

EXHIBITOR SERVICE MANUAL



ANNUAL CONGRESS

OCTOBER 3 - 4, 2024

VICTORIA OCEAN POINTE RESORT

**SHOW
IN**
Motion
PROFESSIONAL SHOW SERVICES



**BC SOCIETY OF LABORATORY SCIENCE
2024 ANNUAL CONGRESS**

OCTOBER 3 – 4, 2024
VICTORIA OCEAN POINTE RESORT

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.

As you plan for this event, if you have any requirements or have any questions, please do not hesitate to contact us. We are here to help answer all of your questions.

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

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

Please note that show management has appointed Show In Motion as the exclusive providers of materials handling services for this conference. All exhibit materials, regardless of size or weight, must be shipped to the advanced warehouse address using the attached shipping label.

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

Exhibitor move-in time is 12:00 PM – 3:00 PM on Thursday, October 3
Move out is 1:30 PM – 4:00 PM on Friday, October 4, 2024

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. Payment in full must accompany your order. Please complete the attached Credit Card Authorization form.

We welcome you as an exhibitor to this event and look forward to serving you at BCSLS 2024.

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



TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438

**CONTACT INFO
AND QUICK FACTS**



HOW TO REACH US

- TELEPHONE - (236) 422-1440
- FACSIMILE - (236) 422-1438

For General & Rental Inquiries Please Contact
Jaclyn Klassen (orders@showinmotion.com)

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

For Customs Brokering Please Contact
Andrea Mirgel (amirgel@nalsi.com)

MOVE IN / MOVE OUT & SHOW HOURS

Exhibitor Move In:	Thursday, October 3, 2024 Time: 12:00 PM - 3:00 PM
Exhibit Hours:	Thursday, October 3, 2024 Time: 3:30 PM - 5:30 PM Friday, October 4, 2024 Time: 10:00 AM - 1:30 PM
Exhibitor Move Out:	Friday, October 4, 2024 Time: 1:30 PM - 4:00 PM

EXHIBIT SHIPPING ADDRESS

“Your Company Name”
BCSLS 2024 CONGRESS
21 - 8528 - 123 Street
Surrey, BC, V3W 3V6
Canada



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

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 THE FRONT OF THE CREDIT CARD BEING PROVIDED.
 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

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--	--	--	--

--	--	--	--

--	--	--	--

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.



TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438

SHIPPING INSTRUCTIONS & ADDRESSES



THE OCEAN POINTE RESORT DOES NOT ALLOW DIRECT TO SHOW SHIPMENTS OF ANY KIND. SHIPMENTS OF ANY SIZE SENT DIRECT TO SHOW SITE WILL BE REFUSED. ALL FREIGHT MUST BE SHIPPED TO THE ADDRESS SHOWN AT THE BOTTOM OF THIS PAGE.

SHIPMENTS MAY BE SENT TO THE ADVANCE WAREHOUSE BEGINNING SEPTEMBER 3.

SHIPMENTS ARRIVING AFTER SEPTEMBER 24 WILL NOT BE ELIGIBLE FOR PRE-SHOW DISCOUNTS.

PLEASE ENSURE THAT YOUR MATERIALS ARRIVE BEFORE SEPTEMBER 27 IN ORDER TO AVOID ANY DELAYS.

MATERIALS HANDLING SERVICES INCLUDES THE FOLLOWING;

- ADVANCE RECEIVING YOUR MATERIAL UP TO 30 DAYS PRIOR TO MOVE-IN.
- DELIVERING YOUR MATERIAL TO SHOW SITE.
- PLACEMENT OF YOUR EXHIBIT MATERIAL IN YOUR BOOTH.
- REMOVAL OF EMPTY CRATES AND BOXES FOR STORAGE DURING EXHIBIT HOURS.
- RETURN OF EMPTY CRATES AND BOXES AT CLOSE OF SHOW.
- LOADING OF YOUR MATERIAL ON TO DESIGNATED TRUCK FOR RE-SHIPMENT.

PLEASE ENSURE THAT ALL FREIGHT SHIPPED TO THIS EVENT IS PROPERLY CRATED, BOXED OR SHRINK WRAPPED TO A PALLET IN ORDER TO AVOID ADDITIONAL HANDLING CHARGES.

ALL MATERIAL HANDLING SERVICES PROVIDED BY SHOW IN MOTION ARE IN ACCORDANCE WITH THE CONDITIONS SPECIFIED ON THE ATTACHED MATERIALS HANDLING AND TERMS & CONDITIONS FORMS.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE RETURN SHIPPING ARRANGEMENTS WITH THE PREFERRED CARRIER OF THEIR CHOICE.

ALL OUTBOUND FREIGHT MUST BE SHIPPED DIRECTLY FROM SHOW SITE IMMEDIATELY FOLLOWING THE CLOSE OF SHOW UNLESS POST SHOW FREIGHT AND STORAGE SERVICES HAVE BEEN ORDERED THROUGH SHOW IN MOTION.

YOUR COMPLETED MATERIALS HANDLING AND CREDIT CARD AUTHORIZATION FORMS MUST BE SENT TO SHOW IN MOTION.

PLEASE REMOVE ALL OLD LABELS AND ENSURE THAT ALL FREIGHT DESTINED FOR THIS EVENT IS LABELED USING THE ATTACHED SHIPPING LABEL TO AVOID ADDITIONAL CHARGES AND DELAYS.

PLEASE DON'T HESITATE TO CONTACT US AT 236-422-1440 WITH ANY SHIPPING QUESTIONS OR CONCERNS.

**BCSLS CONGRESS
C/O # 21 - 8528 - 123 STREET
SURREY, BC, V3W 3V6
CANADA**

PRE-SHOW SHIPPING LABEL

**EXHIBIT MATERIAL
DO NOT DELAY
RUSH !**

EXHIBITING
COMPANY:

SHIP TO: C/O SHOW IN MOTION
21 - 8528 - 123 STREET
SURREY, BC, V3W 3V6
(TEL) 236-422-1440
(FAX) 236-422-1438

RE:BCSLS CONGRESS 2024

BOOTH # : _____

CARRIER : _____

NUMBER _____ OF _____



MATERIALS HANDLING SERVICES ORDER FORM



TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438

DIRECT TO SHOW SHIPMENTS OF ANY EXHIBIT MATERIAL ARE NOT PERMITTED AND WILL BE REFUSED

All exhibit materials must be shipped to the advanced receiving warehouse using the attached shipping label. We will receive your exhibit materials beginning September 3. Shipments received after September 24 will not be eligible for pre-show discounts. Please ensure that your exhibit materials arrive no later than September 26 to avoid any potential delays or additional charges.

SERVICE INCLUDES:

- Receiving and advance storage of your display material beginning September 3.
- Delivery of your display material to show site and placement of material, crates and boxes directly in your booth.
- Removal and storage of empty boxes and crates during show.
- Return of all empty boxes and crates to your booth following close of show and re-loading of display material on to outbound carrier(s) from show site.
- All post show freight must leave the exhibit hall no later than 4:00 PM on October 4 to avoid forced freight designation.

CRATED: Exhibit material that is skidded or is in any type of shipping crate that can be unloaded with a forklift at dock height with no additional handling required. All dimensions of each piece must be less than 50".

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 carpet and / or pad wrapped material, multiple shipments, pad only shipments and shipments that require additional time, equipment or labor to unload. FEDEX, UPS, Purolator, DHL and all van lines are included in this category due to their delivery procedures. Crated or skidded material with any one dimension greater than 50".

OVERTIME: Any shipment that is moved in to (inbound) or out of (outbound) the exhibit hall between 5:00 PM and 8:00 AM, Monday to Friday, all day Saturday, all day Sunday and all holidays. These hours will differ from exhibitor move-in hours, accounting for facility access, elevator availability, etc.

OFF TARGET SHIPMENT: Any shipment that is received prior to September 3 or after September 26.

SERVICE DESCRIPTION	PRE-DEADLINE	POST DEADLINE	MINIMUM CHARGES
Crated or Skidded Shipment	\$ 1.10 / Pound	\$ 1.54 / Pound	\$ 350.00 Pre-Deadline Rate
Special Handling Shipment	\$ 1.35 / Pound	\$ 1.89 / Pound	\$ 450.00 Post Deadline Rate
Off Target Shipment	\$.40 / Pound	\$.56 / Pound	
Overtime Charge - Inbound	\$.40 / Pound	\$.56 / Pound	\$ 60.00 Pre Deadline Rate
Overtime Charge - Outbound	\$.40 / Pound	\$.56 / Pound	\$ 84.00 Post Deadline Rate

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.

Dimensional weight is calculated as follows: L x W x H / 139

MATERIAL SHIPPED FROM (CITY)			DATE SHIPPED	TOTAL WEIGHT	
# OF BOXES	# OF CRATES OR SKIDS	TOTAL # OF PIECES		SUB TOTAL	
CARRIER			PRO OR WAYBILL NUMBER	18 % SERVICE CHARGE	
CUSTOMS BROKER (IF APPLICABLE)				SUB-TOTAL	
I AGREE THAT IN PLACING THIS ORDER I HAVE READ AND ACCEPT SHOW IN MOTIONS' PAYMENT POLICY AND TERMS & CONDITIONS OF CONTRACT.				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 9, 2024

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.



TELEPHONE: (236) 422-1440
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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 1 - 3 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 15 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	
	18 % SERVICE CHARGE	
	7 % PST	
	5 % GST	
	TOTAL	

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COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: SEPTEMBER 9, 2024

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



TELEPHONE: (236) 422-1440
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POST SHOW FREIGHT & STORAGE ORDER FORM



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

All materials must be out of the building no later than 4:00 PM on October 4. Materials remaining in the exhibit hall after this will be designated as forced freight and returned to the advance warehouse.

We understand that these policies may be inconvenient for you and / or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse in Surrey 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

\$.80 / Pound - Discount Rate
\$ 1.10 / Pound - Standard Rate
\$ 250 Minimum Discount Rate Charge
\$ 350 Minimum Standard Rate Charge
42% Fuel Surcharge
Rates Based on Billable Incoming Weight

PICK-UP INFORMATION

ADDRESS: # 21 - 8528 - 123 STREET
SURREY, BC, V3W 3V6
HOURS: 9:00 AM - 2:00 PM (PACIFIC TIME)
MONDAY - FRIDAY

PLEASE NOTE THAT YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER. WE REGRET THAT, DUE TO COMMON CARRIER POLICIES AND THE REQUIREMENT OF CONFIDENTIAL ACCOUNT INFORMATION , WE ARE UNABLE TO DO THIS ON YOUR BEHALF.

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.

ESTIMATED WEIGHT	
ESTIMATED SUB-TOTAL	
42 % FSC	
18% 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 9, 2024

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



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

BOOTH CLEANING SERVICES 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.

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

Our Porter Service includes emptying of all waste 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.

100 square foot minimum charge.

	DISCOUNT RATE	STANDARD RATE	AMOUNT
<u>STANDARD BOOTH CLEANING</u>			
TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE	\$.50	\$.70	
<u>BOOTH CLEANING FIRST DAY ONLY</u>			
TOTAL SQUARE FEET _____ X 1 DAY X RATE	\$.75	\$ 1.05	
<u>PORTER SERVICE</u>			
TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE	\$ 1.05	\$ 1.47	
SUB-TOTAL			
18 % 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 9, 2024

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



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

TOUCHSCREEN KIOSK LEASE ORDER FORM



RATES	DISCOUNT	STANDARD	AMOUNT
DURATION OF EVENT	\$ 550	\$ 770	
OPTIONAL BRANDING WITH YOUR FULL COLOR LOGOS			
ABOVE MONITOR	\$ 150	\$ 210	
BELOW MONITOR	\$ 100	\$ 140	
BELOW KEYBOARD	\$ 200	\$ 280	
	SUB-TOTAL		
	18 % SERVICE CHARGE		
	7 % PST		
	5 % GST		
	TOTAL		

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COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
 TO ALL ORDERS RECEIVED AFTER
 4:00 PM PACIFIC TIME ON:
 SEPTEMBER 9, 2024**

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



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

COMPUTER & A/V ORDER FORM



ITEM	PRICE Discount Rate Daily Rate	PRICE Standard Rate Daily Rate	QUANTITY	AMOUNT
MONITORS				
32" 4K UHD Includes Table Top base	190.00	266.00		
42" 4K UHD LED LCD Includes Table Top Base	360.00	504.00		
52" 4K UHD QLED LCD Includes Table Top Base	620.00	868.00		
70" 4K UHD QLED LCD Includes Table Top Base	735.00	1025.00		
MISCELLANEOUS				
Touch Screen Kiosk (Custom Graphics Package Available)	360.00	504.00		
40" Charging Station (Custom Graphics Package Available)	360.00	504.00		
Monitor Floor Stand (Dual Post)	80.00	112.00		
BOSE S1 Pro Portable Bluetooth Speaker	160.00	224.00		
Black Skirted A/V Cart	60.00	84.00		
Triple Head Extension Cord	60.00	84.00		
Surge Protected Power Bar	60.00	84.00		
COMPUTER SYSTEMS (MONITOR NOT INCLUDED)				
Lenovo ThinkPad 15.6" 4K UHD Intel Core i7 512 GB SSD	425.00	595.00		
MacBook Pro 14" - Apple M1 Pro Chip 16GB TB SSD	425.00	595.00		
PRINTERS				
HP LaserJet Pro Black & White, 1200 dpi, 42 ppm, 512 Ram	190.00	266.00		
HP Color LaserJet Pro MFP, 40ppm, 1200, 1GB Ram	250.00	350.00		
Premium Laser Printer Paper (500 sheets)	25.00	35.00		
BASIC INSTALLATION LABOR				\$ 60.00
SUB-TOTAL				
18 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

Custom Audio and Visual Packages Available on Request.

Please Call Us For Further Details.



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 9, 2024

YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
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 ORDER FORM.



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

CARPET & PADDING LEASE ORDER FORM



32 OZ. DESIGNER SELECT CARPET

Guaranteed new, premium quality carpet.
 Available in a variety of designer colors.

- Black Pewter Charcoal
 Navy Silver Royal Blue
 Red Emerald Purple

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

PRICE <small>Discount Rate</small>	PRICE <small>Standard Rate</small>	QUANTITY	AMOUNT
\$ 3.00 (Sq. Ft.)	\$ 4.20 (Sq. Ft.)		

20 OZ. STANDARD CARPET

Available in 4 standard colors.

- Blue Forest Green
 Red Purple

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

PRICE <small>Discount Rate</small>	PRICE <small>Standard Rate</small>	QUANTITY	AMOUNT
\$ 2.25 (Sq. Ft.)	\$ 3.15 (Sq. Ft.)		

LAMINATE PLANK FLOORING

Available in 4 standard colors.

- Dark Maple Dark Oak
 Light Maple Washed Gray

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

PRICE <small>Discount Rate</small>	PRICE <small>Standard Rate</small>	QUANTITY	AMOUNT
\$ 7.25 (Sq. Ft.)	\$ 9.25 (Sq. Ft.)		

5/8" REBOND FOAM PADDING

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

PRICE <small>Discount Rate</small>	PRICE <small>Standard Rate</small>	QUANTITY	AMOUNT
\$ 2.00 (Sq. Ft.)	\$ 2.80 (Sq. Ft.)		

VISQUEEN PLASTIC COVERING

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

PRICE <small>Discount Rate</small>	PRICE <small>Standard Rate</small>	QUANTITY	AMOUNT
\$ 1.00 (Sq. Ft.)	\$ 1.40 (Sq. Ft.)		

100 SQUARE FOOT MINIMUM ON ALL ORDERS
 OTHER SIZES IN 10' X 10' INCREMENTS ONLY
 ALL PRICES INCLUDE INSTALLATION & TAPING
 SURCHARGES FOR ANY DAMAGE AFTER INSTALLATION

SUB-TOTAL	
18 % 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: _____

STANDARD RATES WILL BE APPLIED
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 4:00 PM PACIFIC TIME ON:
SEPTEMBER 9, 2024

YOUR COMPLETED CREDIT
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TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

TABLES & CHAIRS LEASE ORDER FORM



DISPLAY ITEMS	PRICE	PRICE	QUANTITY	AMOUNT
	Discount Rate	Standard Rate		
TABLES & RISERS				
Covered & Skirted Display Table (2' X 4')	\$ 110.00	\$ 154.00		
Covered & Skirted Display Table (2' X 6')	120.00	168.00		
Covered & Skirted Display Table (2' X 8')	130.00	182.00		
4th. Side Of Table Skirted	60.00	84.00		
Extension To 40" Height - Add	60.00	84.00		
Unskirted Display Table	110.00	154.00		
Blue, Teal, Green, Red, Black, Silver, Purple, Gold or White (Circle Preference)				
30" High Pedestal Table with Spandex - Black or White	165.00	230.00		
40" High Pedestal Table with Spandex - Black or White	165.00	230.00		
STOOLS AND CHAIRS				
White Crescent Stool	210.00	294.00		
High Back Bar Stool	160.00	224.00		
White Mobler Stool	170.00	238.00		
Wood & Chrome Stool	120.00	168.00		
Black & Silver Bar Stool	160.00	224.00		
Deluxe High Back Bar Stool	160.00	224.00		
White & Chrome Wire Back Stool	170.00	238.00		
Deluxe Executive Armchair (Black Leather Sled Base)	120.00	168.00		
High Back Swivel Stool (Black or Silver)	110.00	154.00		
Upholstered Arm Chair (Black Fabric)	70.00	98.00		
Upholstered Side Chair (No Arms)	60.00	84.00		
COMPLIMENTS (See Accessories Sheet Also)				
8' High Drapery (Color Preference: _____)	12.00 / FT.	16.50 / FT.		
Plexi Glass Ballot	60.00	84.00		
Tripod Easel	60.00	84.00		
Waste Paper Basket (Black Wire Mesh)	35.00	49.00		
			SUB-TOTAL	
			18 % SERVICE CHARGE	
			7 % PST	
			5 % GST	
			TOTAL	←

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COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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SEPTEMBER 9, 2024

YOUR COMPLETED CREDIT
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 MUST ACCOMPANY THIS
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**SPECIALTY
FURNITURE**



White Crescent Stool



White Mobler Stool



White & Chrome
Wire Back Stool



High Back Bar Stool

Black and Silver Stool



Deluxe High Back Stool



Wood and Chrome Stool



Brushed Steel & Glass Top
Bistro Table



White Geo Coffee Table



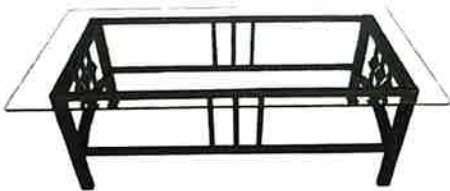
Black Geo Coffee Table



24" Square Table
White Top



24" Round Table
White Top



Gun Metal Coffee Table - Smoked Top



Gun Metal End Table
Smoked Top



Round Coffee Table



Black Geo End Table



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

SPECIALTY FURNITURE ORDER FORM



ITEM	PRICE		QUANTITY	AMOUNT
	Discount Rate	Standard Rate		
White Crescent Leather Stool	200.00	280.00		
White Leather & Chrome Wire Back Stool	150.00	210.00		
White Leather Mobler Stool	160.00	224.00		
Black High Back Bar Stool	150.00	210.00		
Black & Silver High Back Bar Stool	150.00	210.00		
Black Leather Deluxe High Back Stool	150.00	210.00		
Wood & Chrome Bar Stool	110.00	154.00		
Brushed Steel & Glass Top Bistro Table	300.00	420.00		
White Geo Coffee Table	160.00	224.00		
Black Geo Coffee Table	160.00	224.00		
24" Square Bistro Table - White Top	160.00	224.00		
24" Round Bistro Table - White Top	160.00	224.00		
32" Round Coffee Table - Black Top	185.00	259.00		
32" Round Coffee Table - White Top	185.00	259.00		
39" Round Coffee Table - Black Top	210.00	294.00		
39" Round Coffee Table - White Top	210.00	294.00		
Gun Metal & Smoked Glass Coffee Table	160.00	224.00		
Gun Metal & Smoked Glass End Table	160.00	224.00		
Black Geo End Table	160.00	224.00		
Chrome Bar with White Plexi Panels (30" x 42" x 72")	550.00	770.00		
Barn Door Bar (72" x 42" x 30")	750.00	1050.00		
Bar Sized Refrigerator (4.5 cubic feet)	210.00	294.00		
Old Fashioned Style Popcorn Machine	260.00	364.00		
SUB-TOTAL				
18 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

**PHOTOS OF ALL ITEMS ARE AVAILABLE AT
www.showinmotion.com**



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 9, 2024**

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



TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438

SPECIALTY FURNITURE SOFT SEATING



Vancouver Sofa
80" x 28" x 29"



Vancouver Sofa
80" x 28" x 29"



Yaletown Sofa
71" x 21" x 29"



Vancouver Love Seat
57" x 28" x 28"



Vancouver Love Seat
57" x 28" x 28"



Yaletown Love Seat
57" x 21" x 29"



Vancouver Club Chair
33" x 28" x 29"



Vancouver Club Chair
33" x 28" x 29"



Yaletown Single Chair
21" x 29" x 28"



Yaletown Sofa
71" x 21" x 29"



Yaletown Love Seat
57" x 21" x 29"



Yaletown Single Chair
21" x 29" x 28"

Prices for all items shown are detailed on the Specialty Furniture and Tables & Chairs Lease Order Forms.



TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438

SPECIALTY FURNITURE SOFT SEATING



Contemporary Bench
72" x 18" x 20"



Contemporary Bench
72" x 18" x 20"



White Curved Bench
72" x 18" x 18"



Sectional Ottoman
29" x 18" x 29"



Sectional Ottoman
29" x 16" x 29"



Round Back Tub Chair
28" x 27" x 28"



Contemporary Cube
18" x 18" x 18"



Contemporary Cube
18" x 18" x 18"

Prices for all items shown are detailed on the Specialty Furniture and Tables & Chairs Lease Order Forms.



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

SPECIALTY FURNITURE SOFT SEATING ORDER FORM



ITEM	PRICE		QUANTITY	AMOUNT
	Discount Rate	Standard Rate		
Vancouver Sofa - Black	500.00	700.00		
Vancouver Sofa - White	500.00	700.00		
Vancouver Love Seat - Black	450.00	630.00		
Vancouver Love Seat - White	450.00	630.00		
Vancouver Club Chair - Black	400.00	560.00		
Vancouver Club Chair - White	400.00	560.00		
Yaletown Sofa - Black	550.00	770.00		
Yaletown Sofa - White	550.00	770.00		
Yaletown Love Seat - Black	500.00	700.00		
Yaletown Love Seat - White	500.00	700.00		
Yaletown Single Chair - Black	500.00	700.00		
Yaletown Single Chair - White	400.00	560.00		
Overstuffed Leather Sofa - Black	450.00	630.00		
Overstuffed Leather Love Seat - Black	400.00	560.00		
Overstuffed Leather Club Chair - Black	350.00	490.00		
Contemporary Bench - Black	300.00	420.00		
Contemporary Bench - White	300.00	420.00		
Curved Bench - White	350.00	490.00		
Sectional Ottoman - Black	450.00	630.00		
Sectional Ottoman - White	450.00	630.00		
Round Back Tub Chair - White	350.00	490.00		
Contemporary Cube - Black	150.00	210.00		
Contemporary Cube - White	150.00	210.00		
SUB-TOTAL				
18 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

**PHOTOS OF ALL ITEMS ARE AVAILABLE AT
www.showinmotion.com**



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COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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ORDER FORM.**

**STANDARD DISPLAY
FURNISHINGS**



Black Counter
40" x 40" x 20"



White Counter
40" x 40" x 20"

Computer Counter
20" x 20" x 40"



Chrome Sign Holder



Pedestal Table
Black Linen



Upholstered Arm Chair



Upholstered Side Chair



Waste Paper Basket



Literature Rack

Bag Holder



Deluxe Executive
Arm Chair

Ballot Box



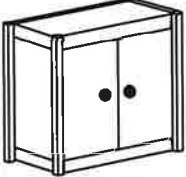
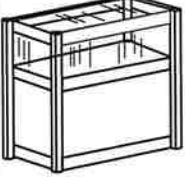

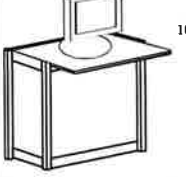
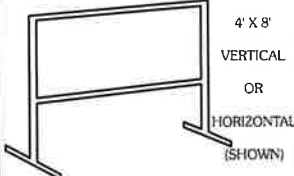


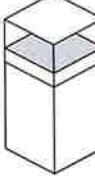




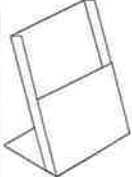

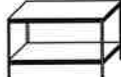

Brass Ballot Drum



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

CUSTOM ACCESSORIES LEASE ORDER FORM



<p>1 COUNTER \$ 420 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</p> 	<p>JEWELLERY CASE \$ 600 ONE SHELF 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25.00 <input type="checkbox"/> HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50.00</p> 	<p>SHOW CASE \$ 650 TWO SHELVES 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25.00 <input type="checkbox"/> HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50.00</p> 	<p>COMPUTER COUNTER \$ 400 10" KEYBOARD TRAY SLIDING DOORS INSIDE SHELF 20" X 40" X 40" <input type="checkbox"/> LOCK ADD \$ 20.00</p> 
<p>POSTER BOARD \$ 200 4' X 8' VERTICAL OR HORIZONTAL (SHOWN)</p> 	<p>CHROME BAG HOLDER \$ 75</p> 	<p>LITERATURE RACK \$ 100 BLACK DOUBLE SIDED</p> 	<p>MONITOR STAND \$ 350 20" X 20" X 40" 20" X 20" X 54" OPTIONAL KEYBOARD TRAY AVAILABLE ADD \$ 25.00</p> 
<p>SIGN HOLDER \$ 50 22" X 28" CHROME <input type="checkbox"/> OR BLACK <input type="checkbox"/></p> 	<p>TRACK LIGHTING 3 HEAD - \$ 120 5 HEAD - \$ 150</p> 	<p>TOWER COMBO \$ 450 2 SHELVES INSIDE SHELF 20" X 40" X 96" COMPANY NAME OR PRODUCT SIGN INCLUDED</p> 	<p>SHELF UNITS 2 SHELVES 26" \$125 3 SHELVES 40" \$150 4 SHELVES 54" \$175</p> 
<p>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</p> 	<p>BAR FRIDGE \$ 175 1.7 CUBIC FEET WHITE</p> 	<p>END TABLE \$ 160 BLACK & GLASS GUN METAL & GLASS</p> 	<p>COFFEE TABLE \$ 160 BLACK & GLASS GUN METAL & GLASS</p> 

SPECIAL INSTRUCTIONS:

SUB-TOTAL
STANDARD RATE
(ADD 40%)
18 % 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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 SEPTEMBER 9, 2024**

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 CARD AUTHORIZATION FORM
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 ORDER FORM.**



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

POPUP & BANNER STAND LEASE ORDER FORM



ORIENT RETRACTABLE BANNER STAND
 31.5" X 83" - \$ 550
 39.25" X 83" - \$ 625



PACIFIC RETRACTABLE BANNER STAND
 31.5" X 83" - \$ 550

COYOTE POP-UP DISPLAY WITH 2 HALOGEN LIGHTS
 97" W x 87.5" H
 WITH YOUR FULL COLOR DIGITAL GRAPHICS \$ 2,300
 WITH BLACK VELCRO PANELS \$ 900
 OPTIONAL COUNTER WITH YOUR FULL COLOR DIGITAL GRAPHICS - \$ 600



HOP-UP DISPLAY WALL WITH 2 HALOGEN LIGHTS
 WITH YOUR FULL COLOR DIGITAL GRAPHICS
 118" W x 89.5" H \$ 2,500

BANNER STAND OR POP UP DESCRIPTION	DISCOUNT RATE	STANDARD RATE		
ORIENT BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 31.5" X 83"	\$ 550	\$ 770		
ORIENT BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 39.25" X 83"	\$ 625	\$ 875	SUB-TOTAL	
PACIFIC BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 31.5" X 83"	\$ 550	\$ 770	18 % SERVICE CHARGE	
COYOTE POPUP DISPLAY WITH FULL COLOR DIGITAL GRAPHICS	\$ 2300	\$ 3220		
COYOTE POPUP DISPLAY WITH BLACK VELCRO PANELS	\$ 900	\$ 1260	7 % PST	
OPTIONAL COUNTER WITH FULL COLOR DIGITAL PANEL	\$ 600	\$ 840	5 % GST	
HOP-UP FABRIC BACKWALL DISPLAY WITH YOUR FULL COLOR DIGITAL GRAPHICS	\$ 2500	\$ 3500	TOTAL	

ARTWORK REQUIRED;
 Acceptable File Formats: PDF, Adobe Illustrator AI, EPS
 All fonts must be converted to outlines, curves or paths
 All photos or raster / bitmap images must be a minimum of 72 dpi / ppi at the 100% final finished size.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.
COMPANY: _____ **BOOTH #:** _____
AUTHORIZED BY: _____ **AUTHORIZED SIGNATURE:** _____

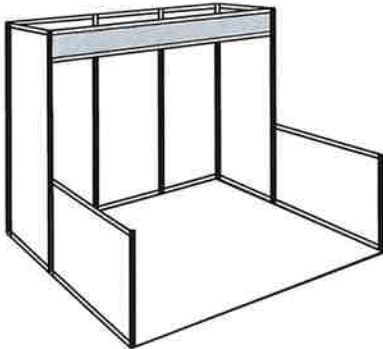
STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: SEPTEMBER 9, 2024

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

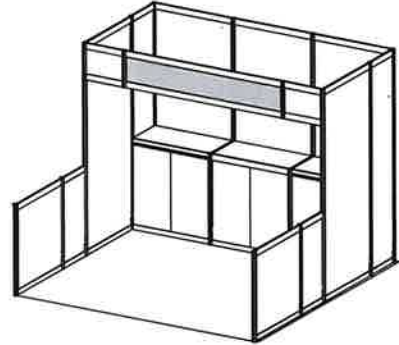


TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438

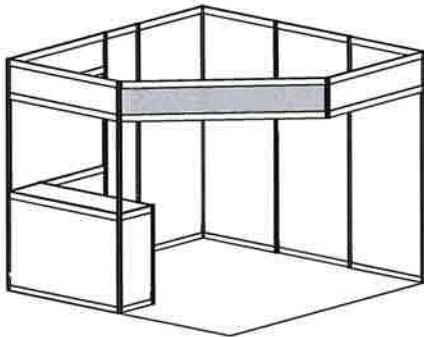
**10' X 10' HARDWALL
SYSTEM RENTALS**



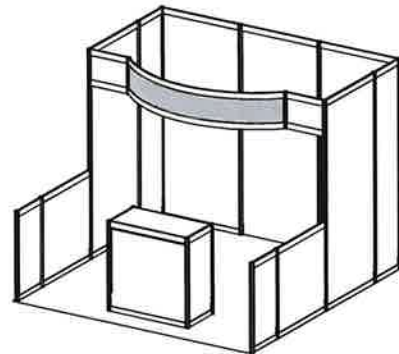
MODEL # 101



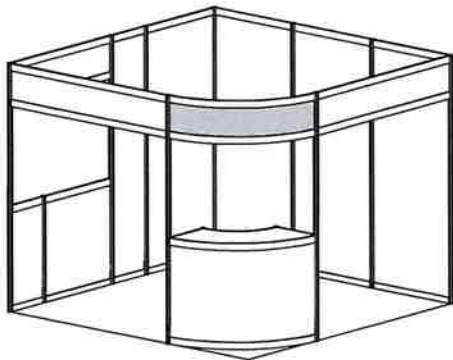
MODEL # 102



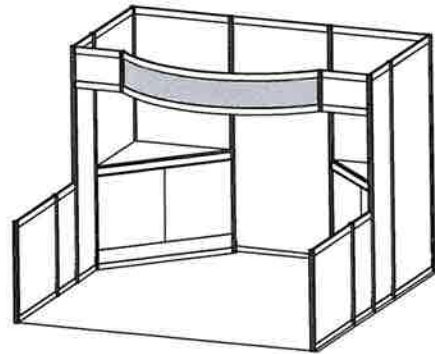
MODEL # 103



MODEL # 104



MODEL # 105



MODEL # 106

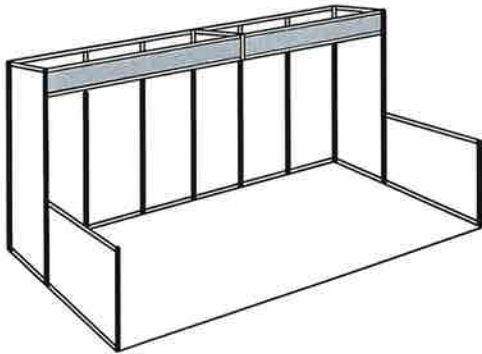
GRAY INDICATES STANDARD FASCIA SIGN

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS

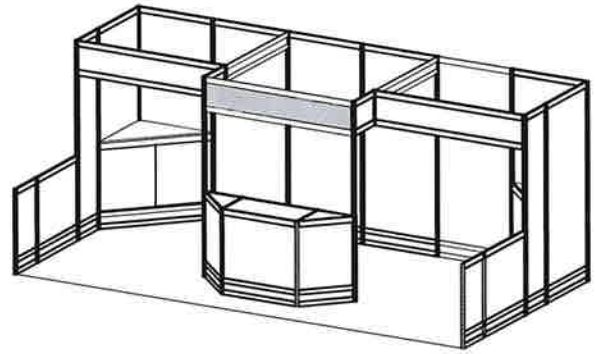


TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438

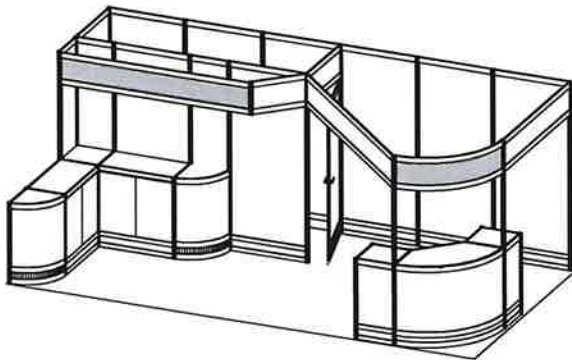
10' X 20' HARDWALL SYSTEMS RENTALS



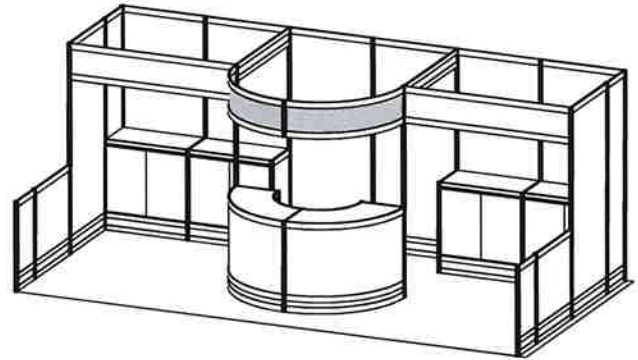
MODEL # 201



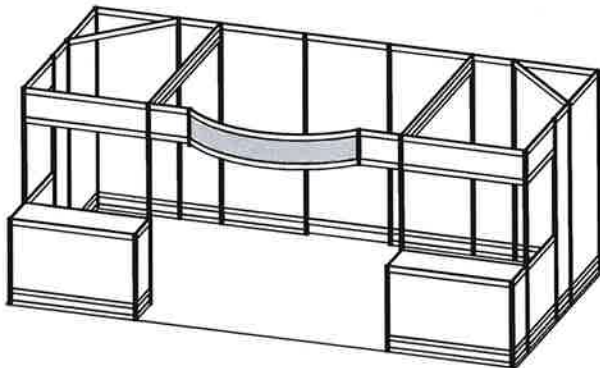
MODEL # 202



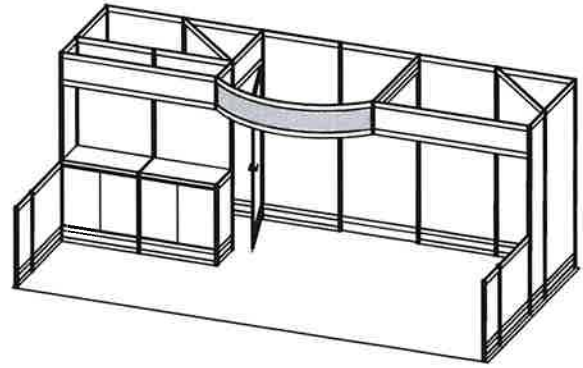
MODEL # 203



MODEL # 204



MODEL # 205



MODEL # 206

GRAY INDICATES STANDARD FASCIA SIGN(S)

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

HARDWALL BOOTH RENTAL ORDER FORM



Packages include your choice of infill panel and carpet colors, company or product identification sign, complete installation and dismantling.

Packages do not include booth cleaning, lighting fixtures or electrical circuits.

MODEL NUMBER	DISCOUNT RATE	STANDARD RATE	AMOUNT
MODEL # 101	\$ 1100.00	\$ 1540.00	
MODEL # 102	\$ 2325.00	\$ 3255.00	
MODEL # 103	\$ 1700.00	\$ 2380.00	
MODEL # 104	\$ 1975.00	\$ 2765.00	
MODEL # 105	\$ 1775.00	\$ 2485.00	
MODEL # 106	\$ 2425.00	\$ 3395.00	
MODEL # 201	\$ 1400.00	\$ 1960.00	
MODEL # 202	\$ 3275.00	\$ 4585.00	
MODEL # 203	\$ 4885.00	\$ 6840.00	
MODEL # 204	\$ 4350.00	\$ 6090.00	
MODEL # 205	\$ 3510.00	\$ 4914.00	
MODEL # 206	\$ 4025.00	\$ 5635.00	
— AVAILABLE OPTIONS —			
SHELF - .25M DEEP X 1.0M WIDE	\$ 75.00	\$ 105.00	
SLAT WALL PANELS - 1.0M WIDE X 2.5M HIGH	\$ 100.00	\$ 140.00	
GRID PANELS - .6M WIDE X 2.5M HIGH	\$ 75.00	\$ 105.00	

FONT COLOR
 BLACK BLUE RED

INFILL PANEL COLOR
 BLACK GRAY WHITE

CARPET COLOR
 BLUE SILVER GREEN

MODELS # 101,102,103, 104, 105,106, 202, 205 AND 206
 IDENTIFICATION SIGN TO READ:

MODELS # 201, 203 AND 204 IDENTIFICATION SIGN TO READ:

LEFT: _____

RIGHT: _____

SUB-TOTAL
 18% 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 9, 2024

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



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

EXHIBIT INSTALLATION ORDER FORM



	TIME REQUIRED	DISCOUNT RATE	STANDARD RATE
REGULAR TIME	8:00 A.M. - 4:00 P.M. - WEEKDAYS	\$ 90.00 / HR.	\$ 126.00 / HR.
OVERTIME	4:00 P.M. - 6:00 P.M. - WEEKDAYS 8:00 A.M. - 4:00 P.M. - SATURDAYS	\$ 105.00 / HR.	\$ 147.00 / HR.
DOUBLE TIME	ALL OTHER HOURS INCLUDING SUNDAYS & HOLIDAYS	\$ 115.00 / HR.	\$ 161.00 / 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 2 (TWO) HOURS PER MAN. LABOR THEREAFTER IS CHARGED IN ONE-HALF (1/2) HOUR INCREMENTS.
- ALL WORK WILL BE DONE ON REGULAR TIME WHEREVER 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)

18 % SERVICE CHARGE

SUB-TOTAL

7 % PST

5 % GST

TOTAL

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COMPANY: _____ **BOOTH #:** _____

AUTHORIZED BY: _____ **AUTHORIZED SIGNATURE:** _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: SEPTEMBER 9, 2024

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS 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: (236) 422-1440
 FACSIMILE: (236) 422-1438

GRAPHICS & CUSTOM SIGNAGE 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 \$ 22.50 (Discount Rate) = \$ _____

_____ Sq. Ft. X \$ 31.50 (Standard Rate) = \$ _____

- 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"	\$ 50.00	\$ 70.00		
7" X 44"	\$ 65.00	\$ 91.00		
14" X 22"	\$ 75.00	\$ 105.00		
14" X 44"	\$ 85.00	\$ 119.00		
22" X 28"	\$ 125.00	\$ 175.00		
28" X 44"	\$ 200.00	\$ 280.00		
20" X 60"	\$ 220.00	\$ 300.00		

INDICATE YOUR COPY HERE:
 (Please attach additional pages if required)



PORTRAIT LANDSCAPE



Background Color: _____

Lettering Color: _____

Font: _____

SUB-TOTAL

18 % 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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YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

PLANTS & FLOWERS 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	

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.

SUB-TOTAL

18 % SERVICE CHARGE

7 % PST

5 % GST

TOTAL

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COMPANY: _____ **BOOTH #:** _____

AUTHORIZED BY: _____ **AUTHORIZED SIGNATURE:** _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: SEPTEMBER 9, 2024

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



TELEPHONE: (236) 422-1440
 FACSIMILE: (236) 422-1438

ELECTRICAL & LIGHTING ORDER FORM



ELECTRICAL SERVICES - POWER	PRICE Pre-Deadline	PRICE Standard Rate	QUANTITY	AMOUNT
120 Volt, 1500 Watts, 12 Amp Single Outlet	165.00	231.00		
120 Volt, 1500 Watts (24 hour service)	210.00	294.00		
120 Volt, 2000 Watts, NEMA 5-20 Plug	210.00	294.00		
120 Volt, 3000 Watts, NEMA 5-30 Plug	260.00	364.00		
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 PRIOR TO THE DEADLINE DATE NOTED ABOVE.

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	PRICE Pre-Deadline	PRICE Standard Rate	QUANTITY	AMOUNT
Double Head Light Unit On Stand - 150 Watts	70.00	98.00		
Triple Head Light Unit On Stand - 150 Watts	80.00	112.00		
Arm Bar Light Unit - 75 Or 150 Watts	50.00	70.00		
Triple Head Extension Cord	30.00	42.00		
Power Bar / Surge Suppressor	40.00	56.00		

SUB-TOTAL

18 % SERVICE CHARGE

7 % PST

5 % GST

TOTAL

PLEASE PROVIDE YOUR REQUIRED RECEPTACLE INFORMATION

Straight Blade
 Twist Lock
 Tie-In

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 9, 2024**

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

COMMONLY ASKED QUESTIONS

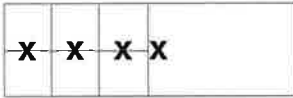
HOW MUCH POWER DO I NEED?

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.

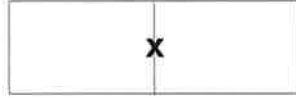
120V 1 PH = 120 Volt - Single Phase
60 Hz = 60 Cycle
1000 W = 1000 Watts

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 (604) 599-1440.

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 legible photocopy of the front of the credit card being supplied. NO EXCEPTIONS. We regret that we cannot accept or process any orders that omit either 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 charged 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 \$ 100.00 service charge applicable to all wire transfers. Fees vary depending on the bank processing the transfer.
6. **MATERIALS HANDLING**
If you are shipping exhibit material of any size or description 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 an applicable 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 x W x H / 139.

Shipments arriving prior to receiving your completed materials handling order forms and / or not properly labeled with Show In Motion shipping labels will incur a 20% surcharge.

Off target shipments received prior to or after the receiving dates shown on the Materials Handling order form will incur a minimum 20% surcharge to standard materials handling rates.

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 Post Show 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, plus applicable service charge.
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 Services Terms and Conditions of Contract

Show In Motion Services, Inc. Terms & Conditions and Payment Policies are subject to change at the sole discretion of Show In Motion without notice to any parties.

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 SERVICES, INC. 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 service contractor; OR an order for any other services is placed with Show in Motion.

I. Definitions

Show In Motion: Show In Motion Services, Inc., SIM and their employees, agents, officers and related entities including, but not limited to, any sub-contractors that SIM may appoint.

Agents: SIM's agents, sub-contractors, carriers and the agents of each.

Exhibitor: Exhibitor, including its' employees, agents, representatives, Exhibitor Appointed Contractor (EAC), or any other party requesting services from SIM. 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.

Goods: Exhibits, property and commodities of any type for which SIM is requested to perform services. Show In Motion reserves the right to substitute materials with those of an equal or better variety based on availability.

Carrier: Motor carrier, van line, air carrier or air or surface freight forwarder.

Shipper: The Exhibitor, including its' employees, agents, representatives and / or EAC.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, materials handling, unsupervised labor, supervised labor and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labor: Labor that is provided to an Exhibitor to install or dismantle a booth or exhibit space, and is supervised and/or directed by the Exhibitor.

Unsupervised Labor: Labor that is provided to an Exhibitor to install or dismantle a booth or exhibit space and pursuant to Exhibitor's election is not supervised and/or directed by SIM. Exhibitor assumes the responsibility and any liability arising therefrom, for the work of labor when Exhibitor elects to use unsupervised labor.

II. Scope

These Terms and Conditions shall be binding upon Exhibitor, SIM, and their respective Agents and representatives, including but not limited to, Exhibitor contracted labor such as EAC's and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of, and be bound by, all provisions stated herein, including but not limited to, time limits and limitations of liability.

III. Customer Obligations

a. Payment for Services: Exhibitor shall be liable for all unpaid charges for services performed by SIM or agents. Exhibitor authorizes SIM to charge its' credit card directly for services rendered on Exhibitor's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via SIM-accepted credit card or wire transfer. Exhibitor acknowledges and agrees that all calculations provided by Exhibitor are estimates only and are subject to verification and correction as deemed appropriate by SIM.

b. Credit Terms: All charges are due before Services are performed unless other arrangements have been made in advance. SIM has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Exhibitor having to pay in advance for future Services. SIM retains its right to hold Exhibitor's Goods for non-payment. If a credit card is provided to SIM, SIM is authorized to bill to such credit card any unpaid charges for Services provided to Exhibitor, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 2.0% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to SIM: Exhibitor shall defend, hold harmless and indemnify SIM from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Exhibitor agrees to indemnify and hold SIM harmless for any and all acts of its representatives and agents, including but not limited to Exhibitor Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Exhibitor or present at Exhibitor's invitation, including supervision of labor secured through SIM. Exhibitor's obligations under this provision shall not apply to SIM's own negligence and/or willful misconduct. **EXHIBITOR ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND EXHIBITOR, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. SIM to Exhibitor: To the extent of SIM's own negligence and/or willful misconduct and subject to the limitations of liability below, SIM shall defend, hold harmless and indemnify Exhibitor from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. SIM's obligations under this provision shall not apply to claims for bodily injury arising a) from Exhibitor's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. SIM SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF SIM. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods:** 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 for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Exhibitor's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods:** SIM shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure:** SIM shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Exhibitor, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage:** Goods requiring cold storage are stored at Exhibitor's own risk. SIM assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage:** SIM assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods:** SIM assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Exhibitor is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage:** SIM assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Exhibitor's sole responsibility to affix the appropriate labels available at the SIM Service Desk for empty container storage and ensures that any pre-existing empty labels are removed.
- h. Forced Freight:** SIM is not liable for Exhibitor Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Exhibitor. It is Exhibitor's responsibility to complete accurate paperwork for shipping and to ensure Exhibitor Goods are properly labeled. If Exhibitor Goods remain on the floor after the show closing deadline, SIM has the right to remove the Exhibitor Goods. SIM is authorized by Exhibitor to proceed in the manner chosen by Exhibitor on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Exhibitor Goods at the discretion of SIM and at Exhibitor's expense. SIM shall incur no liability for such shipment. SIM retains the right to dispose of Exhibitor Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage:** SIM shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth:** SIM shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to SIM will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth:** Exhibitor shall not hang any articles, merchandise, product, advertisements, or other similar items from SIM supplied booth materials, (this includes but is not limited to Octanorm panels or pipe and drape), utilized in Exhibitor's own booth set up or in areas occupied by the show organizer or third parties. If Exhibitor does hang any prohibited items, Exhibitor alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). SIM shall have no liability for any damages, costs, actions or injuries arising out of Exhibitor's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief:** If found liable for any loss, SIM's sole and exclusive maximum liability for loss or damage to Exhibitor's Goods is limited to \$.30 (CAD) per pound with a maximum liability of \$100.00 (CAD) per container, or \$1,500.00 CAD) per shipment whichever is less.
- b. Labor:** SIM assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of SIM provided labor. If SIM supervises labor for a fee, SIM shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Exhibitor of the supervised labor or the depreciated value of the Goods, whichever is less. If Exhibitor elects to use unsupervised labor, then Exhibitor assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide SIM and show management with an indemnity, including defense costs, for any claims that result from Exhibitors' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance:** **SIM IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Exhibitor to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Exhibitor. SIM recommends Exhibitor arrange for all Risk Coverage.
- b. Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to SIM or its agent within 24 hours of occurrence, as evidenced in an Incident Report completed at Show Site by SIM.
- c. Filing of Claim:** Any claim for loss or damage to Goods must be submitted in writing, to SIM immediately at Show Site, and in any case, no later than the conclusion of the event. Exhibitor understands and agrees all claims after this time shall be rejected.
- d. Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).
- e. Jurisdiction:** This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively and depending on jurisdiction, the laws of the Province of British Columbia.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO SIM OR IT'S SUBCONTRACTORS BY AN EXHIBITOR OR BY A SHIPPER ON BEHALF OF THE EXHIBITOR SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.