



BC Society of Landscape Architects

March 30th -April 1st, 2017
Delta Grand Okanagan

Event Contractor: SHOWTIME EVENT & DISPLAY SERVICES

Ph. 1-800-721-0029 www.showtimedisplay.com

Event Location: Delta Grand Okanagan, 1310 Water St, Kelowna, BC V1Y 9P3

Move in is March 30:	4:00 pm - TBD
Event times:	TBD
Move out is April 1:	10:30 am - TBD

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

Shipping: Delta Grand Okanagan does NOT accept any advance shipments.

You may bring in your own display materials; however, you may not ship to the venue in advance. **All materials will be subject to Materials Handling charges, see Materials Handling Order Form for details.**

Showtime will begin accepting shipments on **March 16, 2017**, between the hours of 8:30am-5:00 pm, Monday to Friday. **Materials Handling must arrive by March 28, 2017 at 5:00 pm to #1-325 Bay Ave, Kelowna BC, Canada V1Y 7S3.**

Discount Price Deadline:

In order to receive 2 week advance order discount rates listed on the enclosed order forms, your order must be received by 5pm on **March 16, 2017**

Online Ordering:

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

You can now Order Online, www.showtimedisplay.com

BC Society of Landscape Architects

Show Date: March 30th -April 1st, 2017
Show Location: Delta Grand Okanagan

Showtime Event & Display

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

infodesk@showtimedisplay.com



This is your exhibitor's information and order package.

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

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

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

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

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

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

Order Online Now!

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

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Limits of Liability & Responsibility

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Event & Display

One

Showtime display and convention services and its subcontractors shall not be responsible for damage to uncrated materials, material improperly packed, glass breakage or concealed damage.

Two

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Showtime or its subcontractors and the arrival of the exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills or loading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the exhibitor will be checked at the time of pick up from the booth and corrected where discrepancies exist.

Three

Showtime and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Showtime in time to obtain the proper equipment.

Four

Showtime and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

Five

Showtime and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Six

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime here under are based on the scope of liability as here in set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Showtime or its subcontractors should be found liable for loss or damage to the exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy.

Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by Showtime or, its subcontractors



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Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Payment & Calculation of Orders Authorization Form

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



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

Exhibitor Information

Company:	Show Name: BC Society of Landscape Architects	Show Dates: March 30th - April 1st, 2017	Booth #:
Contact Name (Please Print):		Address:	
City:	Province/State:	Postal Code/ZIP:	
Email Address: Please print clearly			
Phone (Include Area Code):		Fax (Include Area Code):	

Credit Card Authorization

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

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

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

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

Furniture and Accessories Order Form	\$
Specialty Furniture Order Form	\$
Hardwall Systems Order Form	\$
Audio Visual & Computer Services Order Form	\$
Janitorial and Labour Order Form	\$
Advanced Materials Handling or Show Site Receiving	\$
TOTAL PAYMENT in Canadian funds	\$
<input type="checkbox"/> Charge my credit card in the amount of	\$
<input type="checkbox"/> Cheque mailed/couriered on ___/___/___ copy attached, for the amount of (Must be received prior to Exhibitor Move In)	\$

Cancellation policy: Before delivery 50% of original price; after delivery 100% of original price plus any previous rental and/or labour charges.

2 Week Advance Order Pricing Deadline is March 16, 2017

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Furniture & Accessories Order Form

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



EXHIBITOR INFORMATION

Company:	Show Name: BC Society of Landscape Architects	Show Dates: March 30th -April 1st, 2017	Booth #:
Contact Name (Please Print):		Contact Email:	

CHAIRS ACCESSORIES

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL	#	Item Description	2 Week Advance	Reg./ Onsite	TOTAL
	Cushioned Arm Chair	\$25.00	\$33.00			Stanchion with 7' Strap <u>OR</u> 8' Rope	\$20.00	\$26.00	
	Steno / Office Chair	\$30.00	\$39.00			Flip Chart w/ paper & markers	\$60.00	\$78.00	
	Stool with Backrest – Counter height	\$30.00	\$39.00			Coat Tree	\$40.00	\$52.00	
	NEW White Leather Padded Stool with Backrest – Counter height	\$40.00	\$55.00			Rolling coat rack	\$30.00	\$39.00	
Please see website for more custom seating options. Custom furniture is available, please call or email with any special requests						Literature Stand	\$50.00	\$65.00	
						Chrome Sign holder (22"x28")	\$30.00	\$39.00	
						Bag Stand	\$30.00	\$39.00	

TABLES

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL	#	Item Description	2 Week Advance	Reg./ Onsite	TOTAL
	NEW 30" Round 30" high table covered in Spandex White <u>or</u> Black	\$65.00	\$78.00			Wastebasket	\$10.00	\$13.00	
	NEW 30" Round 40" high table covered in Spandex White <u>or</u> Black	\$70.00	\$82.00			Small Artificial Plants	\$20.00	\$26.00	
						Small clear draw barrel	\$20.00	\$26.00	
						Large clear draw barrel	\$30.00	\$39.00	
						Easel	\$30.00	\$39.00	

FURNITURE DISPLAY BOARDS, PANELLING

	Bar Fridge	\$75.00	\$97.50			Pop Up Display Unit 8' H x 9' W (Black w/ lights and podium kit)	\$375.00	\$450.00	
	Contemporary Leather Club Chair - Black	\$150.00	\$195.00			Velcro display boards Black 4' x 8' <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$75.00	\$97.50	
	Contemporary Leather Club Chair - White	\$150.00	\$195.00						
	Barcelona Style Modular Seating (per seat)	\$100.00	\$130.00			Slotboard 4'x8' <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$70.00	\$91.00	
						Slot board pegs 2" <u>or</u> 4 "	\$0.15	\$0.20	

HARDWALL COUNTERS LIGHTING

	A: Standard Counter – (990mm tall x 495 mm deep x 1m high)	\$150.00	\$200.00			Triple head extension cord	\$12.00	\$15.60	\$
	B: Single Radius (1400 x 990mm)	\$300.00	\$390.00			Power bar	\$15.00	\$19.50	\$
	C: Jewelry Case (990 x 495 x 1m)	\$200.00	\$260.00			Double head light unit on stand, 150 Watts	\$40.00	\$52.00	\$
	D: Display Case (990 x 495 x 1m)	\$250.00	\$325.00			Halogen light on stand, 500 Watts	\$50.00	\$65.00	\$

Notes For Setup –Special Requests

For Pictures Please Go To www.showtimedisplay.com	o Rates shown are for run-of-show.	Accessory Total
	o Items used in any portion of a day constitute a full day's rental.	
	o Cancellation policy: Before delivery 50% of original price; after delivery 100% of original price plus any previous rental and/or labour charges.	
	PST 7%	
	GST 5%	
	TOTAL RENTAL	

2 Week Advance Order Pricing Deadline is March 16, 2017.

Delivery & Setup are included

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Specialty Furniture Order Form

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



EXHIBITOR INFORMATION										
Company:			Show Name: BC Society of Landscape Architects				Show Dates: March 30th -April 1st, 2017		Booth#:	
Contact Name (Please Print):					Contact Email:					
SOFT SEATING COUCH					OTTOMANS					
#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL	#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL	
	Contemporary Leather Sofa – White (3 Seats)	\$375.00	\$487.50			Contemporary White Leather Ottoman	\$100.00	\$130.00		
	Contemporary Leather Sofa – White (4 Seats)	\$500.00	\$650.00			Contemporary Black Leather Ottoman	\$100.00	\$130.00		
	Contemporary Leather Sofa – White (5 Seats)	\$625.00	\$812.50			Barcelona Style Ottoman-Black * NEW	\$75.00	\$105.00		
	Contemporary Leather Sofa – Black (3 Seats)	\$375.00	\$487.50							
	Contemporary Leather Sofa – Black (4 Seats)	\$500.00	\$650.00							
	Contemporary Leather Sofa – Black (5 Seats)	\$625.00	\$812.50							
	Barcelona Style Seating- (4 Seats) Black *NEW	\$400.00	\$520.00			White & Chrome 18" x 18" End Table	\$50.00	\$75.00		
	Barcelona Style Seating- (5 Seats) Black * NEW	\$500.00	\$650.00			White & Chrome 24" x 48" Coffee Table	\$90.00	\$120.00		
SOFT SEATING LOVE SEATS					COFFEE & END TABLES					
	Contemporary Leather Love Seat - White	\$250.00	\$325.00			White & Chrome 72" x 30" x 42" Bar	\$225.00	\$292.50		
	Contemporary Leather Love Seat - Black	\$250.00	\$325.00			White & Chrome 24" Round x 42" high Cruiser Table	\$75.00	\$97.50		
	Barcelona Style Modular Seating-Black *NEW	\$200.00	\$275.00			White & Chrome 24" x 24" x 30" Table Cocktail Table	\$75.00	\$97.50		
SOFT SEATING CHAIRS					BARS, CRUISER & TABLES					
	Contemporary Leather Club Chair - White	\$150.00	\$195.00							
	Contemporary Leather Club Chair - Black	\$150.00	\$195.00							
	Barcelona Style Modular Seating (per seat) NEW*	\$100.00	\$130.00							
SOFT SEATING CHAIRS					NOTES FOR SET UP / SPECIAL REQUESTS					
	Contemporary Leather Club Chair - White	\$150.00	\$195.00							
	Contemporary Leather Club Chair - Black	\$150.00	\$195.00							
	Barcelona Style Modular Seating (per seat) NEW*	\$100.00	\$130.00							

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

Accessory Total	\$
GST 5%	\$
PST 7%	\$
TOTAL RENTAL	\$

Delivery & Setup are included

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Audio Visual & Computer Services Order Form

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



Exhibitor Information

Company:	Show Name: BC Society of Landscape Architects	Show Dates: March 30th - April 1st, 2017	Booth #:	
Contact Name (Please Print):	Contact Email:			
Phone (Include Area Code):	Fax (Include Area Code):			
Address:	Delivery		Pickup	
	Day	Date	Time	Day Date Time

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

TVs, Monitors, Computers & DVD Players

Quantity	Daily Equipment Rental	2 week Advance Order	Reg/On-site Order	# Days	Total
Flat Screens listed come equipped to plug into DVD Player or Laptop					
	22" Flat Screen with speakers & DVD player Per Day	\$75.00	\$100.00		
	32" Flat Screen with Speakers Per Day	\$150.00	\$195.00		
	42" Flat Screen with Speakers & Floor Stand Per Day	\$300.00	\$390.00		
	60" Flat Screen with Speakers & Floor Stand Per Day	\$450.00	\$585.00		
	80" Flat Screen with Speakers & Floor Stand Per Day	\$750.00	\$975.00		
	DVD Player Per Day	\$40.00	\$52.00		
	Laptop Computer Per Day	\$125.00	\$160.00		

Projection Equipment

	LCD Data Projector Per Day	\$200.00	\$260.00		
	Tripod Screen 4' <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> Per Day	\$40.00	\$52.00		
	48" Draped Video Cart Per Day	\$30.00	\$35.00		

Printers (500 pack of paper included)

	Laser Printer (Monochrome) Per Day	\$125.00	\$125.00		
	Laser Printer (Colour) Per Day	\$200.00	\$200.00		

Misc. Items & Special Instructions

Special Instructions (If any):

Showtime Computer & Audio Visual Rental Guidelines

- The client must be available to sign for equipment on delivery.
- Weekly rate = four times the daily rate.
- Equipment used in any portion of a day constitutes a full day's rental.
- Cancellation policy: After delivery 100% of one (1) rental day plus any previous rental and/or labour charges.
- Computers come pre-installed with either Windows XP or Windows Vista. If you require a specific operating system on your computer, Showtime requires a minimum of 7 days advance notice to install and configure. (fees may apply based on program required)
- All computers come pre-loaded with Office 2003 & Office 2007 which includes Word, Excel, PowerPoint, & Outlook. Also included is Internet Explorer 6 or 7.
- Any other software required can be installed by the client at their expense and risk. If the Client requires a Showtime Technician to install and/or configure software provided by the Client, Labour will be charged at a rate of \$75.00 per hour.
- Showtime is not responsible for the loss of internet connection due to loss of signal from the internet provider.
- Showtime is not responsible for the loss of data that may occur due to equipment failure or client negligence.

Equipment Total

PST 7%

GST 5%

Total Rental



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Labour & Janitorial Order Form

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infodesk@showtimedisplay.com



EXHIBITOR INFORMATION			
Company:	Show Name: BC Society of Landscape Architects	Show Dates: March 30th -April 1st, 2017	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

PRE-SHOW JANITORIAL			
Initial pre-show janitorial services only. This includes dusting, vacuuming, and general cleaning before the show opens.			
BOOTH SIZE	<input type="text"/>	SQUARE FEET @ \$0.30 PER SQUARE FOOT =	<input type="text"/>
			MULTIPLIED BY 1 <input type="text"/> = \$ <input type="text"/>

DAILY JANITORIAL			
Daily janitorial services for the duration of the show. This includes dusting, vacuuming, and general cleaning prior to each show day, excluding day 1.			
BOOTH SIZE	<input type="text"/>	SQUARE FEET @ \$0.25 PER SQUARE FOOT =	<input type="text"/>
			MULTIPLIED BY NUMBER OF DAYS <input type="text"/> = \$ <input type="text"/>

POP UP BOOTH SET UP & DISMANTLE			
*Only applicable for basic pop up display units, anything with more set up is subject to Installation & Dismantle Labour charges.			
Includes installation & dismantle labour for basic 8' x 8' or 10' x 8' Pop-Up (spider frame) display booth. It is the exhibitors' responsibility to make sure the display is on-site during exhibitor move-in for Showtime to setup. Please use our Materials Handling service to have your items shipped directly to Showtime if you cannot deliver them yourself.			
2 WEEK ADVANCED PRICING	<input type="text" value="\$100.00"/>	REGULAR/ONSITE PRICE IF ORDERED AFTER MARCH 16, 2017	<input type="text" value="\$120.00"/>
			NUMBER OF POP UP BOOTHS <input type="text"/> = \$ <input type="text"/>

Please send a picture of pop up to infodesk@showtimedisplay.com, to confirm graphics and unit details.

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

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

Straight time rates are in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Minimum charge is for two (2) hours.** All work will be done straight time whenever possible.

* A supervisory charge will apply when there is no representative of the exhibiting company in attendance to supervise the installation of the exhibit. If supervision is required, please indicate.

LABOUR TOTAL	\$ <input type="text"/>
GST 5%	\$ <input type="text"/>
TOTAL AMOUNT	\$ <input type="text"/>

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Advanced Materials Handling Details

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



SHIPPING CHARGES

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

BILLS OF LADING

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

CONSIGNMENT

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

SHIPPING LABELS

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

CERTIFIED WEIGHT RECEIPTS

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

LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material. If a shipment is larger than standard skid or requires more than standard forklift service additional charges will apply. If your shipment is larger than standard 4' x 4' x 4' skid please indicate on the following form.

EMPTY BOXES/CARTONS

Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

RATES

SHIPMENTS & RATES WILL BE CALCULATED TO THE NEXT 100 LBS. PLEASE CALCULATE CHARGES BASED ON CWT.

	2 WEEK ADVANCE	REGULAR /ARRANGE ON SITE	
Up to 100 pounds (minimum charge)	\$100.00	\$120.00	RATES INCLUDE: <ul style="list-style-type: none"> Receiving crated materials at the advanced warehouse. Storing at the warehouse for up to 14 days pre-show. Reloading and delivering to show site for exhibitor move in. Unloading materials and delivery to your booth. Picking up, storing and returning empty containers during the show. Reloading shipment and return to the warehouse for shipping, pick up next business day. (All materials will be shipped collect unless otherwise specified.) Showtime will call in pickups and schedule outbound shipments for the next business day using the details provided on the Advanced Materials Handling Order Form
101 lbs. – 500 lbs.	\$80.00 per 100 lbs (CWT)	\$88.00 per 100 lbs(CWT)	
501 lbs. – 1000 lbs.	\$70.00 per 100 lbs(CWT)	\$77.00 per 100 lbs(CWT)	
1001 lbs and up	\$60.00 per 100 lbs(CWT)	\$66.00 per 100 lbs(CWT)	
All uncrated materials will be subject to a 25% surcharge. Rates are based on a standard 4' x 4' x 4' Skid Size, Oversized pieces subject to individual pricing.			

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

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Advanced Materials Handling Order Form

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



EXHIBITOR INFORMATION			
Company:	Show Name: BC Society of Landscape Architects	Show Dates: March 30th - April 1st, 2017	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

RATES			2 WEEK ADVANCE	ORDER /ARRANGE ON SITE
Up to first 100 pounds (minimum charge)	\$100.00		\$120.00	
101 lbs. – 500 lbs.	\$80.00 / 100 lbs (CWT)		\$88.00 / 100 lbs (CWT)	
501 lbs. – 1000 lbs.	\$70.00 / 100 lbs (CWT)		\$77.00 / 100 lbs (CWT)	
1001 lbs and up	\$60.00 / 100 lbs (CWT)		\$66.00 / 100 lbs (CWT)	
All charged based on actual weight and rounded to the next 100 lbs.				
Additional Charges will apply on shipments exceeding standard skid/forklift service				
All uncrated materials will be subject to a 25% surcharge.				

RATES INCLUDE:

- o Unloading crated materials.
- o Storing at the warehouse for up to 14 days.
- o Reloading onto trucks and delivery to the exhibit site.
- o Unloading materials and delivery to your booth.
- o Picking up, storing and returning empty containers.
- o Reloading equipment and return to your specified destination. (All materials will be shipped collect unless otherwise specified.)
- o Showtime will call in pickups and schedule outbound shipments for the next business day, using the details provided on this form.

CALCULATION

SHIPMENT WEIGHT (LBS.) CWT = **SEE RATES IN TABLE ABOVE** = \$

UNCRATED – (CHECK IF APPLICABLE) uncrated shipments are subject to a 25% surcharge + 25% = \$

INBOUND SHIPPING INFO
 Showtime cannot accept shipments later than three (3) business days prior to show date without prior arrangements.

Name of INBOUND Shipping Company:	Estimated size of piece(s) if larger than 4' x 4' x 4'	INBOUND Estimated # of Pieces:
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RETURN SHIPPING DETAILS *REQUIRED* If no outbound Materials Handling please specify.

Name of RETURN Shipping Company **	RETURN Shipping Address & Phone Number: Please print clearly
Level of service requested: ** Note some carries require ground service waybills be electronically prepared by account holder.	
Carrier Phone Number: **	
Account Number: ** must be included 15% chargeback will apply if carrier disputes Account Number provided.	Please note, pick up address is from Showtime Warehouse, not the venue, on next business day after show closing unless otherwise arranged with Showtime.
Special notes or details about return shipping:	

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

All paperwork for International Shipments must be completed BY EXHIBITOR.

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

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

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

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

**Advanced Materials
Handling
Shipping Label**

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



SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:



c/o Showtime Event & Display

#1-325 Bay Ave, Kelowna BC, Canada V1Y 7S3

Tel: (800) 721-0029

www.showtimedisplay.com

SHOW NAME:
BC Society of Landscape Architects

BOOTH#:

Carrier : _____

Number ____ of ____ Pieces

**Each piece shipped to Showtime must have label filled out and attached!
Materials Handling Forms to be sent in advance of shipment.**

Shipments to be received between March 16, 2017 & March 28, 2017

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Show Site Receiving & Handling Order Form

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



Must be Received at the Delta Grand Okanagan on
 March 30, 2017 @4:00 pm.

Only to be used if not using Advanced Materials Handling

EXHIBITOR INFORMATION

Company:	Show Name: BC Society of Landscape Architects	Show Dates: March 30th - April 1st, 2017	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

SHIPPING CHARGES

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

BILLS OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Handling charges are based on the weight of the material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

CONSIGNMENT

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

SHIPPING LABELS

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

CERTIFIED WEIGHT RECEIPTS

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

LABOUR AND EQUIPMENT

Labor and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, recreating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires a forklift or specialized rigging equipment, please notify us promptly so that we can make arrangements. Please contact us prior to completing this form if you require those services.

EMPTY BOXES/CARTONS

Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

RATES

2 WEEK ADVANCE

ORDER /ARRANGE ON SITE

Up to first 100 pounds (minimum charge)	\$90.00	\$108.00
101 lbs. – 500 lbs.	\$72.00 / 100 lbs (CWT)	\$79.20 / 100 lbs (CWT)
501 lbs. – 1000 lbs.	\$63.00 / 100 lbs (CWT)	\$69.30 / 100 lbs (CWT)
1001 lbs and up	\$54.00 / 100 lbs (CWT)	\$49.40 / 100 lbs (CWT)
All charged based on actual weight and rounded to the next 100 lbs.		
Additional Charges will apply on shipments exceeding standard skid/fork lift service		
All uncrated materials will be subject to a 25% surcharge.		

RATES INCLUDE:

- o Receiving crated materials from transport vehicle during Exhibitor Move In.
- o Delivery from loading bay to your booth.
- o Picking up, storing and returning empty containers.
- o Reloading repacked materials onto transport vehicle during Exhibitor Move Out.

CALCULATION

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

SHIPPING INFO

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

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

PLEASE NOTE:

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

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

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Only to be used if not using Advanced Materials Handling.

Show Site Receiving Shipping Label

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



Event & Display

To be Delivered

March 30, 2017 @4:00 pm

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:



C/O Showtime Event & Display

Delta Grand Okanagan

1310 Water St, Kelowna, BC V1Y 9P3

Tel: (800) 721-0029

www.showtimedisplay.com

SHOW NAME:
BC Society of Landscape Architects

BOOTH#:

Carrier : _____

Number ___ of ___ Pieces

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com