



"Better Together"

THE 5TH JOINT ANNUAL CONFERENCE TRADESHOW 2023

EXHIBITOR MANUAL

SEPTEMBER 26 & 27, 2023 | PENTICTON, BC

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1. Exhibition Resume

A. Overview

The British Columbia Municipal Safety Association (BCMSA) is an independent, non-profit organization committed to improving worker health and safety in all industries throughout the province. The Public Works Association of British Columbia (PWABC) represents individuals working for municipalities, utility companies and engineering consulting firms, in every community throughout BC and Yukon.

JAC2023 is the only interdisciplinary conference dedicated to Occupational Health and Safety and Public Works. Our annual conferences have brought together a unique mix of experts and professionals and with over 400 participants from across BC, #JAC2023 will continue that tradition.

B. Date & Location

Date: September 26th and 27th, 2023
Location: Penticton, BC, Canada
Venue: Penticton Trade and Convention Centre
273 Power St, Penticton BC V2A 7K9

C. Congress & Exhibition Management

VENUE WEST CONFERENCE SERVICES

#449-1231 Pacific Boulevard
Vancouver, BC V6Z 0E2 – Canada
Email: jac2023-sponsorship@venuewest.com

Kindly note that Venue West does not accept any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damage caused to the facility by the exhibit and/or the exhibitor(s). We require that each exhibitor carry comprehensive/commercial general liability insurance for the duration of the event.

D. Exhibition Management Services

Showtime Event & Display

#1-325 Bay Avenue
Kelowna, British Columbia V1Y 7S3
Canada
Phone: 250-868-3333
Fax: 250-868-3313
showtimedisplay.com

Showtime Event & Display will not be held responsible for concealed damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Showtime Event & Display. The condition, count and contents of the material found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found.

Showtime Event & Display will not be responsible for damage incurred while handling loose exhibit material or those inadequately packed. Showtime Event & Display will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control.

Insurance

It is understood that Showtime Event & Display is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Showtime Event & Display with a release of subrogation to the extent of any insurance settlement received.

2. Deadlines

Check	Mandatory Forms	Return To	Due Date
	Exhibition Staff Registration	Exhibit Manager	September 15 th , 2023

Check	Mandatory Forms	Return To	Due Date
	Showtime Event & Display Exhibitor Information & Order Package	Showtime Event & Display	Advance Price Deadline: September 12 th , 2023 Standard Price Deadline: September 19 th , 2023

3. Contact Information

On-site Exhibit Managers:

Teri Doyle

Venue West Conference Services

Email: teri.doyle@venuewest.com

Showtime Event & Display

Email: infodesk@showtimedisplay.com

4. General Information

A. Trade Show Schedule

Function	Date	Time
Trade Show Move-In	Monday, September 25 th	2:00pm to 6:00pm
Trade Show Hours	Tuesday, September 26 th Wednesday, September 27 th	10:25am to 7:10pm 10:10am to 10:40am
Trade Show Breakfast	Tuesday, September 26 th Wednesday, September 27 th	7:00am to 7:45am 7:00am to 8:00am
Trade Show Lunch	Tuesday, September 26 th	12:15pm to 1:30pm
Trade Show Reception	Tuesday, September 26 th	5:10pm to 7:00pm
Trade Show Move-Out	Wednesday, September 27 th	11:00am to 2:00pm

B. Trade Show Staff Registration & Badges

Trade Show Staff Registration grants the Exhibitor access to the Trade Show Floor located in the **Foyer**. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.

Trade Show Staff can pick up their name badges from the Registration Desk starting from 2:00pm on Monday September 25th, 2023.

C. Standard Exhibit Space Package

Each exhibit space rental unit includes the following:

- 8'x8' draped booth (backwall drape: black, sidewall drape: black)
- 8'ft high back wall
- 3'ft high side walls
- 1 – 6' Skirted Table
- 2 fabric chairs

Exhibit space rental does not include any of the following: additional furniture, internet connection, labour, shipping or any other on-site services. These items may be ordered through the forms provided in the Showtime Event & Display order forms.

D. Heavy Equipment Exhibit Space Package

Each exhibit space rental unit includes the following:

- 20'x20' draped booth

E. Move-In & Construction Limitations

Showtime Event & Display will be responsible for constructing and setting up all exhibition booths. As the exhibition area is located in the Penticton Trade and Convention Centre and there is no way for the area to be secured after the close of the exhibit hall hours, exhibitors are responsible for ensuring anything of value is removed when the booth is not staffed.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Attachments of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor/exhibit will require compensation from the exhibitor for the cost of recovering any damaged facilities to their original state.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event.

F. Shipping & Customs

General Shipping

Advanced Shipments should be (as per the Showtime Event & Display Order Forms) between September 12, 2023 and September 21, 2023.

PWABC/BCMSA 2023 c/o SHOWTIME
(Company Name & Booth #)
#1 325 Bay Ave., Kelowna, BC V1Y7S3

Direct Shipments

Please note: The Penticton Trade and Convention Centre does NOT accept any advance or on-site / show-day shipments.

Please send all shipments to Advanced Shipping address listed above. Labels are provided in the Material Handling section of the exhibitor kit.

G. Security & Safety

The exhibition area will not be locked during non-show hours. The ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times.

The JAC Conference 2023 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at any times.

H. Parking

Exhibitors and Vendors can park in the purple parking lots for the allocated exhibitor and vendor parking lots. The parking lot/s are off of Alberni Street.

Click [here](#) to download the Penticton Trade and Convention Centre parking map.

I. Cleaning

The Penticton Trade and Convention Centre provides janitorial services during the course of the event in all shared spaces, including the corridors, lobbies, concession areas and rest rooms. The Penticton Trade and Convention Centre is responsible only for emptying baskets during exhibition hours and immediately after exhibition hours in exhibit hall aisles. Exhibitors will be responsible for keeping their booths clean at all times. If the amount of waste exceeds the normal limits, The Penticton Trade and Convention Centre will charge exhibitors for the excess removal.

J. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said exhibit space confines. Exceptions may be given by Secretariat office prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of JAC Conference 2023 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - is not permitted. Any noise-generating demonstrations may be prohibited if such demonstrations are considered to be a disruption in the general order of the event.

Flashing lights and revolving light equipment are prohibited. Lights from one exhibit should not disturb neighboring exhibitors or damage other exhibit booths.

Exhibitors are not allowed to carry items, sign boards and brochures for recruitment purposes.

K. Non-Smoking

Smoking is prohibited in the exhibition area and Penticton Trade and Convention Centre.

L. Move-out & Removal

Dismantling of exhibit construction and décor may only commence at the last day of the event after the last morning break on Wednesday, September 27th. The JAC Conference 2023 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to be left in its original condition no later than outlined in the Exhibition Schedule.

M. Booth Construction Limitations

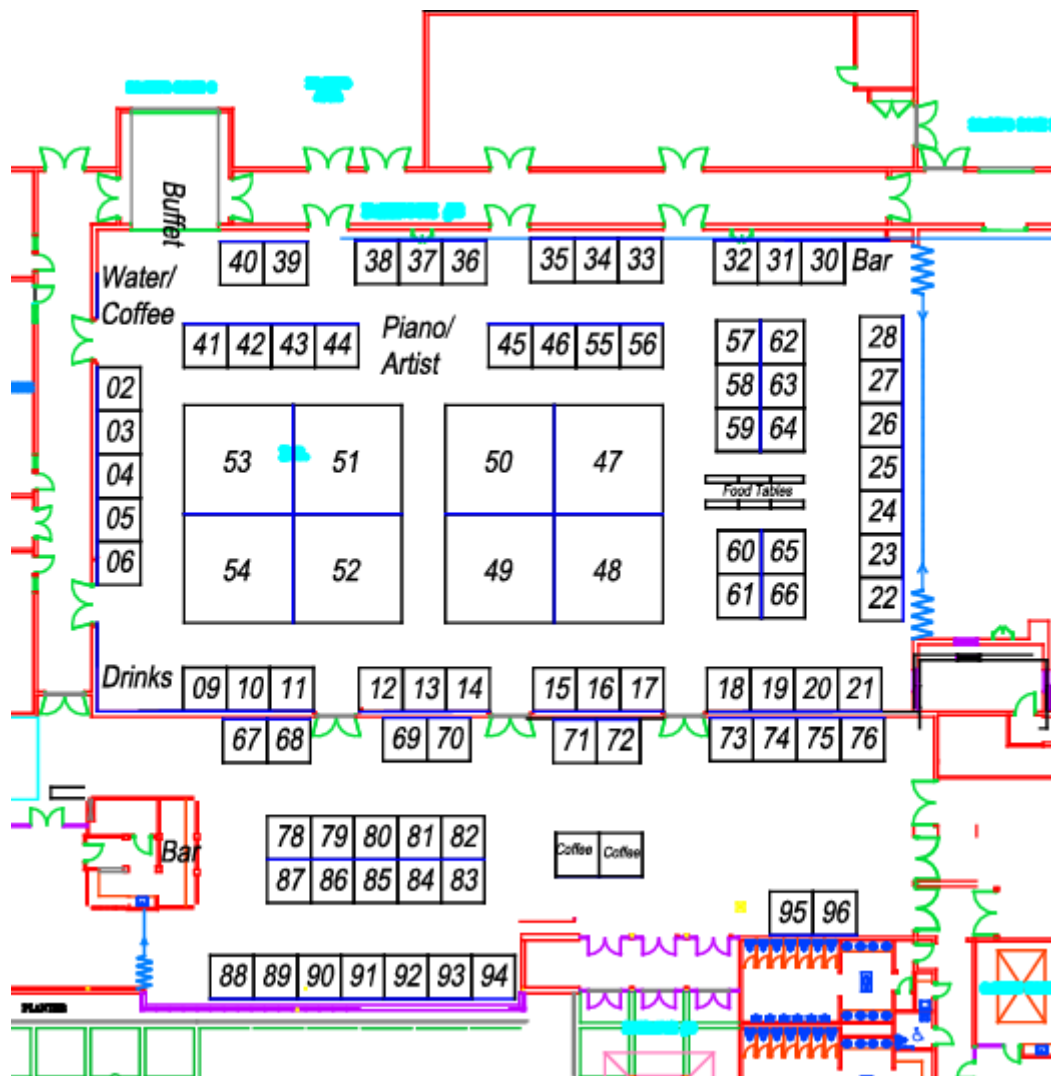
Maximum booth height restrictions are as follows, due to ceiling heights:

Linear / Inline – 10'-0" (including any objects above the booth)

Weight limits – 125 pounds per square foot

5. Floorplan

Please note: Booth and table layouts are subject to change without notice.



6. Booth Allocation

EXHIBITOR	BOOTH NUMBER
Flow Systems	2
Ipex Inc	3
Langley Concrete Group	4
PSD Citywide Inc	5
Procon Systems (2013) Inc	6
TeksMed Services Inc	9
Trans Mountain Corporation	10
Roadway Traffic Products	11
Hetek Solutions Inc	12
Safesidewalks Canada Inc	13
Westvac Industrial Ltd	14
Westvac Industrial Ltd	15
ITRAK 365	16
Super Save	17
Employers' Advisers Office	18
WorkSafeBC	19
SafetyLine Lone Worker	20
OPEN	21
Mueller Water Products	22
Wesco/Hazmasters	23
FortisBC	24
Ats Traffic	25
Barricades And Signs Ltd	26
BC 1 Call	27
EHS Analytics	28
ChainSmart™ Tire Chain Training	30
City of Kamloops	31
CMHA BC Division	32
Alais Ventures Ltd	33
Superior North America Inc	34
BIS Safety Software	35
Iconix Waterworks	36
Xylem Canada LP	37
The Universal Group	38
Aqua-Bility Projects	39
Govdeals Canada	40
Led Roadway Lighting / Liveable Cities	41
Organizational Solutions	42
Global Hazmat Inc	43
Dynamic Rescue Systems Inc	44
Mcasphalt Industries Ltd	45

ProTELEC Security + Safety Ltd	46
Rollins Machinery Ltd	47
SPI	48
Levitt Machinery	49
Vimar Equipment Ltd	50
Kendrick Equipment	51
Great West Equipment	52
Cubex Ltd	53
Premium Canada Holding Ltd	54
Emco Waterworks	55
Industrial Machine Inc	56
Precision Service & Pumps Inc	57
Green Roots Play Equipment Inc	58
Board of Canadian Registered Safety Professionals	59
OPEN	60
Northern Business Intelligence	61
Linestar	62
Electrogas Monitors Ltd	63
OPEN	64
Road Safety At Work	65
Thinking Driver	66
Wolseley Canada Waterworks	67
United Rentals	68
Basalite Concrete Products	69
Advantage One Technology Ltd	70
Fred Surridge Ltd	71
JAC	72
Photo Booth	73
Leaffilter	74
AuditSoft Inc	75
OPEN	76
Flocor Inc	88
BCACC	89
Enterprise Fleet Management	90
OPEN	91
Canada Pipe	92
OPEN	93
OPEN	94
OPEN	95
OPEN	96

7. Liability Insurance

JAC Conference 2023 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

*Exhibitors are to provide a certificate of insurance by email to the JAC Conference at jac2023-sponsorship@venuewest.com

8. Exhibitor Order Forms

In an effort to become increasingly environmentally responsible, Showtime Event & Display has chosen to forego the production of hard copies of exhibitor kits and will instead continue to provide PDF copies of all kits along with a link for online ordering. Show information, important dates, shipping addresses, shipping labels and order forms can all be found below.

Forms included below:

- Payment and Credit Card Authorization
- Custom Hardwall Booths information
- Carpet Order Form
- Tables & Chairs Order Form
- Soft Seating Order Form
- Lighting Order Form
- Audio Visual Order Form
- Pre-Show Storage Order Form
- Pre-Show Storage Label
- Post-Show Storage Order Form

Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **PWABC/BCMSA 2023** at the **Penticton Trade and Convention Centre** on **September 26 - 27, 2023**.

To assist in making your conference experience successful, we have enclosed a complete catalogue of the various Equipment Rentals and Show Services we offer. Please fill in the appropriate order forms that best suit your needs and return them to us at your earliest convenience.

Or you can complete your forms online.

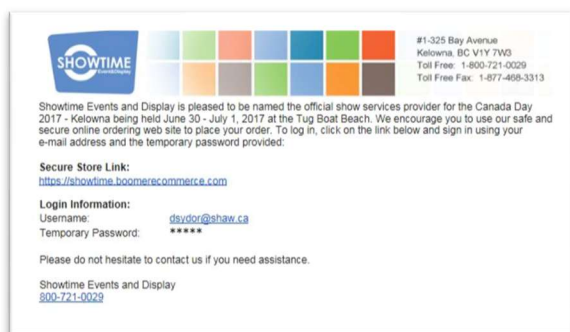
Place your orders before September 12, 2023, to receive the Discounted Advance Order Prices.

Please Note that All orders must be received by 5:00 pm PST on September 19, 2023

SHOW SCHEDULE			
Exhibitor Move-In:	Monday	September 25, 2023	2:00 pm – 6:00 pm
Show Times:	Tuesday	September 26, 2023	10:25 am – 7:10 pm
	Wednesday	September 27, 2023	10:10 am – 10:40 am
Exhibitor Move Out:	Wednesday	September 27, 2023	11:30 pm – 2:00 pm
ORDER DEADLINES AND IMPORTANT DATES			
Advance Order Deadline:		September 12, 2023	
Advance Shipments may begin arriving at the warehouse:		September 12, 2023	
Last day for Advance Shipments to arrive:		September 21, 2023	
Ordering Deadline:		September 19, 2023	
SHOW INFORMATION			
Booth Package Includes:		8’x8’	
Back Wall Drape		8' High, Black	
Side Wall Drape		3' High, Black	
Seating		2 x Chairs	
Table		1 x 6' Table with Black Skirt	
Carpet		Exhibitors may order. Please see page 5.	
Power		Power is provided by Penticton Trade and Convention Center	
VENUE ADDRESS:		ADVANCED WAREHOUSE SHIPPING ADDRESS:	
Penticton Trade and Convention Centre 273 Power St, Penticton, BC V2A 7K9		PWABC/BCMSA 2023c/o SHOWTIME (Company Name & Booth #) #1 325 Bay Ave, Kelowna, BC V1Y 7S3	
PLEASE NOTE: The Penticton Trade and Convention Centre does NOT accept any ADVANCE or ON-SITE / SHOW-DAY SHIPMENTS.			
Please send all shipments to the ADVANCE WAREHOUSE SHIPPING ADDRESS.			
All Items must leave the Show Floor during Exhibitor Move Out and cannot be left unattended.			

If you require assistance or additional information not covered in our Exhibitor order package, please contact the Exhibitor Services team using the contact details below.

How To Save Time & Use Our Online Store!



Step 1: To gain login access, please email our Exhibitor Services team at Infodesk@showtimedisplay.com. In some cases, you may have already received your login email from Show Management or a previous order.

Step 2: Please click the link provided in the login email. You will be redirected to our online store. Once you are there, you will be asked to enter your email address and the password provided to you in your login email. Once that is complete, you will be prompted to change the password

for your account to one of your choosing.

Step 3: Once you have successfully logged into the site, please select the show you will attend. You can view the essential information for the show, such as the items in your booth package.

Step 4: On the left-hand side of the page, there will be a list of available Departments for your show. Click on these to browse through the items available to order.

Step 5: Once you are ready to check out, click "View My Cart" in the top right-hand corner and follow the checkout prompts



If you have any questions, please contact our Customer Service team.

Phone: toll-free at **1-800-721-0029 Option 3**

Email: infodesk@showtimedisplay.com

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Name Of Company:	Contact:	Email:
Address:		Telephone No:
City:	Province /State:	Postal Code:

Credit Card

Card Holder:	Signature:
	*Please note that by signing, you agree to Showtime Event & Displays Limits of Liability/ Terms

Card Name	Signature
	*Please Please note that by signing, you agree to Showtime Event & Displays Limits of Liability/ Terms

Custom Hardwall Booths

Call today to have us design, create and deliver a custom display for your next event that will turn heads and function to meet all your needs.



Add graphics to your custom Hard Wall Display to promote your brand and tell your story to potential customers.

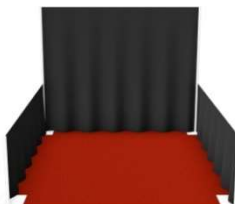
Contact us at
Phone: 1-800-721-0029 Extension 2240
Email: Infodesk@showtimedisplay.com

Carpet Order Form

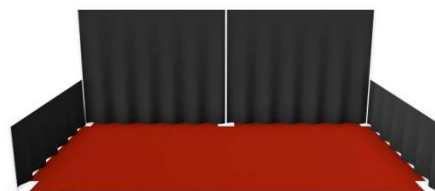
Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

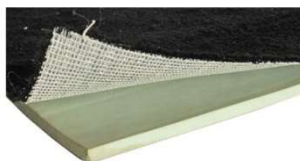
8'x8' Carpet







8'x16' Carpet



Underlay



Carpet Colors – Please Choose One

Black <input type="checkbox"/>		Red <input type="checkbox"/>		Grey and Black Fleck <input type="checkbox"/>		Blue and Black Fleck <input type="checkbox"/>	
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Pricing

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F390	8'x8' Carpet	\$139.00	\$179.00		
F400	8'x16' Carpet	\$277.50	\$365.00		
	20'x20' Carpet	\$556.00	\$1460.00		
F420	8'x8' Underlay	\$139.00	\$179.00		

Please Note: A completed Credit Card Authorization Form must accompany all orders. Therefore, orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.
 All discounts offered are date sensitive and will not be provided after the date has passed.

Subtotal

GST 5%

PST 7%

Grand Total

Cancellation policy: Full refund before September 12, 2023. After September 12, 2023, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.

Tables & Chairs Order Form

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

4', 6' & 8' Tables with Skirts - Regular 30" or Raised 40"



30" Tall Round

40" Tall Round

Low Back Chrome stools

Folding Chair

Waste Basket

Literature Stand

Brass Draw Barrel



Standard Counter Plain

Standard Counter - With Doors

Jewelry Case

Small Display Case



Order Form

Product	Advanced Price	Regular Price	Quantity	Total
Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$63.50	\$83.50		
Raised Table with Skirts 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$75.00	\$97.50		
30" Tall Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$75.00	\$90.50		
40" Tall Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$81.00	\$95.00		
Folding Chair	\$14.00	\$16.00		
Low Back Chrome Stools Black 30"	\$52.00	\$55.50		
Low Back Chrome Stools White 30"	\$52.00	\$55.50		
Brass Draw Barrel	\$23.00	\$30.00		
Waste Basket	\$11.50	\$15.00		
Literature Stand	\$55.00	\$75.00		
Standard Counter - No Back	\$104.00	\$157.50		
Standard Counter - with Doors	\$174.00	\$217.50		
Jewelry Case	\$314.00	\$367.50		
Small Display Case	\$366.50	\$420.00		

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.
 All discounts offered are date sensitive and will not be provided after the date has passed.

Subtotal

GST

PST

Grand Total

Cancellation policy: Full refund before September 12, 2023. After September 12, 2023, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.

Soft Seating Order Form

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

Barcelona Single Seat



White Contemporary Club Chair



Black Contemporary Club Chair



Barcelona Loveseat



Contemporary White Leather Love Seat



Contemporary Black Leather Love Seat



Barcelona 3 Seat Sofa



Contemporary White Leather 3 Seat Sofa



Contemporary Black Leather 3 Seat Sofa



Barcelona Ottoman



Contemporary White Leather Ottoman



Contemporary Black Leather Ottoman



Order Form

Item #	Product	Advance Price	Regular Price	Quantity	Total
F1501	Barcelona Single Seat	\$116.00	\$150.50		
F1502	Barcelona Love Seat	\$231.50	\$301.00		
F1503	Barcelona 3 Seat Sofa	\$347.50	\$451.50		
F1504	Barcelona Ottoman	\$86.50	\$122.00		
F1402	Contemporary White Leather Club Chair	\$174.00	\$226.00		
F1403	Contemporary White Leather Love Seat	\$289.50	\$376.50		
F1401	Contemporary White Leather 3 Seat Sofa	\$434.00	\$564.50		
F1404	Contemporary White Leather Ottoman	\$116.00	\$150.50		
F1405	Contemporary Black Leather Club Chair	\$174.00	\$226.00		
F1046	Contemporary Black Leather Love Seat	\$289.50	\$376.50		
F1047	Contemporary Black Leather 3 Seat Sofa	\$434.00	\$564.50		
F1048	Contemporary Black Leather Ottoman	\$116.00	\$150.50		

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.
 All discounts offered are date sensitive and will not be provided after the date has passed.

Subtotal

GST 5%

PST 7%

Grand Total

Cancellation policy: Full refund before September 12, 2023. After September 12, 2023, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.

Lighting Order Form

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:	Phone Number:	

Double Head Light on Stand



Power Bar



LED Light On Stand



Extension Cord



Additional lighting
options are available
upon request.

Exhibitor Guidelines

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

Order Form

Item #	Product	Advance Price	Regular Price	Quantity	Total
E81	Double Headed light (mounted on booth) – Power not included	\$46.00	\$60.50		
E82	LED Light (mounted on the booth – white light)– Power not included	\$63.50	\$69.50		
E70	Power Bar - Power not included	\$17.50	\$22.50		
E60	Extension cord-Power not included	\$13.50	\$18.00		

For Larger Power orders, please contact Exhibitor Services.

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

All discounts offered are date sensitive and will not be provided after the date has passed.

Subtotal

GST 5%

PST 7%

Grand Total

Cancellation policy: Full refund before September 12, 2023. After September 12, 2023, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.

Audio Visual Order Form

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:	Phone Number:	

32" Flat Screen Per Day



42" Flat Screen & Floor Stand



65" Flat Screen & Floor Stand



80" Flat Screen & Floor Stand



Did you know that we offer a wide selection of AV equipment? Please contact Exhibitor Services for Availability and Pricing

Audio Visual Guidelines

- Items may not be exactly as they appear
- The Client must be available to sign for equipment on delivery.
- Equipment used in any portion of a day constitutes a full day's rental.
- All TV's come with standard length HDMI cables-For additional components, please call for pricing*
- TVs are not guaranteed "Smart" unless the Smart TV Add on in order
- Showtime is not responsible for the internet connection loss due to the internet provider's signal loss.
- Showtime is not responsible for data loss that may occur due to equipment failure or client negligence.

Order Form

Item #	Product	Advanced Rate	Regular Rate	Quantity	Total
AV20	32" Flat Screen - Power not included	\$174.00	\$225.50		
AV40	42" Flat Screen- Power not included	\$347.50	\$451.50		
AV50	65" Flat Screen - Power not included	\$521.00	\$677.00		
AV60	80" Flat Screen - Power not included	\$1,157.50	\$1,505.00		

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt. All discounts offered are date sensitive and will not be provided after the date has passed.

Subtotal

GST 5%

PST 7%

Grand Total

Cancellation policy: Full refund before September 12, 2023. After September 12, 2023, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.

Pre & Post Show Storage FAQ

Pre Show

What information do I need to place an order?
To order Pre-Show Storage, you will need the following:

The number of pieces.
The dimensions of the pieces.
The Carrier's name.
Tracking number(s) for the shipment.

What if I need some information?

Order with the information that you have now, and update us once you know more. Example: You don't have the final weight for your shipment. Give your best estimate, and then we will update your charges when your shipment has arrived and weighed.

Why do you need the Carrier's name and tracking number for my shipment?

Having the carrier name and tracking number for your shipment allows us to locate and alert you if your shipment has yet to be delivered in the days leading up to the Pre-Show Storage deadline.

What happens if my shipment arrives after the Pre Show Storage Deadline?

We will do everything we can to get your shipment to the site on time for the show. However, extra charges may be assessed if additional measures need to be taken to deliver your shipment.

What happens to my shipment once it has been delivered?

Once your shipment has been received at our warehouse, it will be weighed, cataloged in our system and stored in a secure area. When we set up the show, our team will transport your shipments to the show site and deliver the items to your booth.

Post Show

What information do I need to use your Post Show Storage?

You will need:
Contractor carrier documents.
Address labels – these are provided by Exhibitor Services before Exhibitor Move Out.
Customs documents if your shipment is leaving Canada.

What do I need to do during Exhibitor Move Out?

Before Exhibitor Move-out, return the Materials Handling Agreement to Exhibitor Services and collect your address labels.

We will deliver your stored crates and boxes to your booth. Please let us know if you need plastic wrap or tape; our team will provide the items.

Once your team has packed the shipment for transport, label your items with the provided Showtime labels and check in with the Exhibitor's services team to review your paperwork and sign your shipment. Schedule your shipment to be picked up by your Carrier using our warehouse address.

What will happen to my shipment after the Exhibitor move out?

Our team will collect the shipment from your booth and load it onto our trucks for transport. Once your shipment arrives at our warehouse, it will be weighed and sorted for carrier pickup. When your Carrier arrives, our team will load the shipment for transport.

When can my shipment be picked up?

Your Carrier can pick up the shipment the next business day after Exhibitor Move-out. Shipments must be picked up three business days after Exhibitor Move-out.

Pre Show Storage Order Form

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

**PLEASE NOTE THAT THE VENUE/ SHOW SITE CANNOT ACCEPT OR SIGN FOR ANY ADVANCED OR DIRECT SHIPMENTS.
 PLEASE SEND ALL SHIPMENTS TO THE ADVANCED WAREHOUSE.**

**THIS FORM NEEDS TO BE COMPLETED AND RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE SENT TO THE ADVANCE WAREHOUSE.
 THIS SERVICE INCLUDES:**

- Receiving and storing your items at our ADVANCE WAREHOUSE for up to 14 days before the show.
- Delivery to show site and direct delivery to your booth
- Retrieving and storing empty containers at the end of the move-in. Returning empty containers during move out.
- Reloading shipments onto **PREARRANGED CARRIERS** during exhibitor move-out. (Please note that Showtime is **NOT** responsible for arranging outbound carriers or completing any carrier forms or documents). All carriers must arrive during the exhibitor move-out time.

SHIPMENTS ARE CHARGED AS PER THE TOTAL WEIGHT IN POUNDS (lbs) OF ALL ITEMS TOGETHER.

RATES WILL BE CALCULATED TO THE NEXT 100 lbs.

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
100 lbs and Under	\$116.00 Flat Rate	\$139.00 Flat Rate		
Between 101 lbs - 500 lbs	\$92.50 Per 100 lbs	\$102.00 Per 100 lbs		
Between 501 lbs - 1000 lbs	\$81.00 Per 100 lbs	\$89.50 Per 100 lbs		
1001 lbs and above	\$69.50 Per 100 lbs	\$76.50 Per 100 lbs		
Un-crated/Oversize fee (Applies to all shipments of 4 or more pieces/items over the size of a 4'x4'x4 skid)	25% of the Total Charge	25% of the Total Charge		

INBOUND SHIPPING INFORMATION (Please fill in all details)

Carrier:				
Tracking Number:				
Please specify the type of shipment and the quantity of each type.	BOXES #	SKID/CRATE # (Size 4'x4'x4')	CASE #	BAG #
Shipment Dimensions:				
Date Shipped:		Arrival Date:		
Address of Origin:				

SUBTOTAL	
Surcharges:	
GST 5%:	
**Cancellation Policy ** - Full refund for cancellation of services before shipments to the advanced warehouse are sent/received. - Partial refunds for any shipment have been tracked and not received. - No refunds once items are received at the advanced warehouse.	

PLEASE READ – THE CONDITIONS THAT APPLY TO THIS SERVICE:

All Materials handling must be prepaid in **ADVANCE**, and application forms must be received before any shipments arrive, or a **\$50.00 CAD** surcharge fee will apply.
 Please prepay all shipping/ freight charges. Showtime will **NOT** be responsible for collecting shipments or any customs charges. A **15%** service fee for any customs or freight fees billed to Showtime will be applied.
 Shipments must arrive between September 12, 2023 & September 21, 2023. Shipments that arrive earlier or later than these dates will be subject to fees.

ALL MATERIALS MUST LEAVE THE SHOW FLOOR DURING THE EXHIBITOR MOVE-OUT!

Any show materials left unattended and not collected by a carrier on the show floor after the exhibitor move-out will be returned to the advanced warehouse. POST-SHOW Storage charges will apply (See POST SHOW order form for prices). **IF YOU DO NOT INTEND TO ORDER THE POST-SHOW STORAGE SERVICE AHEAD OF MOVE-OUT, PLEASE SIGN TO ACKNOWLEDGE THAT THE ABOVE WILL BE THE CASE:**

NAME _____ SIGNATURE _____ DATE _____

Pre-Show Storage Label

From:

Exhibiting Company:

Booth #:

Ship To:

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

PWABC/BCMSA 2023 c/o

Showtime Event & Display

Tel: 1-800-721-0029 Option 3

www.showtimedisplay.com

Carrier:

Number of Pieces:

_____ of _____

Each piece shipped to Showtime must have label filled out and attached!

Storage forms must be sent in advance of shipment.

Shipments are to be received between September 12, 2023, & September 21, 2023

Post Show Storage Order Form

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will be processed once the Credit Card Authorization Form is received and will be dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

THIS FORM NEEDS TO BE COMPLETED AND RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE SENT TO THE POST-SHOW WAREHOUSE.

THIS SERVICE INCLUDES:

- Reloading onto Showtime vehicle to be returned to the Post Show warehouse.
- Storing at the warehouse for up to 3 business days.
- Reloading onto customer-designated Carrier for outbound
- **Rates are based on a standard 4' x 4' x 4' Skid Size. Oversized pieces are subject to individual pricing.**

**SHIPMENTS ARE CHARGED AS PER THE TOTAL WEIGHT IN POUNDS (lbs) OF ALL ITEMS TOGETHER.
 RATES WILL BE CALCULATED TO THE NEXT 100 lbs.**

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
100 lbs and Under	\$58.00 Flat Rate	\$69.50 Flat Rate		
Between 101 lbs - 500 lbs	\$46.00 Per 100 lbs	\$51.00 Per 100 lbs		
Between 501 lbs - 1000 lbs	\$40.50 Per 100 lbs	\$44.50 Per 100 lbs		
1001 lbs and above	\$34.50 Per 100 lbs	\$38.50 Per 100 lbs		
Un-crated/oversize fee (Applies to all small individual shipments that are four or more pieces and items that are over the size of a 4'x4'x4 skid)	25% charge of TOTAL	25% charge of TOTAL		

OUTBOUND SHIPPING INFORMATION (Please fill in all details)

Carrier:				
Account Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE # (Size 4'x4 x4')	CASE #	BAG #
Destination Address:				

SUBTOTAL	
Surcharges:	
GST 5%:	
TOTAL AMOUNT DUE:	
**Cancellation Policy ** - Full refund for cancellation of services before shipments to the advanced warehouse are sent/received. - No refunds once items are received at the advanced warehouse.	

PLEASE READ – THE CONDITIONS THAT APPLY TO THIS SERVICE:

- All storage charges must be prepaid in **ADVANCE**, and order forms must be received before the show start. If order forms are not received before the beginning of the show **\$50.00 CAD** surcharge fee will apply.
- Please prepay all shipping/ freight charges. Showtime will NOT be responsible for collecting shipments or any customs charges. A 15% service fee for any customs or freight fees billed to Showtime will be applied.
- Outbound waybills and any other shipping documents must be appropriately filled out and accompany the shipment at Exhibitor Move Out. If the documents are not correctly filled out or do not accompany the shipment, we cannot guarantee that the shipment will go out the next business day
- Any shipment not picked up by your designated courier three business days after the show will be subject to a **\$50.00** per day storage fee

LIMITS OF LIABILITY & RESPONSIBILITY

One.

Showtime Event & Display and its subcontractors shall not be responsible for damage due to uncrated materials, improperly packaged materials, 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 pickup of materials from the booth from loading onto a designated 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 exhibitors materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of loading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

Three.

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

Four.

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

Five.

Showtime and its subcontractors shall not be responsible for ordinary wear and tear in handling 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 hereunder are based on the scope of liability as herein set forth and unrelated to the value of the Exhibitor's property. It is further understood and agreed that Showtime.

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 should 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 the property through performance or non-performance of obligations imposed by the offering of services to exhibitors from negligence, active or otherwise, by Showtime, its subcontractors, or their employees

Seven.

Showtime and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impractical to exhibit same.

Eight.

Claims for loss or damage must be submitted to Showtime by the close of the show. No suit or action shall be brought against Showtime or its subcontractors more than one year after the cause of action.

Nine.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Showtime and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. Accordingly, if any Showtime employee or subcontractors shall sign a delivery receipt, bill of lading, or another document, we agree that Showtime or its subcontractor will do so as the Exhibitors agent, and the Exhibitor accepts the responsibility thereof.

Ten.

Showtime and subcontractors shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills, such as courier or van lines. Such shipments will be delivered to the booth without a guarantee of piece count or condition.