

EXHIBITOR SERVICE MANUAL



**2016 BUYERS SHOW
OCTOBER 12 - 13, 2016**

RICHMOND OLYMPIC OVAL





PROFESSIONAL GOLFERS' ASSOCIATION OF BC BUYERS SHOW

OCTOBER 12 – 13, 2016
OLYMPIC OVAL, RICHMOND, BC

Dear Exhibitor,

Together with show management we have compiled this Exhibitor Services Manual with the hopes of providing you with all of the necessary information and service order forms that you will need for a successful conference experience. If you have any requirements not detailed in the service manual, please do not hesitate to contact us.

Each exhibit booth will be supplied with the following courtesy of show management;

- 8' high drape back wall
- 4' high drape side wings
- 1 – 120 volt, 750 watt electrical outlet
- 1 – 2' x 6' skirted display table
- 2 side chairs

Please note the capacity of the electrical service provided and consider your electrical requirements carefully. Should you require more than 750 watts, a dedicated circuit or 24 hour continuous service you must complete and return the attached Electrical Services order form.

Please note that show management has appointed Show In Motion as the exclusive providers of materials handling services for this conference. All material must be shipped to the address shown on the attached shipping label. Material arriving at the advance storage warehouse without a completed Materials Handling form may encounter a delay in delivery to your booth.

SHIPMENTS TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED.

In order to qualify for discount prices where available, please take time to review this manual thoroughly. To receive discount pricing your order(s) along with payment in full must be received by the date indicated on each form.

We realize that exhibiting in a trade show can be complicated. Please do not hesitate to call us with any questions or concerns.

We welcome you as an exhibitor to this event and look forward to serving you at the Professional Golfers' Association of BC Buyers Show.

21 - 8528 - 123 STREET
SURREY - BC
CANADA - V3W-3V6

PHONE 604-599-1440
FAX 604-599-1438

11625 - 115TH. STREET
OSOYOOS - BC
CANADA - V0H-1V5

PHONE 250-495-5025
FAX 250-495-5026

www.showinmotion.com



CONTACT INFORMATION

HOW TO REACH US:

- TELEPHONE - (250) 495-5025
- FACSIMILE - (250) 495-5026

For General & Rental Inquiries Please Contact
Shauna Newberry (orders@showinmotion.com)

For Shipping Inquiries Please Contact
Brian Huggan (brian@showinmotion.com)

For Electrical Inquiries Please Contact
Brad Riznek (brad@showinmotion.com)

MAILING ADDRESS:

11625 - 115th Street
Osoyoos, BC, V0H 1V5

ADVANCE SHIPPING ADDRESS:

"Your Company Name"
PGABC BUYERS SHOW
21 - 8528 - 123 Street
Surrey, BC, V3W 3V6

**EXHIBIT MATERIAL
DO NOT DELAY
RUSH !**

EXHIBITING
COMPANY:

SHIP TO: C/O SHOW IN MOTION
21 - 8528 - 123 STREET
SURREY, BC, CANADA
V3W 3V6
(TEL) 604-599-1440
(FAX) 604-599-1438

RE: PGABC BUYERS SHOW

BOOTH # : _____

CARRIER : _____

NUMBER _____ OF _____



TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026



CREDIT CARD AUTHORIZATION

IF YOU ARE USING THE SERVICES OF SHOW IN MOTION, THIS FORM MUST BE COMPLETED AND RETURNED TOGETHER WITH A PHOTOCOPY OF BOTH THE FRONT AND BACK OF THE CREDIT CARD.

NO ORDERS WILL BE ACCEPTED UNLESS ALL INFORMATION IS PROVIDED.

BY SIGNING THIS FORM YOU AGREE THAT YOUR ORDER WILL BE GOVERNED AND BOUND BY BOTH THE SHOW IN MOTION PAYMENT POLICY AND TERMS AND CONDITIONS OF CONTRACT AS SPECIFIED IN THE EXHIBITOR MANUAL AND HAVE ADVISED YOUR SHOW SITE REPRESENTATIVE(S) ACCORDINGLY. YOU ARE ENTERING INTO A CONTRACT. PLEASE READ THESE DOCUMENTS THOROUGHLY.

WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR INITIAL ORDER AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE OR SERVICES RENDERED TO YOUR COMPANY AT THIS EVENT. THESE CHARGES MAY INCLUDE LABOR, MATERIALS HANDLING OR ANY CHARGES WHICH SHOW IN MOTION MAY BE OBLIGATED TO PAY ON YOUR BEHALF INCLUDING, WITHOUT LIMITATION, ANY SHIPPING CHARGES.

WE RESERVE THE RIGHT TO ADJUST ORDERS NOT CALCULATED CORRECTLY. THESE CORRECTIONS MAY INCLUDE MATERIALS HANDLING CALCULATIONS AND POST DEADLINE PRICING.

THIS COMPLETED FORM MUST ACCOMPANY ALL OTHER COMPLETED SERVICE REQUEST FORMS.

COMPANY: _____ BOOTH #: _____
ADDRESS: _____ PHONE #: _____
CITY & PROVINCE: _____ FAX #: _____
POSTAL / ZIP CODE: _____ EMAIL: _____

PLEASE COMPLETE CLEARLY THE FOLLOWING INFORMATION;

MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐

ACCOUNT NUMBER

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

EXPIRATION DATE : _____

CCV CODE : _____

I, _____ of _____ do
(Cardholder name) (Exhibiting Company)

hereby authorize Show In Motion Services, Inc. to charge my credit card for expenses related to the above named event. I agree that in placing this order I have accepted Show In Motions' Payment Policy and Terms & Conditions of Contract. I acknowledge that my calculations for materials handling, labor and outbound freight are estimates only and understand that the total amount of the charges to my credit card is subject to final verification by Show In Motion at the conclusion of the event allowing for my estimation of labor and / or materials handling charges and / or pre-show discounts. I further understand and agree that, as the representative for the exhibiting company, I am ultimately responsible for payment of all charges and agree to be bound by all terms and conditions as described on this form and the Payment Policy Form.

BILLING ADDRESS: _____

CARDHOLDERS SIGNATURE: _____

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.



ATTENTION ALL EXHIBITORS

SHOW MANAGEMENT HAS APPOINTED SHOW IN MOTION AS THE EXCLUSIVE PROVIDERS OF ALL MATERIALS HANDLING AND DRAYAGE SERVICES FOR THIS EVENT.

Shipments direct to the Richmond Olympic Oval, regardless of their size and description, are not permitted.

All boxes, cartons, pop-up cases, crates, etc. destined for this event must be shipped to the advanced warehouse address as shown on the attached shipping label. This will avoid both any unnecessary delays of your exhibit material and any additional on site materials handling charges.

THE USE OF ALL MECHANICAL EQUIPMENT INCLUDING DOLLIES, PALLET JACKS AND HAND TRUCKS ON SHOW SITE IS NOT PERMITTED BY EITHER EXHIBITORS OR THEIR APPOINTED CONTRACTORS.

As contracted by show management, Show In Motion staff will be present at the loading dock during all move-in hours to receive any mis directed freight arriving direct to show site and will handle this material while it is on show site.

ALL MATERIALS HANDLING SERVICES, EQUIPMENT, LIFTS AND MANPOWER MUST BE PROVIDED BY SHOW IN MOTION.

Thank you for your understanding and complete cooperation to help make this a successful event.



TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026



MATERIALS HANDLING ORDER FORM

Show In Motion, is the exclusive materials handling contractor for this event. If you are shipping any material to this event it is compulsory that you complete this form and return it to us. We will receive your display material up to 30 days prior to move-in. All shipments must be sent prepaid. WE WILL NOT ACCEPT COLLECT SHIPMENTS.

Shipments received within seven full business days of the event will not be eligible for pre-show discounts.

SHIPMENTS DIRECT TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED.

SERVICE INCLUDES:

- Receiving and advance storage of your display material up to 30 days prior to show dates.
- Transport of your display material to show site and delivery of material, crates and boxes directly to your booth.
- Removal and storage of empty boxes and crates during show.
- Return of empty boxes and crates to your booth following the show and re-loading of display material on to outbound carrier(s) from show site.

Crated or Skidded Shipment	\$.90 / Pound
Special Handling Shipment	\$ 1.00 / Pound
Uncrated or Pad Wrap Shipment	\$ 1.15 / Pound

RATES

- Minimum charge of \$ 300.00
- Unmarked freight will be cubed at 30 pounds per cubic foot.

DEFINITIONS OF SERVICE:

CRATED: Exhibit material that is skidded or is in any type of shipping crate that unloaded at dock height with no additional handling required.

UNCRAVED: Exhibit material that is shipped loose or pad wrapped, and / or unskidded machinery.

SPECIAL HANDLING: Exhibit material delivered in such a manner that it requires additional handling such as ground level unloading, stacked or constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, multiple shipments, carpet and / or pad only shipments and shipments that require additional time, equipment or labor to unload. FEDEX, UPS, Purolator and DHL are included in this category due to their delivery procedures.

When recording weight you must round up to the next one hundred (100) pounds. Example 445 lbs = 500 lbs.

Shipments arriving from different carriers and / or on different dates and times and / or on different waybills or tracking numbers will be billed individually.

The greater of actual weight and dimensional weight will be charged on all shipments exceeding 5,000 cubic inches.

			TOTAL WEIGHT	
MATERIAL SHIPPED FROM (CITY)			DATE SHIPPED	
# OF BOXES	# OF CRATES OR SKIDS	TOTAL # OF PIECES	SUB-TOTAL	
			POST DEADLINE	
			ADD 40%	
			15 % SERVICE CHARGE	
CARRIER			PRO OR WAYBILL NUMBER	
SUB-TOTAL				
CUSTOMS BROKER (IF APPLICABLE)			7 % PST	
			5 % GST	
			TOTAL	

I AGREE THAT IN PLACING THIS ORDER I HAVE READ AND ACCEPT SHOW IN MOTIONS' PAYMENT POLICY AND TERMS & CONDITIONS OF CONTRACT.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016

YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.

ALL ORDERS ARE GOVERNED BY SHOW IN MOTION PAYMENT POLICY AND TERMS AND CONDITIONS OF CONTRACT.



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PRIORITY EMPTY SERVICE ORDER FORM

Depending on the size of the show and the logistics of the facility, the standard return time for crates, containers and cases can be anywhere from 2 - 4 hours.

This service provides for the expedited Priority Return of your empty containers.

Exhibitors ordering this service can expect their crates and other empties returned to their booth within 30 minutes of the close of show.

This service must be ordered prior to your empty containers being removed from the exhibit floor and entered in to storage.

If you would like to take advantage of this service, please complete the information below and return this form to Show In Motion.

RATES	PRICE PER CONTAINER	PRICE PER CONTAINER
	Discount Rate	Standard Rate
Priority Empty Container Return	\$ 85.00	\$ 119.00
Estimated Number of Pieces.....		
PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED ONCE YOUR EMPTY CONTAINERS HAVE BEEN REMOVED FROM THE EXHIBIT HALL FOR STORAGE.	SUB-TOTAL	
	15 % SERVICE CHARGE	
	7 % PST	
	5 % GST	
	TOTAL	

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OUTBOUND FREIGHT SERVICE ORDER FORM

In accordance with the storage and freight policies of both the facility and the regulations of this event, all outbound freight must be shipped directly from show site immediately following the close of the exhibit.

If these policies are inconvenient for you and / or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier at a convenient time during normal business hours.

If you would like to order this service please complete the required information below and return this form to Show In Motion along with your other service request forms.

This service is offered in conjunction with our standard Materials Handling Service. You must complete and return the attached Materials Handling Order Form as well.

SERVICE RATES

\$.70 / Pound - Pre-Deadline Rate
\$ 250.00 Minimum Charge
25% Fuel Surcharge
Rates Based on Billable Incoming Weight

PICK-UP INFORMATION

ADDRESS: 21 - 8528 - 123 STREET
SURREY, BC, V3W-3V6
HOURS: 9:00 AM - 4:00 PM (PACIFIC TIME)
MONDAY - FRIDAY

**PLEASE NOTE THAT EXHIBIT MATERIAL
REMAINING ON SITE BEYOND THE DESIGNATED
MOVE-OUT TIME WILL BE FORCED TO OUR
WAREHOUSE AT THE ABOVE PREVAILING RATES.**

**PLEASE NOTE THAT YOU MUST MAKE PICK-UP
ARRANGEMENTS WITH YOUR CARRIER. UNLESS
ARRANGED IN ADVANCE WE WILL NOT CONTACT
YOUR CARRIER TO COORDINATE THE PICK-UP.**

**ESTIMATED
WEIGHT**

**ESTIMATED
SUB TOTAL**

25 % FSC

**POST DEADLINE
(ADD 40%)**

SUB-TOTAL

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016**

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BOOTH CLEANING ORDER FORM

As the official service contractor, Show In Motion has exclusive jurisdiction over all cleaning services.

This jurisdiction prohibits other service contractors including exhibitor appointed contractors from providing these services.

The cleaning services provided by the exhibit hall include a general sweeping of the aisles only.

All carpets ordered from Show In Motion will be installed in clean condition, however you may wish to order cleaning service prior to show opening to remove any debris caused during set-up.

Cleaning service required during the event and within your booth space may be ordered below.

100 Square Foot Minimum Charge

STANDARD BOOTH CLEANING

TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X \$.50 = \$ _____

BOOTH CLEANING FIRST DAY ONLY

TOTAL SQUARE FEET _____ X 1 DAY X \$.75 = \$ _____

PORTER SERVICE

TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X \$ 1.05 = \$ _____

POST DEADLINE RATE (ADD 40%) - \$ _____

CALCULATE 15 % SERVICE CHARGE ON ABOVE TOTAL - \$ _____

CALCULATE 7 % PST ON ABOVE TOTAL - \$ _____

CALCULATE 5 % GST ON ABOVE TOTAL - \$ _____

TOTAL COST - \$ _____

Our standard booth cleaning service includes daily vacuuming of carpet, emptying of wastepaper baskets, general cleaning and dusting of exhibit and furnishings.

Our porter service includes emptying of wastepaper baskets, wipe down of counters and removal of glasses and coffee cups at 2 hour intervals.

Booth Cleaning and Porter Services are not offered for partial or select days. If you are ordering these services you must order them for all days of your event.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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TELEPHONE: (250) 495-5025
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TOUCH SCREEN KIOSK LEASE ORDER FORM

RATES

\$ 550.00 For Duration of Conference

Optional Branding With Your Logo

\$ 150.00 Per Kiosk - Above Monitor

\$ 100.00 Per Kiosk - Below Monitor

\$ 200.00 Per Kiosk - Below Keyboard



KIOSK RENTAL

**POST DEADLINE
(ADD 40%)**

**BRANDING ABOVE
MONITOR**

**BRANDING BELOW
MONITOR**

**BRANDING BELOW
KEYBOARD**

SUB-TOTAL

**15 % SERVICE
CHARGE**

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016**

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**



TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026



COMPUTER & A / V LEASE ORDER FORM

ITEM	PRICE	PRICE	QUANTITY	AMOUNT
	Discount Rate Daily Rate	Standard Rate Daily Rate		
MONITORS				
32" LCD Monitor (16:9) Includes Table Top base	250.00	350.00		
42" LCD or Plasma Monitor (16:9) Includes Table Top Base	400.00	560.00		
52" LCD Monitor (16:9) Includes Table Top Base	650.00	910.00		
60" LCD Monitor (16:9) Includes Table Top Base	750.00	1050.00		
VIDEO PLAYBACK				
Blu-Ray HD DVD Player	150.00	210.00		
MISCELLANEOUS				
Friendlyway Interactive Touch Screen Kiosk (19" Monitor)	275.00	385.00		
Monitor Floor Stand (Dual Post)	80.00	112.00		
External Tower Speakers	75.00	105.00		
Tripod Projection Screen (60" x 60")	50.00	70.00		
Black Skirted A/V Cart	50.00	70.00		
COMPUTER SYSTEMS (MONITOR NOT INCLUDED)				
Desktop - Intel Core i7, 280 GHz, 3.42G RAM, 1TB HD, DVD-RW	200.00	280.00		
Laptop - 17", 2.3 G, Windows 7, Office 2010	250.00	350.00		
PRINTERS				
HP LaserJet p4014, 45 PPM, 1200 x 1200 dpi, 256MB Ram	150.00	210.00		
HP Color LaserJet CP3525n, 30ppm, 1200 x 600 dpi, 1GB Ram	200.00	280.00		
Premium Laser Printer Paper (500 sheets)	15.00	21.00		
BASIC INSTALLATION LABOR				\$ 80.00
SUB-TOTAL				
15 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

Custom Audio and Visual Packages Available on Request.

Please Call Us For Further Details.

Computer and Audio Visual rentals are offered for each day of your event. Rental periods consisting of select day(s) of your event are not permitted.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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SEPTEMBER 19, 2016

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ORDER FORM.





TELEPHONE: (250) 495-5025
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CARPET & PADDING LEASE ORDER FORM

32 OZ. DESIGNER SELECT CARPET

Guaranteed new, premium quality carpet.

Available in a variety of designer colors.

Price includes delivery, installation, taping and removal.

A surcharge will be applied for any damage after installation. This includes cuts of any nature.

Black ☐ Pewter ☐ Charcoal ☐
Navy ☐ Silver ☐ Royal Blue ☐
Red ☐ Emerald ☐ Purple ☐

Booth Size: _____' x _____' = _____ Square Feet

*** 100 SQUARE FOOT MINIMUM
ON ALL ORDERS ***

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 3.50 (Sq. Ft.)	\$ 4.75 (Sq. Ft.)		

20 OZ. STANDARD CARPET

Available in four standard colors.

Price includes delivery, installation, taping and removal.

A surcharge will be applied for any damage after installation. This includes cuts of any nature.

Blue ☐ Forest Green ☐
Purple ☐ Red ☐

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 2.75 (Sq. Ft.)	\$ 3.75 (Sq. Ft.)		

5/8" REBOND FOAM PADDING

Price includes delivery, installation and removal.

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 2.25 (Sq. Ft.)	\$ 3.15 (Sq. Ft.)		

VISQUEEN PLASTIC COVERING

Price includes delivery, installation and removal.

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 1.00 (Sq. Ft.)	\$ 1.40 (Sq. Ft.)		

SUB-TOTAL
15 % SERVICE
CHARGE
7 % PST
5 % GST
TOTAL

NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IS MADE IN FULL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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TELEPHONE: (250) 495-5025
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TABLES & CHAIRS LEASE ORDER FORM

DISPLAY ITEMS	PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
TABLES & RISERS				
Covered & Skirted Display Table (2' X 4')	\$ 85.00	\$ 119.00		
Covered & Skirted Display Table (2' X 6')	90.00	126.00		
Covered & Skirted Display Table (2' X 8')	105.00	147.00		
4th. Side Of Table Skirted	50.00	70.00		
Extension To 40" Height - Add	45.00	63.00		
Unskirted Display Table	60.00	84.00		
Blue, Teal, Green, Red, Black, Silver, Purple, Gold or White (Circle Preference)				
30" Round Pedestal Table with Linen - Black or White	85.00	119.00		
40" Round Pedestal Table with Linen - Black or White	100.00	140.00		
STOOLS AND CHAIRS				
White Crescent Stool	140.00	196.00		
High Back Bar Stool	140.00	196.00		
White Mobler Stool	150.00	210.00		
Wood & Chrome Stool	75.00	105.00		
Black & Silver Bar Stool	140.00	196.00		
Deluxe High Back Bar Stool	140.00	196.00		
White & Chrome Wire Back Stool	140.00	196.00		
Deluxe Executive Armchair (Black Leather Sled Base)	150.00	210.00		
High Back Swivel Stool (Black or Silver)	75.00	105.00		
Upholstered Arm Chair (Black Fabric)	60.00	84.00		
Upholstered Side Chair (No Arms)	40.00	56.00		
COMPLIMENTS (See Accessories Sheet Also)				
8' High Drapery (Color Preference: _____)	9.00 / FT.	12.60 / FT.		
Plexi Glass Ballot Box	50.00	70.00		
Large Glass Bowl	25.00	35.00		
Waste Paper Basket (Black Wire Mesh)	20.00	28.00		
			SUB-TOTAL	
			15 % SERVICE CHARGE	
			7 % PST	
			5 % GST	
			TOTAL	



All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

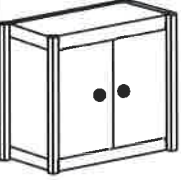
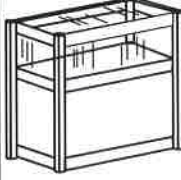
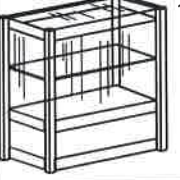
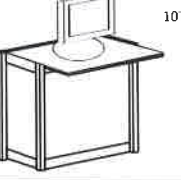
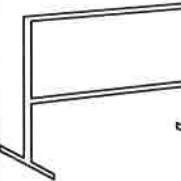


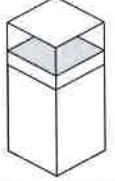
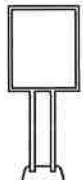

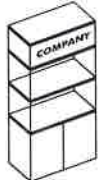

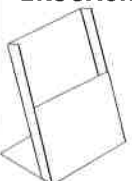

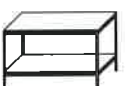

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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ORDER FORM.

CUSTOM ACCESSORIES LEASE ORDER FORM

COUNTER \$ 350  SLIDING DOORS INSIDE SHELF 20" X 40" X 40" <input type="checkbox"/> LOCK ADD \$ 25.00 <input type="checkbox"/> WHITE OR <input type="checkbox"/> BLACK	QTY.	JEWELLERY CASE \$ 600  ONE SHELF 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25.00 HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50.00	QTY.	SHOW CASE \$ 650  TWO SHELVES 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25.00 HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50.00	QTY.	COMPUTER COUNTER \$ 300  10" KEYBOARD TRAY 20" X 20" X 40" <input type="checkbox"/> WHITE OR <input type="checkbox"/> BLACK	QTY.
POSTER BOARD \$ 150  4' X 8' VERTICAL OR HORIZONTAL (SHOWN)		CHROME BAG HOLDER \$ 60 		LITERATURE RACK \$ 100  BLACK DOUBLE SIDED		MONITOR STAND \$ 300  20" X 20" X 40" 20" X 20" X 54" OPTIONAL KEYBOARD TRAY AVAILABLE ADD \$ 25.00	
SIGN HOLDER \$ 50  22" X 28" CHROME <input type="checkbox"/> OR BLACK <input type="checkbox"/>		TRACK LIGHTING  3 HEAD - \$ 120 5 HEAD - \$ 150		TOWER COMBO \$ 350  2 SHELVES INSIDE SHELF 20" X 40" X 96" COMPANY NAME OR PRODUCT SIGN INCLUDED		SHELF UNITS  2 SHELVES 26" \$ 125 3 SHELVES 40" \$ 150 4 SHELVES 54" \$ 175	
BROCHURE RACK \$ 15  <input type="checkbox"/> 4" X 9" OR <input type="checkbox"/> 9" X 11" <input type="checkbox"/> COUNTER TOP <input type="checkbox"/> WALL MOUNT		BAR FRIDGE \$ 175  1.7 CUBIC FEET WHITE		END TABLE \$ 125  BLACK & GLASS GUN METAL & GLASS		COFFEE TABLE \$ 150  BLACK & GLASS GUN METAL & GLASS	

SPECIAL INSTRUCTIONS:

SUB-TOTAL
STANDARD RATE
(ADD 40%)
15 % SERVICE
CHARGE
7 % PST
5 % GST
TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016**

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**



TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026



EXHIBIT INSTALLATION ORDER FORM

REGULAR TIME	8:00 A.M. - 4:00 P.M. - WEEKDAYS	\$ 85.00 / HR.
OVERTIME	4:00 P.M. - 6:00 P.M. - WEEKDAYS 8:00 A.M. - 4:00 P.M. - SATURDAYS	\$ 105.00 / HR.
DOUBLE TIME	ALL OTHER HOURS INCLUDING SUNDAYS & HOLIDAYS	\$ 125.00 / HR.
SUPERVISORY CHARGE	25% OF LABOR TOTAL	<input type="checkbox"/> REQUIRED <input type="checkbox"/> NOT REQUIRED

INSTALLATION (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED: _____
 NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS: _____
 ESTIMATED INSTALLATION CHARGES: \$ _____

DISMANTLE (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED: _____
 NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS: _____
 ESTIMATED INSTALLATION CHARGES: \$ _____

- SUPERVISORY CHARGES WILL APPLY UNLESS THERE IS A REPRESENTATIVE FROM YOUR COMPANY IN ATTENDANCE DURING BOTH INSTALLATION AND DISMANTLING.
- MINIMUM CHARGE OF 1 (ONE) MAN HOUR. LABOR THEREAFTER IS CHARGED IN ONE-HALF (1/2) HOUR INCREMENTS.
- ALL WORK WILL BE DONE ON REGULAR TIME WHEN POSSIBLE
- YOU MUST REPORT TO SHOW IN MOTION SERVICE DESK TO COLLECT YOUR LABOR IF EXHIBITOR SUPERVISED.

TOTAL ESTIMATED CHARGES

25% SUPERVISION CHARGE
 (\$ 35.00 Minimum)
STANDARD RATE (ADD 40%)
 (POST DEADLINE)

15 % SERVICE CHARGE

SUB-TOTAL

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016**

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ORDER FORM.**



COMPANY NAME: _____

BOOTH NUMBER: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND / OR DISMANTLED BY SHOW IN MOTION AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND / OR DISMANTLE.

INBOUND SHIPPING INFORMATION

CARRIER: _____ CARRIER PHONE #: _____

SHIPPED TO: WAREHOUSE _____ SHOW SITE _____ FROM (CITY/STATE): _____ DATE SHIPPED: _____

TOTAL NUMBER OF: CRATES _____ CARTONS _____ OTHER (SPECIFY): _____

SET-UP INFORMATION

SETUP PLAN / PHOTO: ATTACHED _____ SENT WITH EXHIBIT _____ IN CRATE # _____

CARPET: WITH EXHIBIT _____ RENTED FROM SHOW IN MOTION _____ COLOR _____ SIZE _____

ELECTRICAL PLACEMENT: DRAWING ATTACHED _____ WITH EXHIBIT _____ ELECTRICAL UNDER CARPET _____

COMMENTS: _____

GRAPHICS: WITH EXHIBIT _____ SHIPPED SEPERATELY _____ CARRIER _____

COMMENTS: _____

SPECIAL TOOLS / HARDWARE REQUIRED: _____

OUTBOUND SHIPPING INFORMATION:

SHIP TO: _____

METHOD: COMMON CARRIER _____ AIR FREIGHT _____ VAN LINE _____ OTHER (Specify) _____

CARRIER (If Known): _____

FREIGHT CHARGES: PREPAID _____ COLLECT _____ ACCOUNT # _____

PLEASE PROVIDE AN EMERGENCY CONTACT:

NAME: _____ PHONE # _____



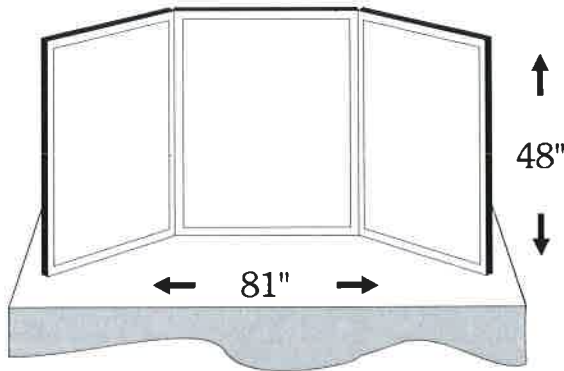
TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026



POP UP EXHIBIT LEASE ORDER FORM

TABLETOP DISPLAY

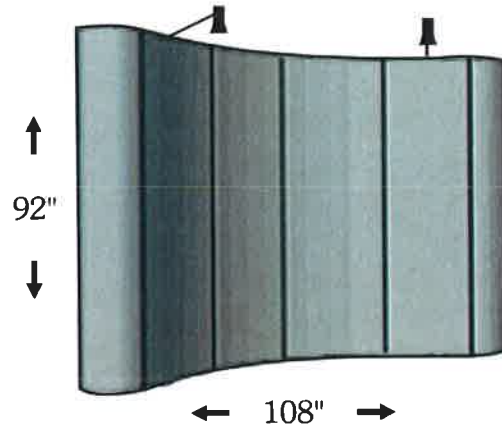
\$ 350 - DISCOUNT RATE
\$ 490 - STANDARD RATE



☐ GREEN ☐ SILVER ☐ RED
VELCRO PANELS WITH 2 LIGHTS
INSTALLATION INCLUDED

POP-UP BOOTH

\$ 700 - DISCOUNT RATE
\$ 980 - STANDARD RATE



☐ BLACK ☐ SILVER ☐ BLUE
VELCRO PANELS WITH 2 LIGHTS
INSTALLATION INCLUDED

SPECIAL INSTRUCTIONS:

SUB-TOTAL

**15 % SERVICE
CHARGE**

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016**

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ORDER FORM.**



TELEPHONE: (250) 495-5025
FACSIMILE: (250) 495-5026



PLANTS & FLOWERS LEASE ORDER FORM

ITEM	QUANTITY	DISCOUNT RATE	STANDARD RATE	AMOUNT
Crysanthemums		\$ 60.00	\$ 84.00	
White Yellow Lavender				
Boston Ferns		\$ 70.00	\$ 98.00	
Ivy		\$ 70.00	\$ 98.00	
Azaleas		\$ 70.00	\$ 98.00	
3' - 4' Tropical Plants		\$ 90.00	\$ 126.00	
4' - 5' Tropical Plants		\$ 110.00	\$ 154.00	
6' Tropical Plants		\$ 130.00	\$ 182.00	
7' Plus Tropical Plants		Priced On Request		
Hanging Plants		\$ 50.00	\$ 70.00	
Small Floral Arrangements		\$ 100.00	\$ 140.00	
Large Floral Arrangements		\$ 150.00	\$ 210.00	
SUB-TOTAL				
15 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

ALL PLANTS INCLUDE DECORATIVE CONTAINERS, WATERING AND DELIVERY TO YOUR BOOTH

TROPICAL PLANTS WILL BE CHOSEN FROM THE FOLLOWING VARIETIES;
ARECA PALM, FICUS BENJAMINA, QUEENSLAND SCHEFFLERA AND FICUS DECORA.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016

YOUR COMPLETED CREDIT
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SIGNAGE & GRAPHICS ORDER FORM

We are pleased to offer you custom sign services so that you can tailor your sales message to the particular audience at this event. Select one of our standard sizes or order a special size with your logo or other custom graphics. To order your graphics, please complete this order form and attach your sign copy or email an electronic file to orders@showinmotion.com.

DIGITALLY PRINTED GRAPHICS

Show In Motion is pleased to provide you with the finest digital graphic reproduction available. We can print full color, photo quality, high resolution in virtually any size for banners, exhibit graphics and more.

_____ L x _____ W = _____ SQ.FT.

_____ SQ. FT. X \$ 19.50 = \$ _____

- Minimum order is 10 square feet.
- File conversion, retouching, cloning or color correction will incur additional charges.
- Double square foot for double sided graphics.
- Round Square Foot to next whole increment.

FILE INFORMATION;

Electronic File Name: _____

Application: _____

PMS Colors: _____

BACKING MATERIAL;

Coroplast ☐ Styrene ☐ Plexi ☐ Foamcore ☐

PORTRAIT LANDSCAPE

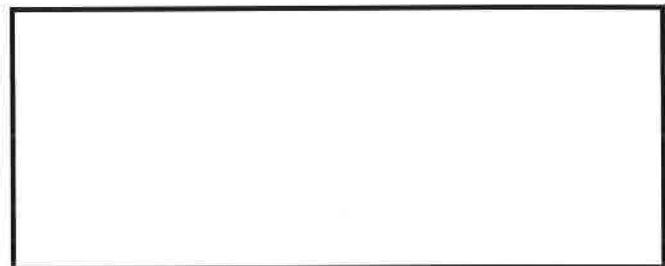


VINYL CUT LETTER SIGNS

SIZE	DISCOUNT RATE	STANDARD RATE	QUANTITY	AMOUNT
7" X 11"	\$ 40.00	\$ 56.00		
7" X 44"	\$ 45.00	\$ 63.00		
14" X 22"	\$ 65.00	\$ 91.00		
14" X 44"	\$ 75.00	\$ 105.00		
22" X 28"	\$ 75.00	\$ 105.00		
28" X 44"	\$ 125.00	\$ 175.00		
20" X 60"	\$ 150.00	\$ 210.00		

INDICATE YOUR COPY HERE:

(Please attach additional pages if required)



PORTRAIT LANDSCAPE



Background Color: _____

Lettering Color: _____

Font: _____

SUB-TOTAL

**STANDARD RATE
(ADD 40%)**

15 % SERVICE CHARGE

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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4:00 PM PACIFIC TIME ON:
SEPTEMBER 19, 2016**

**YOUR COMPLETED CREDIT
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ORDER FORM.**



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FACSIMILE: (250) 495-5026



ELECTRICAL & LIGHTING LEASE ORDER FORM

ELECTRICAL SERVICES - POWER	PRICE	PRICE	QUANTITY	AMOUNT
	Pre-Deadline	Standard Rate		
120 Volt, 1500 Watts, 12 Amp Single Outlet	120.00	168.00		
120 Volt, 1500 Watts (24 hour service)	150.00	210.00		
120 Volt, 2000 Watts, NEMA 5-20 Plug	200.00	280.00		
120 Volt, 3000 Watts, NEMA 5-30 Plug	250.00	350.00		
208 Volt, 15 Amp, Single Phase Service	350.00	490.00		
208 Volt, 20 Amp, Single Phase Service	400.00	560.00		
208 Volt, 30 Amp, Single Phase Service	450.00	630.00		
208 Volt, 60 Amp, Single Phase Service	700.00	980.00		
208 Volt, 15 Amp, Three Phase Service	450.00	630.00		
208 Volt, 20 Amp, Three Phase Service	500.00	700.00		
208 Volt, 30 Amp, Three Phase Service	650.00	910.00		
208 Volt, 60 Amp, Three Phase Service	800.00	1120.00		
Tie-In Service, Additional Labor Charge. 1 Hour Min. Install. 1/2 Hour Min. Dismantle. Monday - Friday: 8:00 AM - 4:00 PM	70.00/HR.	98.00/HR.		

SEE ATTACHED FORM FOR
TERMS & CONDITIONS

TO RECEIVE ADVANCE
PRICES FULL PAYMENT
MUST ACCOMPANY
YOUR ORDER AND BE
RECEIVED BY
THE DEADLINE DATE
NOTED BELOW.

FOR A DEDICATED
CIRCUIT OR 24 HOUR
SERVICE DOUBLE THE
OUTLET RATE PRICE.

ELECTRICITY WILL BE
TURNED ON WITHIN
30 MINUTES OF SHOW
OPENING AND OFF
WITHIN 30 MINUTES
AFTER SHOW CLOSING.

IF YOU REQUIRE
HIGHER VOLTAGES,
WATTAGES OR SPECIAL
LIGHTING, PLEASE CALL
FOR A QUOTE.

THERE IS A MINIMUM
LABOR CHARGE OF
1.5 HOURS FOR
ALL TIE-IN SERVICES
AND ANY SERVICE
REQUIRING 208 VOLT
OR HIGHER SERVICES.

LABOR RATES:
MONDAY - FRIDAY
(EXCEPT HOLIDAYS)
8:00 AM - 4:00 PM
\$ 70.00 / HOUR
ALL OTHER HOURS
\$ 90.00 / HOUR

IT IS YOUR RESPONSIBILITY
TO SUPPLY AN APPROVED
GFCI PROTECTION DEVICE
FOR ANY SERVICE PROVIDED
FOR USE TO A HOT TUB.

ISLAND BOOTHS
A SCALED FLOORPLAN
MUST ACCOMPANY ALL
ORDERS SHOWING
LOCATION OF
ELECTRICAL OUTLETS,
CONNECTIONS AND
LIGHTING EQUIPMENT.

LIGHTING SERVICES				
Double Head Light Unit On Stand - 150 Watts	60.00	84.00		
Triple Head Light Unit On Stand - 150 Watts	70.00	98.00		
Arm Bar Light Unit - 75 Or 150 Watts	40.00	56.00		
Triple Head Extension Cord	20.00	28.00		
Power Bar / Surge Suppressor	30.00	42.00		

SUB-TOTAL

15 % SERVICE
CHARGE

7 % PST

5 % GST

TOTAL

PLEASE PROVIDE YOUR REQUIRED RECEPTACLE INFORMATION

Straight Blade ☐ Twist Lock ☐ Tie-In ☐

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COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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COMMONLY ASKED QUESTIONS

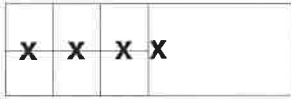
HOW MUCH POWER DO I NEED?

1. Calculate the power for your lighting needs by totalling the wattage of your lights.
2. For other equipment, read the rating from on the back or bottom of the unit (see example). The plate will tell you the amperage or wattage, voltage and phase requirements. Power must be ordered according to peak amperage ratings.

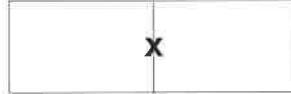
120V 1 PH	= 120 Volt - Single Phase
60 Hz	= 60 Cycle
1000 W	= 1000 Watts

208V 1 PH	= 208 Volt
30A	= 30 Amp
3PH	= Three Phase

WHERE WILL MY POWER BE LOCATED?



INLINE BOOTHS - PENINSULA



BACK TO BACK PENINSULAS

A scaled floorplan must accompany orders showing location of electrical outlets, connections and lighting.

ISLAND BOOTHS

RULES & REGULATIONS

1. Order (with payment) must be received prior to the deadline date noted on the front of this form in order to receive the advance pricing. Orders faxed or mailed without payment will not guarantee advance prices, payment must be received as well. All orders received after the deadline date will be priced at Standard rates.
2. In the event that the totals calculated on the reverse of this form are not correct, Show In Motion reserves the right to make any necessary corrections.
3. Outlet rates listed include bringing the service to one location at the rear of all inline, peninsula booths and is brought to one location in all island booths. Show In Motion will make every attempt to deliver power to island booths to a location convenient to the exhibitor.
4. Outlet rates listed do not include tie-in service. Additional tie-in services, special wiring, distribution of electrical services, or labor are not included. Distribution from the power source to all other locations inside a booth space, regardless of booth type, requires labor, and is done on a time and material basis. Exhibitors are invited to contact Show In Motion to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where electricity is required. "Daisy Chaining" extension cords together is in contravention of the both the BC Safety Authority and Canadian Electrical Code and is not permitted.
6. Labor rates shown on the Electrical & Lighting form are based on current wage scales and are subject to change in the event of wage changes prior to your event. A minimum charge of one (1) hour labor will apply for the installation and one half (1/2) hour will apply for the dismantle.
7. Show In Motion employees are permitted to cut floor coverings when essential for the installation of services unless specifically instructed otherwise.
8. All material and equipment furnished by Show In Motion is done on a rental basis ONLY and remains at all times the property of Show In Motion. It shall be removed only by Show In Motion staff.
9. If you have ordered power bars and / or extension cords and do not find them in your booth upon your arrival please come to our service desk to pick them up.
10. Standard wall and other permanent facility utility outlets or sockets are not part of your booth space and may not be used by exhibitors unless authorized by Show In Motion staff. Standard charges will apply.
11. All equipment, regardless of source of power, must comply with the Canadian Electrical Code, the Electrical Safety Act and be CSA approved. Show In Motion is authorized to refuse to supply power and or connections where the exhibitor supplied wiring or equipment is not in accordance with the above noted regulations.
12. All electrical equipment must be properly tagged and wired with complete information as to type of current required for operation, voltage, phase, cycle, horsepower, etc.
13. All exhibitors power cords must be a minimum of 14 gauge, 3 wire and grounded. Two wire extension cords are not permitted. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized must be grounded.
14. Credit will not be given for services installed and not used.
15. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to the close of the event.
16. Exhibitor holds Show In Motion harmless for any and all losses of power beyond Show In Motion's control including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by any exhibitor.
17. It is agreed that in the event it becomes necessary to turn any legal matter over to an attorney for settlement the Exhibitor will pay Show In Motion for it's legal fees or applicable agency fees.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (250) 495-5025

OUTLET & DISTRIBUTION LOCATION GRID

Please use This Grid Should You Not Have Your Own Floor Plan To Send To Us

ADJACENT
BOOTH
OR AISLE
NUMBER

ADJACENT BOOTH OR AISLE NUMBER

VERY IMPORTANT TERMS & CONDITIONS

- . The minimum labor charge will equal one (1) hour per man for installation and one half (1/2) hour per man for dismantling. Please refer to the Electrical Services order Form for labor rates and terms.
- . In the case where an electrician attends a booth for scheduled, requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour per man requested.
- . Exhibitors must supply their own flat, 15 amp rated, 3 wire extension cords and / or multi plug strips, both of which must be grounded.
- . If lift equipment is required to hang special lighting, signs, etc. the exhibitor will be charged an hourly rate for the lift and its' operator. Time must be allowed for workmen to gather necessary Tools, have their work checked by the exhibitor and return tools to the service office.

IF YOU HAVE ANY QUESTIONS PLEASE CALL (252) 405-5005



TRADE SHOW TIPS

As your trade show partner, our intention is to provide you with efficient, hassle-free service, allowing you to get on with your show. Even if you are using an Exhibitor Appointed Contractor (EAC), you will undoubtedly need to order basic services, including Materials Handling from us and should have a working knowledge of this Exhibitor Service Manual contents and information.

We hope that by following the information below your participation in this event will be successful.

ORDERING TRADE SHOW SERVICES

The Credit Card Authorization form must be completed and returned to us. We regret that we are unable to process any order received without this form, even if paying by company cheque or wire transfer. Your credit card will be charged in the event of showsite orders placed by your representatives or services rendered to your company at this event.

Ensure that all forms are completed as thoroughly as possible at the time you are placing your order. We realize that shipping information including waybill numbers, carrier, etc. are sometimes not available at the time of placing your order and these details can certainly be forwarded to us as they become available closer to the show.

When ordering carpeting, tables, counters, etc., please remember to include your color preferences.

INBOUND FREIGHT / MOVE-IN

Confirm inbound shipping addresses as detailed in this manual and direct your freight accordingly. Inbound freight sent to an incorrect advance storage warehouse will incur additional surcharges.

Ensure that you have your carriers waybill number and contact information, including after hours and weekend phone numbers available.

After emptying crates, etc., place "Empty" labels on all sides of your crates and cases. Do not place "Empty" labels on your crates until you are prepared to have them removed as once they are removed from your booth we may not be able to return them to you until the show is over.

SHOW SITE

Ensure that you, or your representative, has on-hand copies of all show service order forms.

Put together a small "survival kit" shipped with your exhibit including any required tools for assembling your booth, packing tape, Velcro, box cutter, pens and markers.

Do not hesitate to contact our representatives at the Show Service Centre, located in the exhibit hall, with any questions or concerns. We are here to help make your show a success.

OUTBOUND / MOVE-OUT

Keep in mind that the return of your empty crates and cases can take from 2 to 12 hours depending on the size of the show, and coordinate your outbound flight to accommodate this.

Remember that all exhibit material must be completely removed from the exhibit hall within the time specified by show management. Freight left beyond this time will be forced to the Show In Motion warehouse where your carrier may pick it up during normal business hours.

EXHIBITOR PAYMENT POLICY

1. All orders for services from Show In Motion must be accompanied by (1) a completed Credit Card Authorization form, and (2) a photocopy of the front of the credit card being supplied. **NO EXCEPTIONS.** We regret that we will not accept or process any orders that omit any of the above information.
2. **ELIGIBILITY FOR DISCOUNT PRICING**
To qualify for the discount pricing offered, payment in full must accompany your order and be received in our offices no later than 4:00 PM, Pacific time on the date shown in the bottom left corner of each order form. Purchase orders do not qualify for discount pricing.
3. **SHOW SITE ORDERS**
Charges for orders placed at show site by the cardholder and/or his or her representative will be added to the credit card number on file.
4. **METHODS OF PAYMENT**
Show In Motion accepts MasterCard, Visa, American Express, Debit Card, Cheque, Interac e-transfer and Bank Wire Transfers. Purchase Orders are not considered payment. Any cheque returned to us and / or any unapproved credit card transaction, for any reason, will incur a service charge of \$100.00.
5. **BANK WIRE TRANSFER INFORMATION:**
To properly credit your account, please complete the Wire Transfer form included in this service manual and follow the instructions on the form. Please note that there is a minimum \$ 50.00 service charge applicable to all wire transfers. Fees vary depending on the bank processing the transfer.
6. **MATERIALS HANDLING**
If you are shipping any material to this event you must complete both the Materials Handling order form and the Credit Card Authorization Form. All freight must be shipped to the correct address as instructed in this service manual.

SHIPMENTS DIRECT TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED.

Please ensure that all shipments are sent "Prepaid" including all applicable taxes, duties, surcharges, etc. Any charges billed to Show In Motion by your carrier following the event will be charged to the Credit Card number provided along with a \$ 150.00 service charge.

The greater of actual weight or dimensional weight will be charged on all incoming shipments in excess of 5,000 cubic inches. Dimensional weight is calculated as follows: $L \times W \times H / 139$.

7. **POST EVENT STORAGE**
All freight returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Outbound Freight Service charges. Storage charges, at standard industry rates, will be incurred on all freight remaining in our warehouse 3 days beyond the close of show. Storage rates begin at \$ 150.00 minimum.
8. **LABOR PROVIDED UNDER SHOW IN MOTION SUPERVISION**
Show In Motion shall be responsible for the performance of labor provided under this option. Show In Motion will not be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day.
9. **LABOR PROVIDED UNDER EXHIBITOR SUPERVISION**
Exhibitor shall be responsible for the performance of labor provided under this option. The exhibitor shall supervise labor secured through Show In Motion in a reasonable manner to prevent bodily injury and/or property damage. It is the exhibitors' responsibility to check in with the Show In Motion Service Desk to collect labor, and to return to Service Desk to release labor when the work is completed.
10. **CANCELLATIONS**
All requests to cancel orders and for refunds must be made in writing no less than 7 full business days prior to Show In Motion's scheduled move-in. All cancellations are subject to a minimum 50% cancellation fee. Any cancellations made within 7 full business days of Show In Motion's scheduled move-in will be subject to a 100% cancellation fee.
11. **ADJUSTMENTS / CLAIM(S) FOR LOSS**
Exhibitor agrees that any and all claims for loss must be submitted to Show In Motion, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected and no adjustments will be made after the close of the show.
12. All materials and equipment are supplied on a rental basis for the duration of the event and remain the property of Show In Motion.
13. It is understood and agreed that the exhibitor is responsible for the care, custody and control of all materials and equipment supplied by Show In Motion and accepts full responsibility for any loss or damage to the equipment until it is returned to Show In Motion.
14. Show In Motion "Terms and Conditions", "Payment Policy" and "Electrical Terms & Conditions" are subject to change at the sole discretion of Show In Motion and without notice to any parties.



SHOW IN MOTION TERMS AND CONDITIONS AND
PAYMENT POLICY ARE SUBJECT TO CHANGE AT
THE SOLE DISCRETION OF SHOW IN MOTION
WITHOUT NOTICE TO ANY PARTIES.

TERMS AND CONDITIONS OF CONTRACT

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH MAY LIMIT YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below are part of the contractual agreement between Show In Motion and you, the EXHIBITOR, who accepts the terms and conditions of this contract once any of the following are met;

The Credit Card Authorization form is signed; OR the Materials Handling Agreement is signed; OR the Exhibitors materials are delivered by a carrier to either the Show In Motion warehouse, an advanced storage warehouse OR a show site where Show In Motion is the official show contractor; OR an order for labor and / or rental equipment is placed with Show In Motion.

DEFINITIONS;

For purposes of this contract, Show In Motion means Show In Motion (SIM), and their employees, agents, officers, and related entities including but not limited to any subcontractors that SIM may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (EAC). Furthermore, it is understood and agreed that the "EXHIBITOR" is in fact the "SHIPPER" for all purposes, and circumstances notwithstanding anything contained in this contract to the contrary.

PAYMENT FOR SERVICES;

Customer shall be liable for all unpaid charges for services performed by SIM or Agents. Customer authorizes SIM to charge their credit card directly for services rendered on its behalf after departure, by placing an order either in advance or on site with SIM. Customer acknowledges and agrees that all calculations provided by Customer are estimates only and are subject to verification and correction as deemed appropriate by SIM.

CREDIT TERMS;

All charges are due prior to service being performed. SIM has the right to require prepayment at the time of request for services. A failure to pay timely will result in Exhibitor having to pay in cash in advance for future services. SIM is authorized to charge Exhibitor credit card for any unpaid charges for services provided to Exhibitor including charges for return shipping. Any charges not paid within 30 days of delivery of service will be subject to interest at a rate of 2% per month until paid in full.

INBOUND AND OUTBOUND SHIPMENTS;

Consistent with standard industry practices, there may be a lapse of time between the delivery of shipments to the booth and the arrival of the EXHIBITOR. During such time, the materials will be left unattended. SIM will not be held responsible or liable for any loss, damage, theft or disappearance of materials after same have been delivered to EXHIBITORS booth.

Materials Handling and Outbound Freight rates are based on Incoming weights only.

Consistent with standard industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto outbound carrier. During such time, the materials will be left unattended. SIM will not be held responsible or liable for any loss, damage, theft or disappearance of materials before same have been picked up for reloading at the conclusion of the event.

All outbound freight returned to the advanced storage warehouse will incur both Outbound Freight service charges and storage charges at standard industry prices. \$ 150.00 Minimum.

Inbound freight shipped to the incorrect advance storage warehouse will incur additional charges consistent with Outbound Freight rates, terms and conditions.

PACKAGING & CRATES;

SIM shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink wrapped, materials, glass breakage, concealed damage, carpets in bags or poly or materials improperly packed. In addition, SIM shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means.

FORCED FREIGHT;

SIM will not be liable for exhibit material not picked up by Exhibitors chosen carrier by the show deadline. It is the exhibitors sole responsibility to complete accurate paperwork for shipping and ensure that all material is properly labeled. Exhibitor acknowledges that it is a lessee of space, and as such has an obligation to remove its goods prior to the targeted time. If exhibit material remains on the exhibit floor beyond this point SIM has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. All forced freight will be returned to SIM warehouse and will be subject to Outbound Freight Service charges as detailed in this service manual and storage charges at standard industry rates.

DESIGNATED CARRIERS;

In order to expedite removal of materials from show site, SIM shall have the authority to change designated carriers if the carrier designated by EXHIBITOR does not pick up shipment(s) within 4 hours following close of exhibits. Where no disposition is made by EXHIBITOR, materials will be taken to SIM warehouse to await EXHIBITOR shipping instructions and EXHIBITOR agrees to be responsible for charges related to re-routing and handling. **IN NO EVENT SHALL SIM BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH RE-ROUTING.** EXHIBITOR hereby agrees and understands that the carriers terms and conditions apply to their shipment and material once it has been accepted by said carrier. **SIM WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.**

DISPOSAL OF GOODS;

SIM retains the right to dispose of goods left in our warehouse more than sixty (60) days following the event without liability.

EMPTY CONTAINERS;

Empty container labels will be available from the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels should be removed or obliterated. SIM assumes no responsibility for; Error in above procedures, removal of containers with old empty labels, removal of containers without SIM empty labels, Improper information on empty labels. SIM assumes no liability for loss or damage to goods or crates, or the contents therein, while containers are in storage.

EXHIBITOR RESPONSIBILITIES;

It is agreed and understood that the Exhibitor is responsible for the care and control of all materials and equipment provided by Show In Motion and accepts full responsibility for any loss or damage to the materials and equipment until it is returned to Show In Motion. All materials and equipment are supplied on a rental basis for the duration of the show and remain the property of Show In Motion. All rentals include delivery, installation and removal from your booth.

SIM'S RESPONSIBILITIES;

SIM shall be responsible only for those services which it directly provides. SIM assumes no responsibility for any persons, parties or other contracting firms not under SIM's direct supervision and control. SIM shall not be responsible for any loss or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion or any other circumstance over which it has no control.

SIM shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. SIM shall not be liable for ordinary wear and tear in handling of goods or damage of any kind to shrink wrapped goods. All goods should be able to withstand handling by heavy equipment including, but not limited to, forklifts, pallet jacks and dollies. It is the sole responsibility of the Exhibitor to ensure that all goods are packaged correctly prior to shipment or movement on or off the exhibit floor.

INDEMNIFICATION;

EXHIBITOR agrees to indemnify, forever hold harmless and defend SIM and their employees, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following;

- EXHIBITOR'S negligent supervision of any labor secured through SIM, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of SIM'S equipment;
- EXHIBITOR'S violation of federal, provincial or local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by facility and/or Show Management.

INSURANCE;

It is understood that SIM is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide SIM with a release and waiver of subrogation to the extent of any insurance settlement received.

CLAIM(S) FOR LOSS;

EXHIBITOR understand and agrees that any and all claims for loss or damage must be submitted, in writing, to SIM immediately at show site, and in any case, no later than the conclusion of the show. For purposes of claim reporting the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from show site. EXHIBITOR agrees and understands that all claims after this time shall be rejected.

MAXIMUM RECOVERY;

If found liable for any loss, SIM'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement of like kind and quality, subject to a dollar amount limit equal to the amount paid by EXHIBITOR to SIM for material handling services during the show or exposition under this contract.

MISCELLANEOUS;

EXHIBITOR, as a material part of the consideration to SIM for material handling services, waives and releases all claims against SIM, its employees, agents and officers with respect to all matters for which SIM has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify or impair the validity and enforceability of all other provisions herein.

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY;

SIM'S liability shall be limited to any loss or damage which results solely from SIM'S negligence in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of damage or loss. In no event shall SIM be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to, subsequent to or are alleged as a result of tortious conduct, failure of the equipment or services of SIM or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if SIM has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or business interruption, or other consequential or indirect economic loss(es).

JURISDICTION;

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF BRITISH COLUMBIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES.