



Spring Craft Culture

April 8-9, 2017

Kelowna Curling Club

Event Contractor: SHOWTIME EVENT & DISPLAY SERVICES

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

Event Location: Kelowna Curling Club, 551 Recreation Ave, Kelowna, BC V1Y 7V5

Exhibitor Move-In: Friday April 7th 4:00pm – 7:00pm
Saturday April 8th 6:00am – 9:30pm

Show Hours: Saturday April 8th 10:00 am – 5:00pm
Sunday April 9th 10:00am – 5:00pm

Exhibitor Move-Out: Sunday April 9th 5:00pm – 8:00pm

***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: You may bring in your own display materials; however you may not ship to the venue in advance. Please see Materials Handling receiving for details on shipping options. All advance materials must be sent directly to Showtime, and must be clearly labeled with your company name and booth number (labels are provided in our order package & to be used). To clarify shipping questions please call or email Exhibitor Services with any questions. **All materials will be subject to Materials Handling charges, based on the total weight of your shipment (see Materials Handling Order Form for details).**

Showtime will begin accepting shipments on **March 24, 2017**, between the hours of 8:30am-5:00pm, Monday to Friday. **Materials handling must arrive by April 5, 2017 at 5:00 pm to #1-325 Bay Ave, Kelowna, BC V1Y 7S3.**

Booth Inclusions:

EACH (10' x 10' or 6' x 8') BOOTH WILL CONSIST OF:

- 8' high drape back wall Black
- 3' high drape side wall Black
- 120 volt/750 watts electrical

Aisle Carpet will be Purple

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 24, 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

Limits of Liability & Responsibility

Showtime Event & Display

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



Event & Display

One

Showtime display and convention services and its sub-contractors shall not be responsible for damage to un-crated 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 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

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Payment & Calculation of Orders Authorization Form

Showtime Event & Display

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

For questions or to submit your order please email infodesk@showtimedisplay.com

Exhibitor Information			
Company:	Show Name: Spring Craft Culture	Show Dates: April 8-9, 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, Accessories, Power & Lighting Order Form	\$
Advanced Materials Handling Order Form	\$
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	\$

**2 Week Advance Order Pricing Deadline is
March 24, 2017**

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Furniture, Accessories, Carpet & Electrical Order Form

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infodesk@showtimedisplay.com

EXHIBITOR INFORMATION												
Company:			Show Name: Spring Craft Culture				Show Dates: April 8-9, 2017		Booth #:			
Contact Name (Please Print):					Contact Email:							
CHAIRS					ELECTRICAL & LIGHTING							
#	Item Description	2 Week Advance	Reg./Onsite	TOTAL	#	Item Description	2 Week Advance	Reg./Onsite	TOTAL			
	Folding Chair	\$9.00	\$11.00			120 volt, 1500 Watt service (1 duplex outlet)	\$60.00	\$80.00				
	Cushioned Arm Chair	\$21.00	\$28.00			External Ground Fault Indicator (GFI)	\$50.00	\$75.00				
	Steno / Office Chair	\$26.00	\$33.00			Triple head extension cord	\$12.00	\$15.60				
	Stool with Backrest – Counter height	\$26.00	\$33.00			Power bar	\$15.00	\$19.00				
	NEW White Leather Padded Stool with Backrest – Counter height	\$34.00	\$47.00			Double head light unit on stand, 150 Watts	\$34.00	\$42.00				
Please see website for more custom seating options. Custom furniture is available, please call or email with any special requests						Halogen light on stand, 500 Watts	\$43.00	\$55.00				
TABLES						LED light, solid colour or rainbow fade effect	\$43.00	\$55.00				
Note: Skirted Tables are 24" Wide come with white taffeta top & skirted. Skirt colour: _____ see website for samples Skirt colours will be set to match show colours if not specified.												
	8' Long / 30" high (Skirt. 3 sides)	\$43.00	\$55.00									
	6' Long / 30" high (Skirt. 3 sides)	\$38.00	\$49.00									
	4' Long / 30" high (Skirt. 4 sides)	\$32.00	\$47.00		CARPET							
	8' Long / 40" counter height (Skirt. 3 sides)	\$50.00	\$64.00			Carpet 6'x8' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy	\$50.00	\$75.00				
	6' Long / 40" counter height (Skirt. 3 sides)	\$47.00	\$60.00			Carpet 10'x10' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy	\$60.00	\$85.00				
	4' Long / 40" counter height (Skirt. 4 sides)	\$43.00	\$55.00			Underlay (per sq.ft.)	\$0.75	\$1.00				
	NEW 30" Round 30" high table covered in Spandex White or Black	\$43.00	\$55.00									
	NEW 30" Round 40" high table covered in Spandex White or Black	\$47.00	\$60.00									
FURNITURE					DRAPE							
	Blk Leather Chair (1 person)	\$125.00	\$162.00		*See website for colours*							
	Blk Leather Loveseat (2 person)	\$175.00	\$227.00			12' High Drape (per lineal foot)	\$8.00	\$11.00				
	Blk Leather Couch (3 person)	\$250.00	\$325.00			8' High Drape (per lineal foot)	\$4.50	\$7.00				
	Bar Fridge	\$75.00	\$97.50			3' High Drape (per lineal foot)	\$3.00	\$5.50				
					Please sketch how you would like your drape set in the space provided at bottom of page.							
PRESENTATION AIDS					DISPLAY BOARDS, PANELLING							
	Flip Chart w/ paper & markers	\$60.00	\$78.00			Pop Up Display Unit 8' H x 9' W (Black w/ lights and podium kit)	\$375.00	\$450.00				
	Easel	\$30.00	\$39.00			Velcro display boards Black 4' x 8' <input type="checkbox"/> Horz. <input type="checkbox"/> Vert.	\$75.00	\$97.50				
NOTES FOR SETUP / SPECIAL REQUESTS						Slotboard 4'x8' <input type="checkbox"/> Horz. Or <input type="checkbox"/> Vert.	\$70.00	\$91.00				
						Slot board pegs 2" or 4"	\$0.15	\$0.20				
					<ul style="list-style-type: none"> o Rates shown are for run-of-show. o Items used in any portion of a day constitutes 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. 			<table border="1"> <tr> <td>Accessory Total</td> <td></td> </tr> <tr> <td>PST 7%</td> <td></td> </tr> <tr> <td>GST 5%</td> <td></td> </tr> <tr> <td>TOTAL RENTAL</td> <td></td> </tr> </table>		Accessory Total		PST 7%
Accessory Total												
PST 7%												
GST 5%												
TOTAL RENTAL												
Delivery & Setup are included												

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Advance Materials Handling Details

Showtime Event & Display

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Event & Display

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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 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, rekrating 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 fork lift service additional charges will apply. If your shipment is larger than standard 4' x 4' x 4' skid please indicate on 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)	\$85.00	\$102.00	RATES INCLUDE: <ul style="list-style-type: none"> Receiving crated materials at 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 warehouse for shipping, pick up next business day. (All materials will be shipped collect unless otherwise specified.) Showtime will call in pick ups and schedule outbound shipments for the next business day using the details provided on the Advanced Materials Handling Order Form
100 lbs. – 500 lbs.	\$68.00 per 100 lbs (CWT)	\$75.00 per 100 lbs(CWT)	
501 lbs. – 1000 lbs.	\$60.00 per 100 lbs(CWT)	\$66.00 per 100 lbs(CWT)	
1000 lbs and up	\$51.00 per 100 lbs(CWT)	\$57.00 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 pick ups 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 shipment for the end of show. Additional packing tape, shrink wrap, waybills and labels will also be available for your onsite team.

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Advance Materials Handling Order Form

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EXHIBITOR INFORMATION

Company:	Show Name: Spring Craft Culture	Show Dates: April 8-9, 2017	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

RATES

	2 WEEK ADVANCE	ORDER /ARRANGE ON SITE	RATES INCLUDE: 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 pick ups and schedule outbound shipments for the next business day, using the details provided on this form.
Up to first 100 pounds (minimum charge)	\$85.00	\$102.00	
100 lbs. – 500 lbs.	\$68.00 / 100 lbs (CWT)	\$75.00 / 100 lbs (CWT)	
500 lbs. – 1000 lbs.	\$60.00 / 100 lbs (CWT)	\$66.00 / 100 lbs (CWT)	
1000 lbs and up	\$51.00 / 100 lbs (CWT)	\$57.00 / 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/fork lift service			
All uncrated materials will be subject to a 25% surcharge.			

CALCULATION

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

INBOUND SHIPPING INFO

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

Name of INBOUND Shipping Company:	Estimated size of piece(s) if larger than 4' x 4' x 4'	INBOUND Estimated # of Pieces:
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RETURN SHIPPING DETAILS *REQUIRED*

If no outbound Materials Handling please specify.

Name of RETURN Shipping Company ** _____ 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 is carrier disputes Account Number provided.	RETURN Shipping Address & Phone Number: Please print clearly _____ _____ _____ 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 handing in shipment at the end of the show.

SHIPPING TOTAL	\$
PST 7%	\$
GST 5%	\$
TOTAL AMOUNT	\$

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**Advanced Materials
Handling
Shipping Label**

Showtime Event & Display

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

infodesk@showtimedisplay.com



SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:



c/o Showtime Event & Display

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

Tel: (800) 721-0029

Fax: (877) 468-3313

www.showtimedisplay.com

SHOW NAME:
Spring Craft Culture

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 24, 2017 & April 5, 2017**

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