CANADIAN PUPIL TRANSPORTATION CONFERENCE
APRIL 28 – MAY 1, 2020
DELTA GRAND OKANAGAN

Dear Exhibitor,

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

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

- 8’ high drape back wall
- 4’ high drape side wings
- 1 – 2’ x 6’ skirted display table
- 2 side chairs

Please note that Show In Motion is the exclusive providers of materials handling services for this conference. Please avoid any possible delays and additional charges by ensuring that all exhibit material, regardless of size or contents, must be shipped to the address shown using the attached shipping label.

DO NOT SEND ANY ITEMS DIRECT TO SHOW SITE. THE DELTA GRAND OKANAGAN WILL NOT ACCEPT FREIGHT SHIPMENTS AND ANY MATERIAL ARRIVING AT THE FACILITY WILL BE REFUSED.

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

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

We welcome you as an exhibitor to this event and look forward to serving you at the Canadian Pupil Transportation Conference.

www.showinmotion.com
HOW TO REACH US:

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

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

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

EXHIBIT SHIPPING ADDRESS

“Your Company Name”
CANADIAN PUPIL TRANSPORTATION CONFERENCE
 c/o Show In Motion Services
324 Westminster Avenue West
Penticton, BC, V2A 1K2
Canada
IF YOU ARE USING THE SERVICES OF SHOW IN MOTION, THIS FORM MUST BE COMPLETED AND RETURNED TOGETHER WITH A
PHOTOCOPY OF THE FRONT OF THE CREDIT CARD BEING PROVIDED.
NO ORDERS WILL BE ACCEPTED UNLESS ALL INFORMATION IS PROVIDED.

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

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

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

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

COMPANY: ___________________________ BOOTH #: ___________________________
ADDRESS: ___________________________ PHONE #: ___________________________
CITY & PROVINCE: ___________________ FAX #: ___________________________
POSTAL / ZIP CODE: _________________ EMAIL: ___________________________

PLEASE COMPLETE CLEARLY THE FOLLOWING INFORMATION;

MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐

ACCOUNT NUMBER

[Blank spaces for credit card number, expiration date, and CVV code]

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

BILLING ADDRESS: ___________________________

CARDHOLDERS SIGNATURE: ___________________________

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

GST # 122648157
PLEASE COMPLETE AND RETURN THIS FORM TO:
Lisa Park, Accounts Receivable
Lisa@showinmotion.com
Fax: 236-422-1438

YOUR COMPANY NAME: ________________________________
YOUR CONTACT NAME: ____________________________________________
CONTACT NUMBER: __________________ CONTACT EMAIL: ______________
BOOTH NUMBER: ________

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE THAT YOUR FUNDS REACH OUR BANK

Beneficiary's Name: Show In Motion Services, Inc.
Beneficiary's Bank Name: Prospera Credit Union
Beneficiary's Bank Address: 402 Main Street, Penticton BC, Canada, V2A 5C4

IF YOU ARE SENDING AMERICAN DOLLARS:
Beneficiary's Bank: Prospera Credit Union
Account Number: 809-42240-803775053
Swift Code: CUCXCATVAN

IF YOU ARE SENDING CANADIAN DOLLARS:
Beneficiary's Bank: Prospera Credit Union
Account Number: 809-42440-103775053
Swift Code: CUCXCATVAN

Intermediary Bank: Deutsche Bank Trust Company Americas
Routing / BIC / NCC / BSC or ABA Number: 021001033

FOR INTERNATIONAL TRANSFERS (OUTSIDE OF CANADA & UNITED STATES):
Beneficiary's Branch Transit & Account Number for U.S. Funds: 809-42440-803775053
Routing Number: 809-42440
Account Number: 103775053
Swift Code: CUCXCATVAN

Invoice Amount: ___________________________ Date of Transfer: ___________________________
Minimum Bank Charge: $ 50.00 *
Total: ________________________________

* Minimum bank charges as shown above reflect Show In Motion's bank charges only. Any additional wire transfer and EFT fees are the responsibility of the exhibitor.
ATTENTION ALL EXHIBITORS

SHIPMENTS DIRECT TO SHOW SITE, REGARDLESS OF THEIR SIZE AND DESCRIPTION, ARE NOT PERMITTED AND WILL BE REFUSED.

Please do not attempt to ship your display material direct to show site. Shipments of any type will be refused at show site resulting in delays and additional charges.

Show management has appointed Show In Motion as the exclusive providers of materials handling and drayage services for this event.

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

Insurance and liability issues prevent exhibitors and / or their appointed contractors from the use of all mechanical equipment including dollies, pallet jacks, hand trucks, etc. while on show site.

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

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

Thank you for your understanding and complete cooperation to help make this a successful event.
DIRECT TO SHOW SHIPMENTS OF ANY SIZE OR TYPE ARE NOT PERMITTED AND WILL BE REFUSED. ALL FREIGHT MUST BE SENT TO THE ADDRESS SHOWN AT THE BOTTOM OF THIS PAGE.

SHIPMENTS MAY BE SENT TO THE ADVANCE WAREHOUSE BEGINNING MARCH 27.

SHIPMENTS ARRIVING AFTER APRIL 16 WILL NOT BE ELIGIBLE FOR PRE-SHOW DISCOUNTS.

PLEASE ENSURE THAT YOUR SHIPMENTS ARRIVE NO LATER THAN APRIL 24 TO AVOID ANY POTENTIAL DELAYS IN DELIVERY TO YOUR BOOTH.

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

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

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

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

PLEASE REMIT YOUR COMPLETED MATERIALS HANDLING AND CREDIT CARD AUTHORIZATION FORMS IN ADVANCE OF YOUR FREIGHT TO AVOID ADDITIONAL CHARGES.

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

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

CANADIAN PUPIL TRANSPORTATION CONFERENCE
101 - 324 WESTMINSTER AVENUE WEST
PENTICTON, BC, V2A 1K2
CANADA
**EXHIBIT MATERIAL**
**DO NOT DELAY**
**RUSH!**

**EXHIBITING COMPANY:**

**SHIP TO:**
C/O SHOW IN MOTION
324 WESTMINSTER AVE. WEST
PENTICTON, BC, CANADA
V2A 1K2
(TEL) 236-422-1440
(FAX) 236-422-1438

**RE: CANADIAN PUPIL TRANSPORTATION CONFERENCE**

**BOOTH #:** _______________________

**CARRIER:** _______________________

**NUMBER ________ OF _________**

Send your completed materials handling form in advance of your freight to avoid additional charges.

Please use this shipping label in order to avoid additional charges.
MATERIALS HANDLING ORDER FORM

DIRECT TO SHOW SHIPMENTS OF ANY EXHIBIT MATERIAL ARE NOT PERMITTED AND WILL BE REFUSED
All exhibit freight must be shipped to the advanced receiving warehouse using the attached shipping label. We will receive your exhibit materials beginning March 27. Please ensure that your materials are shipped prepaid to avoid surcharges.
Shipments received after April 16 will not be eligible for pre-show discounts.

SERVICE INCLUDES:
- Receiving and advance storage of your display material up to 30 days prior to show dates.
- Delivery of your display material to show site and placement of material, crates and boxes directly in your booth.
- Removal and storage of empty boxes and crates during show.
- Return of all empty boxes and crates to your booth following close of show and re-loading of display material on to outbound carrier(s) from show site.
- All post show freight must leave the exhibit hall no later than 3 hours following the close of show to avoid forced freight designation.

CRATED: Exhibit material that is skidded or is in any type of shipping crate that can be unloaded with a forklift at dock height with no additional handling required. All dimensions of each piece must be less than 65”.

SPECIAL HANDLING: Exhibit material delivered in such a manner that it requires additional handling such as ground level unloading, stacked or constricted space unloading, designated piece unloading, loads mixed with carpet and / or pad wrapped material, multiple shipments, pad only shipments and shipments that require additional time, equipment or labor to unload. FEDEX, UPS, Purolator, DHL and all van lines are included in this category due to their delivery procedures. Crated or skidded material with any one dimension greater than 65”.

SMALL PACKAGE SHIPMENT: A shipment consisting of one single piece weighing less than 30 pounds. Does not apply to Canada Post shipments.

OFF TARGET: Any shipment that is received prior to March 27 or after April 24 will incur a minimum $ .30 / pound surcharge.

OVERTIME: Any shipment that is moved in to (inbound) or out of (outbound) the exhibit hall between 5:00 PM and 8:00 AM, Monday to Friday, all day Saturday, all day Sunday and all holidays.

When recording weight you must round up to the next one hundred (100) pounds. Example 445 lbs = 500 lbs.
Shipments arriving from different carriers and / or on different dates and times and / or on different waybills or tracking numbers will be billed as separate and individual shipments.

The greater of actual weight and dimensional weight will be charged on all shipments exceeding 5,000 cubic inches.
Dimensional weight is calculated as follows: L x W x H / 139
Shipments arriving in advance of your completed materials handling forms and / or not properly labeled with Show in Motion shipping labels will incur a 10% surcharge.

<table>
<thead>
<tr>
<th>MATERIAL SHIPPED FROM (CITY)</th>
<th>DATE SHIPPED</th>
</tr>
</thead>
<tbody>
<tr>
<td># OF BOXES</td>
<td># OF CRATES OR SKIDS</td>
</tr>
<tr>
<td>CARRIER</td>
<td>PRO OR WAYBILL NUMBER</td>
</tr>
</tbody>
</table>

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

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

COMPANY: ___________________________  BOOTH #: ___________________________

AUTHORIZED BY: _____________________  AUTHORIZED SIGNATURE: _____________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
Depending on the size of the show and the logistics of the facility, the standard return time for crates, containers and cases can be anywhere from 1 - 3 hours.

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

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

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

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

**RATES**

Priority Empty Container Return

Estimated Number of Pieces............

<table>
<thead>
<tr>
<th>PRICE PER CONTAINER</th>
<th>PRICE PER CONTAINER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Rate</td>
<td>Standard Rate</td>
</tr>
<tr>
<td>$ 85.00</td>
<td>$ 119.00</td>
</tr>
</tbody>
</table>

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED ONCE YOUR EMPTY CONTAINERS HAVE BEEN REMOVED FROM THE EXHIBIT HALL FOR STORAGE.**

**SUB-TOTAL**

**18 % SERVICE CHARGE**

**5 % GST**

**TOTAL**

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

COMPANY: _______________________________ BOOTH #: ________________

AUTHORIZED BY: ___________________________ AUTHORIZED SIGNATURE: ___________________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
In accordance with the storage and freight policies of both the facility and the regulations of this event, all outbound freight must be shipped directly from show site immediately following the close of the exhibit.

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

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

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

**SERVICE RATES**

- $.70 / Pound - Discount Rate
- $.98 / Pound - Standard Rate
- $ 200 Minimum Discount Rate Charge
- $ 280 Minimum Standard Rate Charge
- 35% Fuel Surcharge
- Rates Based on Billable Incoming Weight

**PICK-UP INFORMATION**

**ADDRESS:** 324 WESTMINSTER AVENUE WEST
PENTICTON, BC, V2A 1K2, CANADA

**HOURS:** 9:00 AM - 2:00 PM (PACIFIC TIME)
MONDAY - FRIDAY

**ESTIMATED WEIGHT**

**ESTIMATED SUB-TOTAL**

35% FSC

5% GST

**TOTAL**

- **PLEASE NOTE THAT YOU MUST MAKE PICK-UP ARRANGEMENTS WITH YOUR CARRIER. WE REGRET THAT, DUE TO COMMON CARRIER POLICIES AND PROCEDURES, WE ARE UNABLE TO DO THIS ON YOUR BEHALF.**

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

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

**COMPANY:**

**BOOTH #:**

**AUTHORIZED BY:**

**AUTHORIZED SIGNATURE:**

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
As the official service contractor, Show In Motion has exclusive jurisdiction over all cleaning services. This jurisdiction prohibits other service contractors, including exhibitor appointed contractors, from providing these services.

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

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

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

Our Porter Service includes emptying of all waste baskets, wipe down of counters and removal of glasses and coffee cups at 2 hour intervals.

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

100 square foot minimum charge.

<table>
<thead>
<tr>
<th>STANDARD BOOTH CLEANING</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL SQUARE FEET _______ X NUMBER OF DAYS ______ X RATE</td>
<td>$ .50</td>
<td>$ .70</td>
<td></td>
</tr>
<tr>
<td>BOOTH CLEANING FIRST DAY ONLY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SQUARE FEET _______ X 1 DAY X RATE</td>
<td>$ .75</td>
<td>$ 1.05</td>
<td></td>
</tr>
<tr>
<td>PORTER SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SQUARE FEET _______ X NUMBER OF DAYS ______ X RATE</td>
<td>$ 1.05</td>
<td>$ 1.47</td>
<td></td>
</tr>
</tbody>
</table>

SUB-TOTAL
18 % SERVICE CHARGE
5 % GST
TOTAL

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

COMPANY: ________________________ BOOTH #: ______________________

AUTHORIZED BY: ______________________ AUTHORIZED SIGNATURE: ______________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
# TOUCH SCREEN KIOSK LEASE ORDER FORM

<table>
<thead>
<tr>
<th>RATES</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DURATION OF EVENT</td>
<td>$ 550</td>
<td>$ 770</td>
<td></td>
</tr>
<tr>
<td>OPTIONAL BRANDING WITH YOUR FULL COLOR LOGOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABOVE MONITOR</td>
<td>$ 150</td>
<td>$ 210</td>
<td></td>
</tr>
<tr>
<td>BELOW MONITOR</td>
<td>$ 100</td>
<td>$ 140</td>
<td></td>
</tr>
<tr>
<td>BELOW KEYBOARD</td>
<td>$ 200</td>
<td>$ 280</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SUB-TOTAL</td>
</tr>
<tr>
<td>18% SERVICE CHARGE</td>
<td></td>
<td></td>
<td>7% PST</td>
</tr>
<tr>
<td>5% GST</td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

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

COMPANY: ________________________________  BOOTH #: ________________________________

AUTHORIZED BY: ________________________________  AUTHORIZED SIGNATURE: ________________________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
# COMPUTER & A/V LEASE ORDER FORM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Price Discount Rate Daily Rate</th>
<th>Price Standard Rate Daily Rate</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONITORS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Monitor (16:9) Includes Table Top base</td>
<td>150.00</td>
<td>195.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; LCD or Plasma Monitor (16:9) Includes Table Top Base</td>
<td>300.00</td>
<td>390.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52&quot; LCD Monitor (16:9) Includes Table Top Base</td>
<td>500.00</td>
<td>650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; LCD Monitor (16:9) Includes Table Top Base</td>
<td>600.00</td>
<td>780.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VIDEO PLAYBACK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu-Ray HD DVD Player</td>
<td>50.00</td>
<td>65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friendlyway Interactive Touch Screen Kiosk (19&quot; Monitor)</td>
<td>275.00</td>
<td>385.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Floor Stand (Dual Post)</td>
<td>60.00</td>
<td>78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Tower Speakers</td>
<td>75.00</td>
<td>105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod Projection Screen (60&quot; x 60&quot;)</td>
<td>50.00</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Skirted A/V Cart</td>
<td>30.00</td>
<td>39.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMPUTER SYSTEMS (MONITOR NOT INCLUDED)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop - Intel Core i7, 280 GHz, 3.42G RAM, 1TB HD, DVD-RW</td>
<td>200.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop - 17&quot;, 2.3 G, Windows 7, Office 2010</td>
<td>250.00</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PRINTERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP LaserJet p4014, 45 PPM, 1200 x 1200 dpi, 256MB Ram</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP Color LaserJet CP3525n, 30ppm, 1200 x 600 dpi, 1GB Ram</td>
<td>200.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premium Laser Printer Paper (500 sheets)</td>
<td>15.00</td>
<td>21.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BASIC INSTALLATION LABOR</strong></td>
<td><strong>$ 60.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Custom Audio and Visual Packages Available on Request.

Please Call Us For Further Details.

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

COMPANY: ____________________________ BOOTH #: ____________________________

AUTHORIZED BY: ____________________________ AUTHORIZED SIGNATURE: ____________________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
CARPET & HARDWOOD LEASE ORDER FORM

32 OZ. DESIGNER SELECT CARPET
Guaranteed new, premium quality carpet.
Available in a variety of designer colors.

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

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

20 OZ. STANDARD CARPET
Available in 4 standard colors.

Blue ☐ Forest Green ☐
Red ☐ Purple ☐

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

VINYL PLANK & LAMINATE PLANK FLOORING
Available in 4 standard colors.

Dark Maple ☐ Dark Oak ☐
White Maple ☐ Washed Gray ☐

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

5/8" REBOND FOAM PADDING

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

VISQUEEN PLASTIC COVERING

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

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

SUB-TOTAL
18% SERVICE CHARGE
7% PST
5% GST
TOTAL

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

COMPANY: ___________________________ BOOTH #: _______________________

AUTHORIZED BY: ___________________ AUTHORIZED SIGNATURE: ______________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
# TABLES & CHAIRS LEASE ORDER FORM

<table>
<thead>
<tr>
<th>DISPLAY ITEMS</th>
<th>PRICE Discount Rate</th>
<th>PRICE Standard Rate</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TABLES &amp; RISERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered &amp; Skirted Display Table (2' X 4')</td>
<td>$ 75.00</td>
<td>$ 105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered &amp; Skirted Display Table (2' X 6')</td>
<td>85.00</td>
<td>119.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered &amp; Skirted Display Table (2' X 8')</td>
<td>95.00</td>
<td>133.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th. Side Of Table Skirted</td>
<td>45.00</td>
<td>63.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension To 40&quot; Height - Add</td>
<td>45.00</td>
<td>63.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unskirted Display Table</td>
<td>60.00</td>
<td>84.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue, Teal, Green, Red, Black, Silver, Purple, Gold or White (Circle Preference)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Round Bistro Table - 28&quot; High with White Spandex</td>
<td>75.00</td>
<td>105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Round Bistro Table - 28&quot; High with Black Spandex</td>
<td>85.00</td>
<td>119.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Round Bistro Table - 40&quot; High with White Spandex</td>
<td>90.00</td>
<td>126.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; Round Bistro Table - 40&quot; High with Black Spandex</td>
<td>100.00</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Risers - 8&quot; high X 6&quot; deep X 72&quot; long</td>
<td>30.00</td>
<td>42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHAIRS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive High Back Swivel Chair (Black Leather)</td>
<td>100.00</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Low Back Swivel Chair (Black Leather)</td>
<td>90.00</td>
<td>126.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Low Back Swivel Chair (Black Fabric)</td>
<td>75.00</td>
<td>105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Executive Armchair (Black Leather)</td>
<td>65.00</td>
<td>91.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Back Steno Swivel Stool (Black &amp; Silver)</td>
<td>65.00</td>
<td>91.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Back Swivel Stool (Black or Silver)</td>
<td>65.00</td>
<td>91.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upholstered Arm Chair (Black)</td>
<td>50.00</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upholstered Side Chair (No Arms)</td>
<td>40.00</td>
<td>56.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMPLIMENTS (See Accessories Sheet Also)</strong></td>
<td>9.00 / FT.</td>
<td>12.60 / FT.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' High Drapery (Color Preference: __________________)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plexi Glass Ballot Box</td>
<td>50.00</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Glass Bowl</td>
<td>25.00</td>
<td>35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Paper Basket</td>
<td>20.00</td>
<td>28.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL**

<table>
<thead>
<tr>
<th>18 % SERVICE CHARGE</th>
<th>7 % PST</th>
<th>5 % GST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

COMPANY: ___________________________  BOOTH #: ___________________________

AUTHORIZED BY: ___________________________  AUTHORIZED SIGNATURE: ___________________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
White Crescent Stool

White Mobler Stool

Black and Silver Stool

White & Chrome Wire Back Stool

High Back Bar Stool

Deluxe High Back Stool

Wood and Chrome Stool

Brushed Steel & Glass Top Bistro Table

White Geo Coffee Table

Black Geo Coffee Table

24" Square Table White Top

24" Round Table White Top

Gun Metal Coffee Table - Smoked Top

Gun Metal End Table Smoked Top

Round Coffee Table

Black Geo End Table

Prices for all items shown are detailed on the Specialty Furniture and Tables & Chairs Lease Order Forms.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE Discount Rate</th>
<th>PRICE Standard Rate</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Crescent Leather Stool</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Leather &amp; Chrome Wire Back Stool</td>
<td>140.00</td>
<td>196.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Leather Mobler Stool</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black High Back Bar Stool</td>
<td>140.00</td>
<td>196.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black &amp; Silver High Back Bar Stool</td>
<td>140.00</td>
<td>196.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Leather Deluxe High Back Stool</td>
<td>140.00</td>
<td>196.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood &amp; Chrome Bar Stool</td>
<td>100.00</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brushed Steel &amp; Glass Top Bistro Table</td>
<td>220.00</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Geo Coffee Table</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Geo Coffee Table</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” Square Bistro Table - White Top</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” Round Bistro Table - White Top</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” Round Coffee Table - Black Top</td>
<td>175.00</td>
<td>245.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” Round Coffee Table - White Top</td>
<td>175.00</td>
<td>245.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39” Round Coffee Table - Black Top</td>
<td>200.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39” Round Coffee Table - White Top</td>
<td>200.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gun Metal &amp; Smoked Glass Coffee Table</td>
<td>150.00</td>
<td>210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gun Metal &amp; Smoked Glass End Table</td>
<td>125.00</td>
<td>175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Geo End Table</td>
<td>125.00</td>
<td>175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Bar with White Plexi Panels (30” x 42” x 72”)</td>
<td>500.00</td>
<td>700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barn Door Bar (72” x 42” x 30”)</td>
<td>700.00</td>
<td>980.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar Sized Refrigerator (4.5 cubic feet)</td>
<td>200.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Fashioned Style Popcorn Machine</td>
<td>250.00</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

SUB-TOTAL

18% SERVICE CHARGE
7% PST
5% GST

TOTAL

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

COMPANY: _______________________________ BOOTH #: ________________

AUTHORIZED BY: _______________________ AUTHORIZED SIGNATURE: ______________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
SPECIALTY FURNITURE
SOFT SEATING

Vancouver Sofa
80" x 28" x 29"

Vancouver Sofa
80" x 28" x 29"

Yaletown Sofa
71" x 21" x 29"

Vancouver Love Seat
57" x 28" x 28"

Vancouver Love Seat
57" x 28" x 28"

Yaletown Love Seat
57" x 21" x 29"

Vancouver Club Chair
33" x 28" x 29"

Vancouver Club Chair
33" x 28" x 29"

Yaletown Single Chair
21" x 29" x 28"

Yaletown Sofa
71" x 21" x 29"

Yaletown Love Seat
57" x 21" x 29"

Yaletown Single Chair
21" x 29" x 28"

Prices for all items shown are detailed on the Specialty Furniture and Tables & Chairs Lease Order Forms.
Contemporary Bench
72" x 18" x 20"

Contemporary Bench
72" x 18" x 20"

White Curved Bench
72" x 18" x 18"

Sectional Ottoman
29" x 18" x 29"

Sectional Ottoman
29" x 16" x 29"

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

Contemporary Cube
18" x 18" x 18"

Contemporary Cube
18" x 18" x 18"

Prices for all items shown are detailed on the Specialty Furniture and Tables & Chairs Lease Order Forms.
# SOFT SEATING ORDER FORM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE Discount Rate</th>
<th>PRICE Standard Rate</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver Sofa - Black</td>
<td>400.00</td>
<td>560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver Sofa - White</td>
<td>400.00</td>
<td>560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver Love Seat - Black</td>
<td>350.00</td>
<td>490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver Love Seat - White</td>
<td>350.00</td>
<td>490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver Club Chair - Black</td>
<td>300.00</td>
<td>420.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vancouver Club Chair - White</td>
<td>300.00</td>
<td>420.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yaletown Sofa - Black</td>
<td>450.00</td>
<td>630.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yaletown Sofa - White</td>
<td>450.00</td>
<td>630.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yaletown Love Seat - Black</td>
<td>400.00</td>
<td>560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yaletown Love Seat - White</td>
<td>400.00</td>
<td>560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yaletown Single Chair - Black</td>
<td>300.00</td>
<td>420.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yaletown Single Chair - White</td>
<td>300.00</td>
<td>420.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overstuffed Leather Sofa - Black</td>
<td>350.00</td>
<td>490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overstuffed Leather Love Seat - Black</td>
<td>300.00</td>
<td>420.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overstuffed Leather Club Chair - Black</td>
<td>250.00</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary Bench - Black</td>
<td>200.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary Bench - White</td>
<td>200.00</td>
<td>280.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curved Bench - White</td>
<td>250.00</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sectional Ottoman - Black</td>
<td>350.00</td>
<td>490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sectional Ottoman - White</td>
<td>350.00</td>
<td>490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Back Tub Chair - White</td>
<td>250.00</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary Cube - Black</td>
<td>120.00</td>
<td>170.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary Cube - White</td>
<td>120.00</td>
<td>170.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL**

18% SERVICE CHARGE

7% PST

5% GST

**TOTAL**

---

Photos of all items are available at www.showinmotion.com

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

COMPANY: ________________________________  BOOTH #: __________________

AUTHORIZED BY: ___________________________  AUTHORIZED SIGNATURE:

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

**APRIL 3, 2020**

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
STANDARD DISPLAY FURNISHINGS

Black Counter
40" x 40" x 20"

Computer Counter
20" x 20" x 40"

White Counter
40" x 40" x 20"

Pedestal Table
Black Linen

Upholstered Arm Chair

Upholstered Side Chair

Chrome Sign Holder

Waste Paper Basket

Ballot Box

Literature Rack

Bag Holder

Deluxe Executive Arm Chair

Brass Ballot Drum

Prices for all items shown are detailed on the Accessories and Display Furnishings Lease Order Forms.
# Custom Accessories Lease Order Form

<table>
<thead>
<tr>
<th>Item Description</th>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counter</td>
<td>1</td>
<td>350</td>
<td>Slide door shelf / 20&quot; X 40&quot; X 40&quot;</td>
</tr>
<tr>
<td>Jewelry Case</td>
<td>1</td>
<td>600</td>
<td>One shelf / 20&quot; X 40&quot; X 20&quot;</td>
</tr>
<tr>
<td>Show Case</td>
<td>1</td>
<td>650</td>
<td>Two shelves / 20&quot; X 30&quot; X 20&quot;</td>
</tr>
<tr>
<td>Computer Counter</td>
<td>1</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>Monitor Stand</td>
<td>1</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Poster Board</td>
<td>1</td>
<td>150</td>
<td>4' X 8' vertical or horizontal</td>
</tr>
<tr>
<td>Chrome Bag Holder</td>
<td>1</td>
<td>45</td>
<td>24&quot; X 24&quot; chrome or black</td>
</tr>
<tr>
<td>Literature Rack</td>
<td>1</td>
<td>80</td>
<td>Black double sided</td>
</tr>
<tr>
<td>Sign Holder</td>
<td>1</td>
<td>30</td>
<td>24&quot; X 24&quot; chrome or black</td>
</tr>
<tr>
<td>Track Lighting</td>
<td>1</td>
<td>120</td>
<td>3 head</td>
</tr>
<tr>
<td>Tower Combo</td>
<td>1</td>
<td>350</td>
<td>2 shelves inside shelf</td>
</tr>
<tr>
<td>Brochure Rack</td>
<td>1</td>
<td>15</td>
<td>4&quot; X 9&quot; or 9&quot; X 11&quot;</td>
</tr>
<tr>
<td>Bar Fridge</td>
<td>1</td>
<td>175</td>
<td>1.7 cuft. white</td>
</tr>
<tr>
<td>End Table</td>
<td>1</td>
<td>65</td>
<td>Black &amp; Glass</td>
</tr>
<tr>
<td>Coffee Table</td>
<td>1</td>
<td>85</td>
<td>Black &amp; Glass</td>
</tr>
</tbody>
</table>

**Special Instructions:**

**Sub-Total**

Standard Rate (Add 40%)

18% Service Charge

7% PST

5% GST

Total

---

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

**Company:** ___________________________________________  **Booth #:** __________________________

**Authorized By:** __________________________________   **Authorized Signature:**

**Standard Rates Will Be Applied To All Orders Received After 4:00 PM Pacific Time On: April 3, 2020**

**Your Completed Credit Card Authorization Form Must Accompany This Order Form.**
## POP UP & BANNER STAND LEASE ORDER FORM

### COYOTE POP-UP DISPLAY
- WITH 2 HALOGEN LIGHTS
- 97" W x 87.5" H
- WITH YOUR FULL COLOR DIGITAL GRAPHICS
  - $1,900
- WITH BLACK VELCRO PANELS
  - $700
- OPTIONAL COUNTER WITH YOUR FULL COLOR DIGITAL GRAPHICS
  - $300

### HOP-UP DISPLAY WALL
- WITH 2 HALOGEN LIGHTS
- WITH YOUR FULL COLOR DIGITAL GRAPHICS
  - 118" W x 89.5" H
  - $1,900

<table>
<thead>
<tr>
<th>BANNER STAND OR POP UP DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIENT BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 31.5&quot; X 83&quot;</td>
<td>$550</td>
<td>$770</td>
</tr>
<tr>
<td>ORIENT BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 39.25&quot; X 83&quot;</td>
<td>$625</td>
<td>$875</td>
</tr>
<tr>
<td>PACIFIC BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 31.5&quot; X 83&quot;</td>
<td>$550</td>
<td>$770</td>
</tr>
<tr>
<td>COYOTE POPUP DISPLAY WITH FULL COLOR DIGITAL GRAPHICS</td>
<td>$1,900</td>
<td>$2,650</td>
</tr>
<tr>
<td>COYOTE POPUP DISPLAY WITH BLACK VELCRO PANELS</td>
<td>$700</td>
<td>$980</td>
</tr>
<tr>
<td>OPTIONAL COUNTER WITH FULL COLOR DIGITAL PANEL</td>
<td>$300</td>
<td>$420</td>
</tr>
<tr>
<td>HOP-UP FABRIC BACKWALL DISPLAY WITH YOUR FULL COLOR DIGITAL GRAPHICS</td>
<td>$1,900</td>
<td>$2,650</td>
</tr>
</tbody>
</table>

**ARTWORK REQUIRED:**

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

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

**COMPANY:** ___________________________ **BOOTH #:** ___________________________

**AUTHORIZED BY:** ___________________________ **AUTHORIZED SIGNATURE:** ___________________________

**STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:**
**APRIL 3, 2020**

**YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.**
10' X 10' HARDWALL SYSTEM RENTAL

MODEL # 101

MODEL # 102

MODEL # 103

MODEL # 104

MODEL # 105

MODEL # 106

GRAY INDICATES STANDARD FASCIA SIGN

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS
10' X 20' HARDWALL SYSTEM RENTALS

MODEL # 201

MODEL # 202

MODEL # 203

MODEL # 204

MODEL # 205

MODEL # 206

GRAY INDICATES STANDARD FASCIA SIGN(S)

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS
Packages include your choice of infill panel and carpet colors, company or product identification sign, complete installation and dismantling.

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

<table>
<thead>
<tr>
<th>FONT COLOR</th>
<th>BLACK □ BLUE □ RED □</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFILL PANEL COLOR</td>
<td>BLACK □ GRAY □ WHITE □</td>
</tr>
<tr>
<td>CARPET COLOR</td>
<td>BLUE □ SILVER □ GREEN □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MODEL NUMBER</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODEL # 101</td>
<td>$ 1100.00</td>
<td>$ 1540.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 102</td>
<td>$ 2325.00</td>
<td>$ 3255.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 103</td>
<td>$ 1700.00</td>
<td>$ 2380.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 104</td>
<td>$ 1975.00</td>
<td>$ 2765.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 105</td>
<td>$ 1775.00</td>
<td>$ 2485.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 106</td>
<td>$ 2425.00</td>
<td>$ 3395.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 201</td>
<td>$ 1400.00</td>
<td>$ 1960.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 202</td>
<td>$ 3275.00</td>
<td>$ 4585.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 203</td>
<td>$ 4885.00</td>
<td>$ 6840.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 204</td>
<td>$ 4350.00</td>
<td>$ 6090.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 205</td>
<td>$ 3510.00</td>
<td>$ 4914.00</td>
<td></td>
</tr>
<tr>
<td>MODEL # 206</td>
<td>$ 4025.00</td>
<td>$ 5635.00</td>
<td></td>
</tr>
</tbody>
</table>

--- AVAILABLE OPTIONS ---
- SHELF .25M DEEP X 1.0M WIDE $ 75.00 $ 105.00
- SLAT WALL PANELS .1.0M WIDE X 2.5M HIGH $ 100.00 $ 140.00
- GRID PANELS .6M WIDE X 2.5M HIGH $ 75.00 $ 105.00

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

__________________________

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

LEFT:

__________________________

RIGHT:

__________________________

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

COMPANY: __________________ BOOTH #: __________________

AUTHORIZED BY: __________________ AUTHORIZED SIGNATURE: __________________

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

APRIL 3, 2020

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.
## EXHIBIT INSTALLATION ORDER FORM

<table>
<thead>
<tr>
<th>TIME REQUIRED</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGULAR TIME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. - 4:00 P.M. - WEEKDAYS</td>
<td>$85.00 / HR.</td>
<td>$115.00 / HR.</td>
</tr>
<tr>
<td><strong>OVERTIME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 P.M. - 6:00 P.M. - WEEKDAYS</td>
<td>$95.00 / HR.</td>
<td>$133.00 / HR.</td>
</tr>
<tr>
<td>8:00 A.M. - 4:00 P.M. - SATURDAYS</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DOUBLE TIME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALL OTHER HOURS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCLUDING SUNDAYS &amp; HOLIDAYS</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUPERVISORY CHARGE</strong> 25% OF LABOR TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INSTALLATION (ESTIMATED REQUIREMENTS):

- **DATE:** ________________  
- **START TIME DESIRED:** ________________  
- **NUMBER OF MEN REQUESTED:** __________  
- **ESTIMATED NUMBER OF MAN HOURS:** __________  
- **ESTIMATED INSTALLATION CHARGES:** $ __________

### DISMANTLE (ESTIMATED REQUIREMENTS):

- **DATE:** ________________  
- **START TIME DESIRED:** ________________  
- **NUMBER OF MEN REQUESTED:** __________  
- **ESTIMATED NUMBER OF MAN HOURS:** __________  
- **ESTIMATED INSTALLATION CHARGES:** $ __________

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

### TOTAL ESTIMATED CHARGES

- 25% SUPERVISION CHARGE  
  ($35.00 Minimum)

### 18% SERVICE CHARGE

### SUB-TOTAL

### 5% GST

### TOTAL

---

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

**COMPANY:** ____________________________  
**BOOTH #:** ____________________________

**AUTHORIZED BY:** ____________________________  
**AUTHORIZED SIGNATURE:** ____________________________

**STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:**  
**APRIL 3, 2020**

**YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.**
PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND / OR DISMANTLED BY SHOW IN MOTION AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND / OR DISMANTLE.

**INBOUND SHIPPING INFORMATION**

CARRIER: _______________________________ CARRIER PHONE #: _______________________________

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

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

**SET-UP INFORMATION**

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

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

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

COMMENTS: ____________________________________________________________

GRAPHICS: WITH EXHIBIT _______ SHIPPED SEPERATELY _______ CARRIER _______

COMMENTS: ____________________________________________________________

SPECIAL TOOLS / HARDWARE REQUIRED:

______________________________

**OUTBOUND SHIPPING INFORMATION:**

SHIP TO: _______________________________

______________________________

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

CARRIER (If Known): _______________________________

______________________________

FREIGHT CHARGES: PREPAID _______ COLLECT _______ ACCOUNT # ____________

**PLEASE PROVIDE AN EMERGENCY CONTACT:**

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

DIGITALLY PRINTED GRAPHICS

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

____ L x ____ W = _____ Sq.Ft.

_____ Sq. Ft. X $18.50 (Discount Rate) = $ ______

_____ Sq. Ft. X $24.80 (Standard Rate) = $ ______

• Minimum order is 10 square feet.
• Digital files must be provided to SIM specifications.
• Graphic files must be sent in Vector format as .eps or .ai files.
• Photographic & pixel based complex graphics (Bitmap files) must be MINIMUM 75 dpi at actual output size. Acceptable formats include .tif, .bmp, .jpeg (flattened images).
• No bleed or crop marks on files (create files to exact print dimensions).
• File conversion, retouching, cloning or color correction will incur additional charges.
• Editing and / or design time is charged at a rate of $99.00 / hour (1 hour minimum).
• Print ready files must be received no later than the date shown at the bottom of this form to qualify for the discount rate.
• Double square foot for double sided graphics.
• Round Square Foot to next whole increment.

FILE INFORMATION;

Electronic File Name: ________________________________
Application: ________________________________
PMS Colors: ________________________________

BACKING MATERIAL:

Coroplast  □   Sintra  □   Plexi  □   Foamcore  □

PORTAIT   LANDSCAPE

ALL ORDERS GOVERNED BY SHOW IN MOTION PAYMENT POLICY AND TERMS & CONDITIONS AS SPECIFIED IN THIS SERVICE MANUAL.

COMPANY: ________________________________  BOOTH #: ________________________________

AUTHORIZED BY: ________________________________  AUTHORIZED SIGNATURE: ________________________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

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

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

BACKGROUND COLOR: ________________________________
Lettering Color: ________________________________
Font: ________________________________

SUB-TOTAL

18% SERVICE CHARGE

7% PST

5% GST

TOTAL
## PLANTS & FLOWERS ORDER FORM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crysanthemums</td>
<td></td>
<td>$ 60.00</td>
<td>$ 84.00</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lavender</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boston Ferns</td>
<td></td>
<td>$ 70.00</td>
<td>$ 98.00</td>
<td></td>
</tr>
<tr>
<td>Ivy</td>
<td></td>
<td>$ 70.00</td>
<td>$ 98.00</td>
<td></td>
</tr>
<tr>
<td>Azaleas</td>
<td></td>
<td>$ 70.00</td>
<td>$ 98.00</td>
<td></td>
</tr>
<tr>
<td>3' - 4' Tropical Plants</td>
<td></td>
<td>$ 90.00</td>
<td>$ 126.00</td>
<td></td>
</tr>
<tr>
<td>4' - 5' Tropical Plants</td>
<td></td>
<td>$ 110.00</td>
<td>$ 154.00</td>
<td></td>
</tr>
<tr>
<td>6' Tropical Plants</td>
<td></td>
<td>$ 130.00</td>
<td>$ 182.00</td>
<td></td>
</tr>
<tr>
<td>7' Plus Tropical Plants</td>
<td></td>
<td>Priced On Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hanging Plants</td>
<td></td>
<td>$ 50.00</td>
<td>$ 70.00</td>
<td></td>
</tr>
<tr>
<td>Small Floral Arrangements</td>
<td></td>
<td>$ 100.00</td>
<td>$ 140.00</td>
<td></td>
</tr>
<tr>
<td>Large Floral Arrangements</td>
<td></td>
<td>$ 150.00</td>
<td>$ 210.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>SUB-TOTAL</th>
<th>18% SERVICE CHARGE</th>
<th>7% PST</th>
<th>5% GST</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

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

COMPANY: ___________________________  BOOTH #: ___________________________

AUTHORIZED BY: ___________________________  AUTHORIZED SIGNATURE: ___________________________

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: APRIL 3, 2020

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

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

ORDERING TRADE SHOW SERVICES

Please complete the Credit Card Authorization form as required. We regret that we are unable to process any order received without this form, even if paying by company check or wire transfer. Your credit card will be charged only in the event of showsite orders placed by your representatives.

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

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

INBOUND FREIGHT / MOVE-IN

Use the attached shipping label for all shipments. Inbound freight sent to an incorrect advance storage warehouse and / or using improper labels will incur additional surcharges.

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

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

SHOW SITE

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

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

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

OUTBOUND / MOVE-OUT

Keep in mind that the return of your empty crates and cases can take from 2 to 4 hours depending on the size of the show, and coordinate your outbound flight to accommodate this.

Remember that all exhibit material must be completely removed from the exhibit hall within 6 hours following the close of the exhibits. Freight left beyond this time will be forced to the Show In Motion warehouse.
EXHIBITOR PAYMENT POLICY

1. All orders for services from Show In Motion must be accompanied by (1) a completed Credit Card Authorization form, and (2) a photocopy of the front of the credit card being supplied. NO EXCEPTIONS. We regret that we will not accept or process any orders that omit any of the above information.

2. ELIGIBILITY FOR DISCOUNT PRICING
To qualify for the discount pricing offered, payment in full must accompany your order and be received in our offices no later than 4:00 PM, Pacific time on the date shown in the bottom left corner of each order form. Purchase orders do not qualify for discount pricing.

3. SHOW SITE ORDERS
Charges for orders placed at show site by the cardholder or his or her representative will be added to the credit card number on file.

4. METHODS OF PAYMENT
Show In Motion accepts MasterCard, Visa, American Express, Debit Card, Cheque, Interac e-transfer, and Bank Wire Transfers. Purchase Orders are not considered payment. Any cheque returned to us and/or any unapproved credit card transaction, for any reason, will incur a service charge of $100.00.

5. BANK WIRE TRANSFER INFORMATION:
To properly credit your account, please complete the Wire Transfer form included in this service manual and follow the instructions on the form. Please note that there is a minimum $50.00 service charge applicable to all wire transfers. Fees vary depending on the bank processing the transfer.

6. MATERIALS HANDLING
If you are shipping any material to this event you must complete both the Materials Handling order form and the Credit Card Authorization Form. All freight must be shipped to the correct address as instructed in this service manual.

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

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

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

7. POST EVENT STORAGE
All freight returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Outbound Freight Service charges. Storage charges, at standard industry rates, will be incurred on all freight remaining in our warehouse 3 days beyond the close of show. Storage rates begin at $150.00 minimum.

8. LABOR PROVIDED UNDER SHOW IN MOTION SUPERVISION
Show In Motion shall be responsible for the performance of labor provided under this option. Show In Motion will not be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day.

9. LABOR PROVIDED UNDER EXHIBITOR SUPERVISION
Exhibitor shall be responsible for the performance of labor provided under this option. The exhibitor shall supervise labor secured through Show In Motion in a reasonable manner to prevent bodily injury and/or property damage. It is the exhibitors’ responsibility to check in with the Show In Motion Service Desk to collect labor, and to return to Service Desk to release labor when the work is completed.

10. CANCELLATIONS
All requests to cancel orders and for refunds must be made in writing no less than 7 full business days prior to Show In Motion’s scheduled move-in. All cancellations are subject to a minimum 50% cancellation fee. Any cancellations made within 7 full business days of Show In Motion’s scheduled move-in will be subject to a 100% cancellation fee.

11. ADJUSTMENTS / CLAIM(S) FOR LOSS
Exhibitor agrees that any and all claims for loss must be submitted to Show In Motion, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected and no adjustments will be made after the close of the show.

12. All materials and equipment are supplied on a rental basis for the duration of the event and remain the property of Show In Motion.

13. It is understood and agreed that the exhibitor is responsible for the care, custody and control of all materials and equipment supplied by Show In Motion and accepts full responsibility for any loss or damage to the equipment until it is returned to Show In Motion.

14. Show In Motion “Terms and Conditions”, “Payment Policy” and “Electrical Terms & Conditions” are subject to change at the sole discretion of Show In Motion and without notice to any parties.
PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH MAY LIMIT YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. THE TERMS AND CONDITIONS SET FORTH BELOW ARE PART OF THE CONTRACTUAL AGREEMENT BETWEEN SHOW IN MOTION and you, THE EXHIBITOR, who accepts the terms and conditions of this contract and agrees to all of the following: 

THE Credit Authorization form is signed; OR the Materials Handling Agreement is signed; OR the Exhibitors materials are delivered by a carrier to either the Show In Motion warehouse, an advanced storage warehouse, or the Show Site warehouse either on your own account or the Show Site warehouse, OR the Show Site contractor; OR an order for labor and / or rental equipment is placed with Show In Motion.

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

PAYMENT FOR SERVICES:
Customer shall be liable for all unpaid charges for services performed by SIM or Agents. The customer acknowledges and agrees that all calculations provided by Customer are estimates only and are subject to verification and correction as deemed appropriate by SIM.

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

INBOUND AND OUTBOUND SHIPMENTS:
Consistent with standard industry practices, there may be a lapse of time between the delivery of shipments to the booth and the arrival of the EXHIBITOR. During such time, the exhibitor shall be held responsible. SIM will not be held responsible or liable for any loss, damage, theft or disappearance of materials after same have been delivered to EXHIBITOR’s booth.

SIM will make every effort to deliver freight to your booth. However, physical limitations of freight elevators, load in doors, etc. may prevent them from doing so and, in these cases, all freight will be placed as close as possible to your booth.

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

All past show freight returned to the incorrect advance storage warehouse will incur additional charges consistent with Post Show Freight rates, terms and conditions. Packaging & Crates:
SIM shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink wrapped, materials, glass breakage, concealed damage, carpets in tags or pail or materials improperly packed, and additional duties. SIM shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. Forcible Freight:
SIM will not be liable for exhibit material not picked up by Exhibitors chosen carrier by the show deadline. The Exhibitors Carrier will be held responsible for any damage which occurs while the exhibit material is unattended. SIM will not be held responsible or liable for any loss, theft, or damage of materials before same have been picked up for reloading at the conclusion of the event.

Transportation:
In order to expedite removal of materials from show site, SIM shall have the authority to change designated carriers if a carrier designated by EXHIBITOR does not exist. SIM will notify the Exhibitor of the new carrier within 4 hours of the conclusion of the show, and the Exhibitor will be responsible for all costs associated with the new carrier. SIM will also be responsible for all costs associated with the new carrier. SIM is not liable for any loss or damage resulting from the new carrier.

DISPOSAL OF GOODS:
SIM reminds the right to dispose of goods left in our warehouse more than sixty (60) days following the event without liability.

EMPTY CONTAINERS:
Empty container labels will be available from the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels should be removed or obliterated. SIM assumes no liability for damage or loss to goods or crates, or the contents therein, while containers are in storage.

TERMS AND CONDITIONS OF CONTRACT

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

SIM’s RESPONSIBILITIES:
SIM shall be responsible only for those services which it directly provides. SIM assumes no responsibility for any persons, parties or other contracting firms not under SIM’s direct supervision and control. SIM shall not be responsible for any loss or damage due to fire, flooding, failure, explosion, or any other circumstance over which it has no control.

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

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

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

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

CLAIM(S) FOR LOSS:
EXHIBITOR understand and agrees that any and all claims for loss or damage must be submitted, in writing, to SIM immediately at show site, and in any case, no later than the conclusion of the show. For purposes of claim reporting the “conclusion” of the show shall be construed as the time when EXHIBITOR’S materials are delivered to the exhibit center for transportation from the exhibit site. EXHIBITOR agrees and understands that all claims after this time shall be rejected.

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

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

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

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