Order Form

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EXHIBITOR INFORMATION			
Company:	Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>	Show Dates: <b>April 26 – 30, 2017</b>	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

RATES			2 WEEK ADVANCE	ORDER /ARRANGE ON SITE	RATES INCLUDE: <ul style="list-style-type: none"> <li>o Unloading crated materials.</li> <li>o Storing at the warehouse for up to 14 days.</li> <li>o Reloading onto trucks and delivery to the exhibit site.</li> <li>o Unloading materials and delivery to your booth.</li> <li>o Picking up, storing and returning empty containers.</li> <li>o Reloading equipment and return to your specified destination. (All materials will be shipped collect unless otherwise specified.)</li> <li>o Showtime will call in pickups and schedule outbound shipments for the next business day, using the details provided on this form.</li> </ul>
Up to first 100 pounds (minimum charge)	\$100.00	\$120.00			
101 lbs. – 500 lbs.	\$80.00 / 100 lbs (CWT)	\$88.00 / 100 lbs (CWT)			
501 lbs. – 1000 lbs.	\$70.00 / 100 lbs (CWT)	\$77.00 / 100 lbs (CWT)			
1001 lbs and up	\$60.00 / 100 lbs (CWT)	\$66.00 / 100 lbs (CWT)			
All charged based on actual weight and rounded to the next 100 lbs.					
Additional Charges will apply on shipments exceeding standard skid/forklift service					
All uncrated materials will be subject to a 25% surcharge.					

CALCULATION			
SHIPMENT WEIGHT (LBS.) 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 4' x 4' x 4'	INBOUND Estimated # of Pieces:

RETURN SHIPPING DETAILS *REQUIRED*		If no outbound Materials Handling please specify.
Name of RETURN Shipping Company **	RETURN Shipping Address & Phone Number: Please print clearly	
Level of service requested: ** Note some carries require ground service waybills be electronically prepared by account holder.		
Carrier Phone Number: **		
Account Number: ** must be included 15% chargeback will apply if 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.	
Special notes or details about return shipping:		

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

All paperwork for International Shipments must be completed BY EXHIBITOR.

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

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

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

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**Advanced Materials  
Handling  
Shipping Label**

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



**SHIP FROM:**

**EXHIBITING COMPANY:**

**SHIP TO:**



**c/o Showtime Event & Display**

6075 Irmin Street, Burnaby, BC V5J 5C5

Tel: (800) 721-0029

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

**SHOW NAME:**  
VANCOUVER INTERNATIONAL HOME  
SHOW 2017

**BOOTH#:**

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

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

**Each piece shipped to Showtime must have label filled out and attached!  
Materials Handling Forms to be sent in advance of shipment.  
Shipments to be received between April 6, 2017 & April 20, 2017**

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



# Show Site Receiving & Handling Order Form

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 infodesk@showtimedisplay.com



Must be Received at the PNE Coliseum on April 26th  
**Only to be used if not using Advanced Materials Handling**

EXHIBITOR INFORMATION			
Company:	Show Name: <b>VANCOUVER INTERNATIONAL HOME SHOW 2017</b>	Show Dates: <b>April 26 – 30, 2017</b>	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

<p><b>SHIPPING CHARGES</b> Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.</p> <p><b>BILLS OF LADING</b> All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Handling charges are based on the weight of the material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will be unable to adjust charges later.</p> <p><b>CONSIGNMENT</b> All shipments must be consigned c/o Showtime Convention and Display Services to enable us to accept them for handling. Convention centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.</p>	<p><b>SHIPPING LABELS</b> Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.</p> <p><b>CERTIFIED WEIGHT RECEIPTS</b> 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.</p> <p><b>LABOUR AND EQUIPMENT</b> Labor 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 a forklift or specialized rigging equipment, please notify us promptly so that we can make arrangements. Please contact us prior to completing this form if you require those services.</p> <p><b>EMPTY BOXES/CARTONS</b> Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.</p>
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RATES	2 WEEK ADVANCE	ORDER /ARRANGE ON SITE	<b>RATES INCLUDE:</b> <ul style="list-style-type: none"> <li>Receiving crated materials from transport vehicle during Exhibitor Move In.</li> <li>Delivery from loading bay to your booth.</li> <li>Picking up, storing and returning empty containers.</li> <li>Reloading repacked materials onto transport vehicle during Exhibitor Move Out.</li> </ul>
Up to first 100 pounds (minimum charge)	\$90.00	\$108.00	
101 lbs. – 500 lbs.	\$72.00 / 100 lbs (CWT)	\$79.20 / 100 lbs (CWT)	
501 lbs. – 1000 lbs.	\$63.00 / 100 lbs (CWT)	\$69.30 / 100 lbs (CWT)	
1001 lbs and up	\$54.00 / 100 lbs (CWT)	\$49.40 / 100 lbs (CWT)	
All charged based on actual weight and rounded to the next 100 lbs.			
Additional Charges will apply on shipments exceeding standard skid/fork lift service			
All uncrated materials will be subject to a 25% surcharge.			

**CALCULATION**

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

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

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

**PLEASE NOTE:**  
 If you require Forklift Services, please contact our office prior to completing this order form.  
 Pick Ups for shipments shipped to show site will have scheduled pick from show site during Exhibitor Move Out, Any shipment left after Exhibitor Move-out, will be taken to Showtime Warehouse and shipped next business day.

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

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Only to be used if not using Advanced Materials Handling.

# Show Site Receiving Shipping Label

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Infodesk@showtimedisplay.com



Event & Display

# To be Delivered

**SHIP FROM:**

**EXHIBITING COMPANY:**

**SHIP TO:**



**c/o Showtime Event & Display**

PNE Coliseum

PNE Coliseum

Tel: (800) 721-0029

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

**SHOW NAME:**  
VANCOUVER INTERNATIONAL HOME  
SHOW 2017

**BOOTH#:**

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

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

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