



Exhibitor Services Manual

Hyatt Regency Vancouver

Vancouver, BC, Canada

Conference: June 18-20

Exhibition: June 19-20

Proudly presented by Access Intelligence, LLC.

Access Intelligence, LLC. Office

Access Intelligence
11000 Richmond Avenue, Suite 690
Houston, TX 77042 USA

www.cleanpacific.org



TO: CLEAN PACIFIC 2019 EXHIBITORS

FROM:

Kayla Sparks, Show Director
Anastasia Bisson, Sales Manager
Cassie Davie, Sr. Conference Manager
Carey Buchholtz, Marketing Director
Jill Dean, Group Attendance Sales & Registration
Melissa Helms, Registration Administrator
Dana McClay, Operations Manager

Welcome to the CLEAN PACIFIC Conference & Exhibition, taking place June 18-20th in Vancouver, Canada.

This Exhibitor Service Manual is designed to help you organize your participation, make travel & lodging arrangements, register your personnel, make all exhibit preparations and take advantage of other services and sponsorships to assure your company has a successful show.

Note: All Exhibitors must be set up by Wednesday, June 19th by 8:30 AM.

Following is a breakdown of the materials in the online manual:

GENERAL INFORMATION

Deadlines Checklist – list of important deadlines to follow
Schedule of Events – general list of activities at CLEAN PACIFIC
Contractor List – list of approved vendors for CLEAN PACIFIC
Rules & Regulations – general rules/regulations for exhibiting at CLEAN PACIFIC

REGISTRATION OPTIONS

Exhibitor Booth Staff Registration - You may register as many booth staff as needed at no cost. Registration can be accessed on the CLEAN PACIFIC website.

Exhibitor Delegate Registration – Exhibitors receive one free conference delegate pass to CLEAN PACIFIC. Additional conference registrations are discounted for exhibitors. Registration can be accessed on the [CLEAN PACIFIC website](#).

Group Plans – There are four tiers of discounted group plans offered at CLEAN PACIFIC:

Unlimited: Send an unlimited number of conference attendees for the price of 12
Corporate: Send 10 conference attendees for the price of 7
Plant Pack: Send 5 conference attendees for the price of 3
The Trio: Send 3 conference attendees for the price of 2

Contact Jill Dean at jdean@accessintel.com to discuss what fits best for your budget and team.

Please register in advance by June 14, 2019.

EXHIBITOR SERVICES

Show in Motion is the appointed general contractor and can provide you with the following information:

Shipping & Drayage (Quick Facts) - This section includes information and forms for all your shipping, drayage, materials handling, air freight and customs clearance requirements. If you have any questions about shipping and/or drayage, call the company involved for clarification. This will prevent any surprises on-site.

Booth Installation & Furnishings - This section provides forms for ordering carpeting, rental booths, furniture, and labor.

Special Services - This section includes order forms and information on contractors for many optional services you may need during CLEAN PACIFIC, including:

- Audio Visual
- Business Center
- Computer Equipment Services
- Catering

Booth Utilities - Included are forms to order electricity, telephone, Internet, and water service in your booth. These services are ordered through the Oregon Convention Center.

4. MARKETING OPPORTUNITIES

30 Word Listing – Each exhibitor receives a complimentary 30-word listing in the official CLEAN PACIFIC show guide, which is handed out to all attendees at the event. You can submit your 30 word listing in the exhibitor resource center on the [CLEAN PACIFIC website](#). **The deadline to submit your listing is May 17th.**

Show Guide Advertising - Purchase an ad in the official CLEAN PACIFIC show guide or add your logo to your exhibitor listing. For information on show guide advertising, contact Anastasia Bisson at abisson@accessintel.com. **Deadline to upgrade is May 24th.**

Sponsorships - A variety of Sponsorships are available to promote your company at this event. For more information on sponsorships, contact Anastasia Bisson at abisson@accessintel.com.

5. TRAVEL & LODGING

The official hotel for CLEAN PACIFIC is the Hyatt Regency Vancouver. Reservations can be made by [online](#). The reservation deadline is **May 27, 2019**.

FINAL NOTE:

If you have any questions or need help preparing for Clean Pacific, please contact:

Anastasia Bisson, Sales Manager, 530-363-3506 abisson@accessintel.com
Cassie Davie, Conference Manager, 713-343-1891, cdavie@accessintel.com
Jill Dean, Group Attendance Sales & Registration, 713-343-1880, jdean@accessintel.com
Carey Buchholtz, Marketing Director, 713-343-1878, cbuchholtz@accessintel.com
Dana McClay, Operations Manager, 301-354-1665, dmccclay@accessintel.com

CLEAN PACIFIC is managed by:

Access Intelligence, Inc.
11000 Richmond Ave., Ste. 690
Houston, TX 77042
Tel: 832-242-1969 Fax: 832-242-1971

www.cleanpacific.org



2019 CONTRACTOR LIST

EXHIBITION & CONFERENCE MANAGEMENT:

Access Intelligence
Main Tel: 832-242-1969
Fax: 832-242-1971
11000 Richmond Avenue, Suite 690
Houston, TX 77042 USA

Exhibit and Sponsorship Sales:

Anastasia Bisson, Sales Manager, abisson@accessintel.com 530-363-3506

Conference/Logistics Questions:

Cassie Davie, Sr. Conference Manager, cdavie@accessintel.com 713-343-1891

Registration Information:

Jill Dean, Group Attendance Sales & Service, jidean@accessintel.com 713-343-1880
Melissa Helms, Registration Administrator, mhelms@accessintel.com 713-343-1883

Marketing Support:

Carey Buchholtz, Marketing Director, cbuchholtz@accessintel.com 713-343-1878

Logistics & Sponsorship Fulfillment:

Dana McClay, Operations Manager, dmcclay@accessintel.com 301-354-1665

HOTEL RESERVATIONS:

Hyatt Regency Vancouver
655 Burrard Street
Call 1-800-233-1234 and ask for the group rate
for the CLEAN PACIFIC conference OR [click here.](#)

CONVENTION FACILITY:

Hyatt Regency Vancouver
655 Burrard Street

GENERAL SERVICES CONTRACTOR:

Show in Motion
P: (236) 422-1440
E: orders@showinmotion.com

ELECTRICAL SERVICES:

Show in Motion
P: (236) 422-1440
E: orders@showinmotion.com

INTERNET/TELEPHONE:

Freeman AV Canada
www.freemanav-ca.com
P: (604) 639-4898

Booth Cleaning

Show in Motion
P: (236) 422-1440
E: orders@showinmotion.com

EXHIBIT TRANSPORTATION:

Show in Motion
P: (236) 422-1440
E: orders@showinmotion.com

SIGN & BANNER RIGGING:

Show in Motion
P: (236) 422-1440
E: orders@showinmotion.com



GENERAL INFORMATION

| | |
|--|--|
| Conference & Exhibition Title: | CLEAN PACIFIC |
| Event Website: | www.cleanpacific.org |
| Exhibition Venue: | Hyatt Regency Vancouver 655 Burrard St Vancouver, BC V6C 2R7, Canada |
| Exhibition Dates: | June 19-20, 2019 |
| Move-In Hours: | Tuesday, June 18 8:00 AM – 5:00 PM <i>**All exhibitors must be set by 8:30 AM on 6/19</i> |
| Exhibition Hours: | Wednesday, June 19 9:30 AM – 6:30 PM Thursday, June 20 10:00 AM – 1:30 PM |
| <small>All exhibitors must be moved out of the facility by 8PM on Thursday, June 20th Teardown may not begin until the exhibit hall is closed on Thursday, June 20th at 1:30PM</small> | |
| Move-Out Hours: | Thursday, June 20 1:30 PM – 8:00 PM |
| Show Management: | Access Intelligence 11000 Richmond, Suite 690 Houston, TX 77042 |
| Official Decorator: | Show in Motion www.showinmotion.com |
| DWA Advance Order Deadline: | May 27, 2019 |
| Booth Equipment: | Each 8'x10' booth will be set up with a high blue back drape, 3' high blue dividers and a 7"x44" one-line ID sign. |
| Show Colors: | Blue back drape with blue side dividers |
| Booth Carpeting: | The exhibit hall is carpeted. If you wish to add additional floor covering, please contact Show in Motion. |
| Conference Dress Code: | Business Casual |



DEADLINES CHECKLIST

| Deadline | Notes | Date Completed (For your Records) |
|----------|---|--------------------------------------|
| May 17 | Submit free 30-word listing for your company and/or logo upgrade for the show guide Please e-mail Melissa Helms at mhelms@accessintel.com with any questions. | |
| May 17 | Advanced shipping to warehouse begins Please note, items arriving earlier than May 17 th will receive an additional storage fee. CLEAN PACIFIC 2019 COMPANY NAME - BOOTH # c/o Show in Motion 21-8528-123 Street Surrey, BC, V3W 3V6, Canada | |
| May 24 | Last day to purchase a show guide advertisement E-mail Anastasia Bisson at abisson@accessintel.com to purchase. | |
| May 27 | Show in Motion Advanced Order Deadline Standard rates applied to all orders received after 4:00 PM on May 27, 2019 Order <i>ELECTRICITY</i> , furniture, rigging, shipping, etc from Show in Motion | |
| May 27 | Final date to reserve a hotel room at our discounted group rate. Reservations can be made online for the Hyatt Regency Vancouver. | |
| June 6 | Final day for shipments to arrive at the advanced warehouse. Items that arrive at the warehouse after this date will have additional material handling charges. PLEASE NOTE: shipments to show site are not permitted thru Show in Motion and may be refused. | |
| June 10 | Order AV (equipment and internet) as needed onsite to avoid additional charges onsite. Contact Freeman AV- Canada at (604) 639-4989 | |
| June 14 | EXHIBITORS ATTENDING CONFERENCE SESSIONS Last day for pre-registration discount. Register in advance for best pricing to attend conference sessions at CLEAN PACIFIC | |



EXHIBITOR SHOW SCHEDULE

Move-In Hours:

Tuesday, June 18th 8:00 AM – 5:00 PM

*** All exhibitors must be set by 8:30 AM on 6/19*

Exhibitors with equipment that needs to be moved in a special manner are asked to call the Show Decorator, Show in Motion at (236) 422-1440.

Exhibit Hours:

Wednesday, June 19th 9:30 AM – 6:30 PM

Thursday, June 20th 10:00 AM – 1:30 PM

Exhibitor Move-Out:

Thursday, June 20th 1:30 PM – 8:00 PM

NO BOOTHS SHALL BE DISMANTLED BEFORE THURSDAY AT 1:30 PM!

If you must leave early, your booth must remain up. Show in Motion will dismantle it and ship it to you at your expense. Please make sure that ALL booth personnel are informed of this rule. Please refer to section 7 of the exhibit rules and regulations regarding early teardown.

Events on the Show Floor

Wednesday, June 19th

9:30 AM – 10:30 AM Networking Break in the Exhibit Hall

12:00 PM – 1:30 PM Lunch in the Exhibit Hall

3:00 PM – 3:30 PM Networking Break in the Exhibit Hall

5:00 PM – 6:30 PM Reception in the Exhibit Hall

Thursday, June 20th

10:00 AM – 10:45 AM Networking Break in the Exhibit Hall

12:15 PM – 1:30 PM Lunch in the Exhibit Hall



HOTEL INFORMATION

The CLEAN PACIFIC team has arranged a room block at the Hyatt Regency Vancouver, located on 655 Burrard St, in Vancouver, BC. Standard and government rooms are held on a first come, first serve basis. The property is the location of our conference & exhibition.

Hotel Reservations at the Hyatt Regency Vancouver



Standard Price for Single Queen Room: \$349 CAD

Government Price: Rates fluctuate daily. Contact the hotel directly for current pricing.

Reserve your Standard room online: [Click here](#)

For Standard rooms you may also call the hotel directly at 1-800-233-1234 and use group code CLEAN PACIFIC. For Government rooms you may call the same number.

(Prices held until Monday, May 27th. After this date, room rates increase and are subject to availability)

EXHIBITOR SERVICE MANUAL



JUNE 18 - 20, 2019

HYATT REGENCY VANCOUVER

VANCOUVER, BC





CLEAN PACIFIC 2019 CONFERENCE & EXHIBITION

JUNE 18 – 20, 2019
HYATT REGENCY VANCOUVER
VANCOUVER, BC

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. We are here to answer all of your questions and ensure that your participation in this event is successful!

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

- 8' high blue drape back wall
- 4' high blue drape side wings
- 1 – 2' x 6' blue skirted display table
- 1 waste paper basket
- 1 – 7" x 44" company identification name sign

Please note that show management has appointed Show In Motion as the exclusive providers of materials handling services for this conference. All material must be shipped to the address shown on the attached shipping label.

SHIPMENTS TO SHOW SITE ARE NOT PERMITTED AND 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 by 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 Clean Pacific 2019 Conference & Exhibition.

21 - 8528 - 123 STREET
SURREY - BC
CANADA - V3W-3V6

PHONE 604-599-1440
FAX 604-599-1438

11625 - 115TH. STREET
OSOYOOS - BC
CANADA - V0H-1V5

PHONE 250-495-5025
FAX 250-495-5026

www.showinmotion.com



CONTACT INFORMATION

HOW TO REACH US;

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

For General & Rental Inquiries Please Contact
Cyndy Ramsay (orders@showinmotion.com)

For Electrical Inquiries Please Contact
Brad Riznek (brad@showinmotion.com)

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

EXHIBIT SHIPPING ADDRESS

"Your Company Name"
CLEAN PACIFIC 2019
21 - 8528 - 123 Street
Surrey, BC, V3W 3V6
Canada

MAILING ADDRESS:

324 Westminster Avenue West
Penticton, BC, V2A 1K2, Canada



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



CREDIT CARD AUTHORIZATION

IF YOU ARE USING THE SERVICES OF SHOW IN MOTION, THIS FORM MUST BE COMPLETED AND RETURNED TOGETHER WITH A PHOTOCOPY OF THE FRONT OF THE CREDIT CARD BEING PROVIDED.
NO ORDERS WILL BE ACCEPTED UNLESS ALL INFORMATION IS PROVIDED.

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

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

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

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

COMPANY: _____ BOOTH #: _____
ADDRESS: _____ PHONE #: _____
CITY & PROVINCE: _____ FAX #: _____
POSTAL / ZIP CODE: _____ EMAIL: _____

PLEASE COMPLETE CLEARLY THE FOLLOWING INFORMATION;

MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐

ACCOUNT NUMBER

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

EXPIRATION DATE : _____

CCV CODE : _____

I, _____ of _____ do
(Cardholder name) (Exhibiting Company)

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

BILLING ADDRESS: _____

CARDHOLDERS SIGNATURE: _____

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



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



ELECTRONIC FUNDS & WIRE TRANSFER

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: | BMO Bank of Montreal |
| Beneficiary's Bank Address: | 8502 Main Street, Osoyoos, BC, Canada, V0H 1V0 |

IF YOU ARE SENDING CANADIAN DOLLARS:

IF YOU ARE SENDING AMERICAN DOLLARS:

Beneficiary's Bank: BMO Bank of Montreal

Beneficiary's Bank: BMO Bank of Montreal

Account Number: 07350001029034

Account Number: 073500014601605

Swift Code: BOFMCAM2

Intermediary Bank: Wells Fargo Bank (FKA Wachovia)

Routing / BIC / NCC / BSC or ABA Number: 026005092

FOR INTERNATIONAL TRANSFERS (OUTSIDE OF CANADA & UNITED STATES:

Beneficiary's Branch Transit & Account Number for U.S. Funds: 073500014601605

Beneficiary's Branch Transit & Account Number for Canadian Funds: 073500011029034

Routing Number: 07350001

Account Number: 1029034

Swift Code: BOFMCAM2

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.

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.

THE USE OF ALL MECHANICAL EQUIPMENT INCLUDING DOLLIES, PALLET JACKS AND HAND TRUCKS ON SHOW SITE IS NOT PERMITTED BY EITHER EXHIBITORS OR THEIR APPOINTED CONTRACTORS.

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.



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



SHIPPING INSTRUCTIONS AND ADDRESSES

**DIRECT TO SHOW SHIPMENTS OF ANY KIND
ARE NOT PERMITTED AND WILL BE REFUSED.
ALL FREIGHT MUST BE SHIPPED TO THE ADDRESS
SHOWN AT THE BOTTOM OF THIS PAGE.**

SHIPMENTS MAY BE SENT TO THE ADVANCE WAREHOUSE BEGINNING MAY 17.

SHIPMENTS ARRIVING AFTER JUNE 6 WILL NOT BE ELIGIBLE FOR PRE-SHOW DISCOUNTS.

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

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

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

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

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

MATERIALS HANDLING SERVICES INCLUDES THE FOLLOWING;

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

PLEASE 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

**CLEAN PACIFIC 2019
21 - 8528 - 123 STREET
SURREY, BC, V3W 3V6, CANADA**

**EXHIBIT MATERIAL
DO NOT DELAY
RUSH !**

EXHIBITING
COMPANY:

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

RE: CLEAN PACIFIC 2019 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.



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



MATERIALS HANDLING ORDER FORM

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

All boxes and other exhibit freight must be shipped to the advanced receiving warehouse using the attached shipping label. We will receive your display material beginning May 17. Please ensure that all shipments are sent prepaid to avoid additional service charges. Shipments received after June 6 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

DEFINITIONS OF SERVICE:

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".

OVERTIME: Any shipment that is moved in to (inbound) or out of (outbound) the exhibit hall between 4:00 PM and 8:00 AM, Monday to Friday, all day Saturday, all day Sunday and all holidays.

| SERVICE DESCRIPTION | PRE-DEADLINE | POST DEADLINE | MINIMUM CHARGES |
|----------------------------|-----------------|-----------------|------------------------------|
| Crated or Skidded Shipment | \$.90 / Pound | \$ 1.26 / Pound | \$ 300.00 Pre-Deadline rate |
| Special Handling Shipment | \$ 1.05 / Pound | \$ 1.40 / Pound | \$ 420.00 Post Deadline rate |
| Overtime Charge (Inbound) | \$.25 / Pound | \$.35 / Pound | \$ 50.00 Pre-Deadline rate |
| Overtime Charge (Outbound) | \$.25 / Pound | \$.35 / Pound | \$ 70.00 Post Deadline rate |

When recording weight you must round up to the next one hundred (100) pounds. Example 445 lbs = 500 lbs.

Shipments arriving from different carriers and / or on different dates and times and / or on different waybills or tracking numbers will be billed 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.

| | | | | |
|--|----------------------|-------------------|---------------------|--|
| | | | TOTAL WEIGHT | |
| MATERIAL SHIPPED FROM (CITY) DATE SHIPPED | | | SUB TOTAL | |
| # OF BOXES | # OF CRATES OR SKIDS | TOTAL # OF PIECES | 18 % SERVICE CHARGE | |
| CARRIER PRO OR WAYBILL NUMBER | | | SUB-TOTAL | |
| | | | 5 % GST | |
| | | | TOTAL | |

I AGREE THAT IN PLACING THIS ORDER I HAVE READ AND ACCEPT SHOW IN MOTIONS' 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:
MAY 27, 2019**

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

ALL ORDERS ARE GOVERNED BY SHOW IN MOTION PAYMENT POLICY AND TERMS AND CONDITIONS OF CONTRACT.



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



PRIORITY EMPTY SERVICE ORDER FORM

Depending on the size of the show and the logistics of the facility, the standard return time for crates, containers and cases can be anywhere from 2 - 4 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 in to storage.

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

| RATES | | PRICE PER CONTAINER Discount Rate | PRICE PER CONTAINER Standard Rate |
|--|--|---|---|
| Priority Empty Container Return | | \$ 85.00 | \$ 119.00 |
| Estimated Number of Pieces..... | | | |
| PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED ONCE YOUR EMPTY CONTAINERS HAVE BEEN REMOVED FROM THE EXHIBIT HALL FOR STORAGE. | | SUB-TOTAL | |
| | | 18 % SERVICE CHARGE | |
| | | 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:
MAY 27, 2019

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



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



POST SHOW FREIGHT & STORAGE 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: 21 - 8528 - 123 STREET
SURREY, BC, V3W-3V6
HOURS: 9:00 AM - 4:00 PM (PACIFIC TIME)
MONDAY - FRIDAY

**PLEASE NOTE THAT YOU MUST MAKE PICK-UP
ARRANGEMENTS WITH YOUR CARRIER. WE
REGRET THAT, DUE TO COMMON CARRIER
POLICIES AND 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.**

**ESTIMATED
WEIGHT**

**ESTIMATED
SUB-TOTAL**

35 % FSC

5 % GST

TOTAL

| |
|--|
| |
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| |
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| |

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COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
MAY 27, 2019**

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



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



BOOTH CLEANING 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.

| <u>STANDARD BOOTH CLEANING</u> | | DISCOUNT RATE | STANDARD RATE | AMOUNT |
|---|--|------------------|------------------|--------|
| TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE | | \$.50 | \$.70 | |
| <u>BOOTH CLEANING FIRST DAY ONLY</u> | | | | |
| TOTAL SQUARE FEET _____ X 1 DAY X RATE | | \$.75 | \$ 1.05 | |
| <u>PORTER SERVICE</u> | | | | |
| TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE | | \$ 1.05 | \$ 1.47 | |
| SUB-TOTAL | | | | |
| 18 % SERVICE CHARGE | | | | |
| 5 % GST | | | | |
| TOTAL | | | | |

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TOUCH SCREEN KIOSK LEASE ORDER FORM



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

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MAY 27, 2019

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COMPUTER & A / V LEASE ORDER FORM

| ITEM | PRICE | PRICE | QUANTITY | AMOUNT |
|---|-----------------------------|-----------------------------|----------|-----------------|
| | Discount Rate Daily Rate | Standard Rate Daily Rate | | |
| MONITORS | | | | |
| 32" LCD Monitor (16:9) Includes Table Top base | 150.00 | 195.00 | | |
| 42" LCD or Plasma Monitor (16:9) Includes Table Top Base | 300.00 | 390.00 | | |
| 52" LCD Monitor (16:9) Includes Table Top Base | 500.00 | 650.00 | | |
| 60" LCD Monitor (16:9) Includes Table Top Base | 600.00 | 780.00 | | |
| VIDEO PLAYBACK | | | | |
| Blu-Ray HD DVD Player | 50.00 | 65.00 | | |
| MISCELLANEOUS | | | | |
| Friendlyway Interactive Touch Screen Kiosk (19" Monitor) | 275.00 | 385.00 | | |
| Monitor Floor Stand (Dual Post) | 60.00 | 78.00 | | |
| External Tower Speakers | 75.00 | 105.00 | | |
| Tripod Projection Screen (60" x 60") | 50.00 | 70.00 | | |
| Black Skirted A/V Cart | 30.00 | 39.00 | | |
| COMPUTER SYSTEMS (MONITOR NOT INCLUDED) | | | | |
| Desktop - Intel Core i7, 280 GHz, 3.42G RAM, 1TB HD, DVD-RW | 200.00 | 280.00 | | |
| Laptop - 17", 2.3 G, Windows 7, Office 2010 | 250.00 | 350.00 | | |
| PRINTERS | | | | |
| HP LaserJet p4014, 45 PPM, 1200 x 1200 dpi, 256MB Ram | 150.00 | 210.00 | | |
| HP Color LaserJet CP3525n, 30ppm, 1200 x 600 dpi, 1GB Ram | 200.00 | 280.00 | | |
| Premium Laser Printer Paper (500 sheets) | 15.00 | 21.00 | | |
| BASIC INSTALLATION LABOR | | | | \$ 60.00 |
| SUB-TOTAL | | | | |
| 18 % SERVICE CHARGE | | | | |
| 7 % PST | | | | |
| 5 % GST | | | | |
| TOTAL | | | | |

Custom Audio and Visual Packages Available on Request.

Please Call Us For Further Details.



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COMPANY: _____ BOOTH #: _____

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TELEPHONE: (236) 422-1440
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CARPET & PADDING LEASE ORDER FORM

32 OZ. DESIGNER SELECT CARPET

Guaranteed new, premium quality carpet.

Available in a variety of designer colors.

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

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

| PRICE Discount Rate | PRICE Standard Rate | QUANTITY | AMOUNT |
|------------------------|------------------------|----------|--------|
| \$ 3.50 (Sq. Ft.) | \$ 4.75 (Sq. Ft.) | | |

20 OZ. STANDARD CARPET

Available in 4 standard colors.

Blue ☐ Forest Green ☐
Red ☐ Purple ☐

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

| PRICE Discount Rate | PRICE Standard Rate | QUANTITY | AMOUNT |
|------------------------|------------------------|----------|--------|
| \$ 2.75 (Sq. Ft.) | \$ 3.75 (Sq. Ft.) | | |

LAMINATE PLANK FLOORING

Available in 4 standard colors.

Dark Maple ☐ Dark Oak ☐
Light Maple ☐ Washed Gray ☐

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

| PRICE Discount Rate | PRICE Standard Rate | QUANTITY | AMOUNT |
|------------------------|------------------------|----------|--------|
| \$ 7.25 (Sq. Ft.) | \$ 9.25 (Sq. Ft.) | | |

5/8" REBOND FOAM PADDING

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

| PRICE Discount Rate | PRICE Standard Rate | QUANTITY | AMOUNT |
|------------------------|------------------------|----------|--------|
| \$ 2.25 (Sq. Ft.) | \$ 3.15 (Sq. Ft.) | | |

VISQUEEN PLASTIC COVERING

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

| PRICE Discount Rate | PRICE Standard Rate | QUANTITY | AMOUNT |
|------------------------|------------------------|----------|--------|
| \$ 1.00 (Sq. Ft.) | \$ 1.40 (Sq. Ft.) | | |

100 SQUARE FOOT MINIMUM ON ALL ORDERS

OTHER SIZES IN 10' X 10' INCREMENTS ONLY

ALL PRICES INCLUDE INSTALLATION & TAPING

SURCHARGES FOR ANY DAMAGE AFTER INSTALLATION

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

NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IS MADE IN FULL

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



TABLES & CHAIRS LEASE ORDER FORM

| DISPLAY ITEMS | PRICE Discount Rate | PRICE Standard Rate | QUANTITY | AMOUNT |
|---|------------------------|------------------------|----------|--------|
| TABLES & RISERS | | | | |
| Covered & Skirted Display Table (2' X 4') | \$ 75.00 | \$ 105.00 | | |
| Covered & Skirted Display Table (2' X 6') | 85.00 | 119.00 | | |
| Covered & Skirted Display Table (2' X 8') | 95.00 | 133.00 | | |
| 4th. Side Of Table Skirted | 45.00 | 63.00 | | |
| Extension To 40" Height - Add | 45.00 | 63.00 | | |
| Unskirted Display Table | 60.00 | 84.00 | | |
| Blue, Teal, Green, Red, Black, Silver, Purple, Gold or White (Circle Preference) | | | | |
| 30" Round Pedestal Table - 28" High with White Linen | 75.00 | 105.00 | | |
| 30" Round Pedestal Table - 28" High with Black Linen | 85.00 | 119.00 | | |
| 30" Round Bistro Table - 40" High with White Linen | 90.00 | 126.00 | | |
| 30" Round Bistro Table - 40" High with Black Linen | 100.00 | 140.00 | | |
| Table Risers - 8" high X 6" deep X 72" long | 30.00 | 42.00 | | |
| CHAIRS | | | | |
| Executive High Back Swivel Chair (Black Leather) | 100.00 | 140.00 | | |
| Executive Low Back Swivel Chair (Black Leather) | 90.00 | 126.00 | | |
| Executive Low Back Swivel Chair (Black Fabric) | 75.00 | 105.00 | | |
| Deluxe Executive Armchair (Black Leather) | 65.00 | 91.00 | | |
| High Back Steno Swivel Stool (Black & Silver) | 65.00 | 91.00 | | |
| High Back Swivel Stool (Black or Silver) | 65.00 | 91.00 | | |
| Upholstered Arm Chair (Black) | 50.00 | 70.00 | | |
| Upholstered Side Chair (No Arms) | 40.00 | 56.00 | | |
| COMPLIMENTS (See Accessories Sheet Also) | | | | |
| 8' High Drapery (Color Preference: _____) | 9.00 / FT. | 12.60 / FT. | | |
| Plexi Glass Ballot Box | 50.00 | 70.00 | | |
| Large Glass Bowl | 25.00 | 35.00 | | |
| Waste Paper Basket | 20.00 | 28.00 | | |
| SUB-TOTAL | | | | |
| 18 % SERVICE CHARGE | | | | |
| 7 % PST | | | | |
| 5 % GST | | | | |
| TOTAL | | | | |



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SHOW IN Motion

TELEPHONE: (236) 422-1440
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SPECIALTY FURNITURE

White Crescent Stool



White & Chrome Wire Back Stool

White Mobler Stool



High Back Bar Stool

Black and Silver Stool



Deluxe High Back Stool



Wood and Chrome Stool



Brushed Steel & Glass Top Bistro Table



White Geo Coffee Table



Black Geo Coffee Table



24" Square Table White Top



24" Round Table White Top



Gun Metal Coffee Table - Smoked Top



Gun Metal End Table Smoked Top



Round Coffee Table



Black Geo End Table

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



TELEPHONE: (236) 422-1440
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SPECIALTY FURNITURE LEASE ORDER FORM

| ITEM | PRICE | PRICE | QUANTITY | AMOUNT |
|--|---------------|---------------|----------|--------|
| | Discount Rate | Standard Rate | | |
| White Crescent Leather Stool | 150.00 | 210.00 | | |
| White Leather & Chrome Wire Back Stool | 140.00 | 196.00 | | |
| White Leather Mobler Stool | 150.00 | 210.00 | | |
| Black High Back Bar Stool | 140.00 | 196.00 | | |
| Black & Silver High Back Bar Stool | 140.00 | 196.00 | | |
| Black Leather Deluxe High Back Stool | 140.00 | 196.00 | | |
| Wood & Chrome Bar Stool | 100.00 | 140.00 | | |
| Brushed Steel & Glass Top Bistro Table | 220.00 | 300.00 | | |
| White Geo Coffee Table | 150.00 | 210.00 | | |
| Black Geo Coffee Table | 150.00 | 210.00 | | |
| 24" Square Bistro Table - White Top | 150.00 | 210.00 | | |
| 24" Round Bistro Table - White Top | 150.00 | 210.00 | | |
| 32" Round Coffee Table - Black Top | 175.00 | 245.00 | | |
| 32" Round Coffee Table - White Top | 175.00 | 245.00 | | |
| 39" Round Coffee Table - Black Top | 200.00 | 280.00 | | |
| 39" Round Coffee Table - White Top | 200.00 | 280.00 | | |
| Gun Metal & Smoked Glass Coffee Table | 150.00 | 210.00 | | |
| Gun Metal & Smoked Glass End Table | 125.00 | 175.00 | | |
| Black Geo End Table | 125.00 | 175.00 | | |
| Chrome Bar with White Plexi Panels (30" x 42" x 72") | 500.00 | 700.00 | | |
| Barn Door Bar (72" x 42" x 30") | 700.00 | 980.00 | | |
| Bar Sized Refrigerator (4.5 cubic feet) | 200.00 | 280.00 | | |
| Old Fashioned Style Popcorn Machine | 250.00 | 350.00 | | |
| SUB-TOTAL | | | | |
| 18 % SERVICE CHARGE | | | | |
| 7 % PST | | | | |
| 5 % GST | | | | |
| TOTAL | | | | |

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



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COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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SPECIALTY FURNITURE SOFT SEATING



Vancouver Sofa
80" x 28" x 29"



Vancouver Sofa
80" x 28" x 29"



Yaletown Sofa
71" x 21" x 29"



Vancouver Love Seat
57" x 28" x 28"



Vancouver Love Seat
57" x 28" x 28"



Yaletown Love Seat
57" x 21" x 29"



Vancouver Club Chair
33" x 28" x 29"



Vancouver Club Chair
33" x 28" x 29"



Yaletown Single Chair
21" x 29" x 28"



Yaletown Sofa
71" x 21" x 29"



Yaletown Love Seat
57" x 21" x 29"



Yaletown Single Chair
21" x 29" x 28"

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



TELEPHONE: (236) 422-1440
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SPECIALTY FURNITURE SOFT SEATING



Contemporary Bench
72" x 18" x 20"



Contemporary Bench
72" x 18" x 20"



White Curved Bench
72" x 18" x 18"



Sectional Ottoman
29" x 18" x 29"



Sectional Ottoman
29" x 16" x 29"



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



Contemporary Cube
18" x 18" x 18"



Contemporary Cube
18" x 18" x 18"

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



TELEPHONE: (236) 422-1440
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SPECIALTY FURNITURE SOFT SEATING ORDER FORM

| ITEM | PRICE | PRICE | QUANTITY | AMOUNT |
|--|---------------|---------------|----------|--------|
| | Discount Rate | Standard Rate | | |
| Vancouver Sofa - Black | 400.00 | 560.00 | | |
| Vancouver Sofa - White | 400.00 | 560.00 | | |
| Vancouver Love Seat - Black | 350.00 | 490.00 | | |
| Vancouver Love Seat - White | 350.00 | 490.00 | | |
| Vancouver Club Chair - Black | 300.00 | 420.00 | | |
| Vancouver Club Chair - White | 300.00 | 420.00 | | |
| Yaletown Sofa - Black | 450.00 | 630.00 | | |
| Yaletown Sofa - White | 450.00 | 630.00 | | |
| Yaletown Love Seat - Black | 400.00 | 560.00 | | |
| Yaletown Love Seat - White | 400.00 | 560.00 | | |
| Yaletown Single Chair - Black | 300.00 | 420.00 | | |
| Yaletown Single Chair - White | 300.00 | 420.00 | | |
| Overstuffed Leather Sofa - Black | 350.00 | 490.00 | | |
| Overstuffed Leather Love Seat - Black | 300.00 | 420.00 | | |
| Overstuffed Leather Club Chair - Black | 250.00 | 350.00 | | |
| Contemporary Bench - Black | 200.00 | 280.00 | | |
| Contemporary Bench - White | 200.00 | 280.00 | | |
| Curved Bench - White | 250.00 | 350.00 | | |
| Sectional Ottoman - Black | 350.00 | 490.00 | | |
| Sectional Ottoman - White | 350.00 | 490.00 | | |
| Round Back Tub Chair - White | 250.00 | 350.00 | | |
| Contemporary Cube - Black | 120.00 | 170.00 | | |
| Contemporary Cube - White | 120.00 | 170.00 | | |
| SUB-TOTAL | | | | |
| 18 % SERVICE CHARGE | | | | |
| 7 % PST | | | | |
| 5 % GST | | | | |
| TOTAL | | | | |



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Black Counter
40" x 40" x 20"



STANDARD DISPLAY FURNISHINGS



White Counter
40" x 40" x 20"

Computer Counter
20" x 20" x 40"



Chrome Sign Holder



Pedestal Table
Black Linen



Upholstered Arm Chair



Upholstered Side Chair



Waste Paper Basket



Literature Rack

Bag Holder



Deluxe Executive
Arm Chair

Ballot Box



Brass Ballot Drum

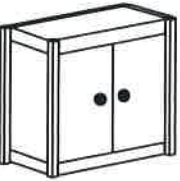
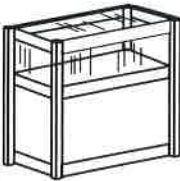

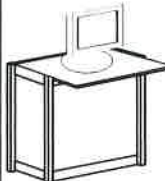
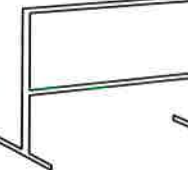


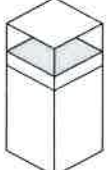
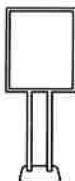





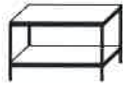
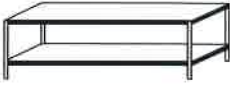
Prices for all items shown are detailed on the Accesories and Display Furnishings Lease Order Forms.



TELEPHONE: (236) 422-1440
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CUSTOM ACCESSORIES LEASE ORDER FORM

| | | | | | | | |
|---|------|---|------|--|------|---|------|
| COUNTER \$ 350  SLIDING DOORS INSIDE SHELF 20" X 40" X 40" <input type="checkbox"/> LOCK ADD \$ 25.00 <input type="checkbox"/> WHITE OR <input type="checkbox"/> BLACK | QTY: | JEWELLERY CASE \$ 600  ONE SHELF 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25.00 HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50.00 | QTY: | SHOW CASE \$ 650  TWO SHELVES 20" X 40" X 70" <input type="checkbox"/> LOCK ADD \$ 25.00 HALOGEN <input type="checkbox"/> LIGHT ADD \$ 50.00 | QTY: | COMPUTER COUNTER \$ 400  10" KEYBOARD TRAY SLIDING DOORS INSIDE SHELF 20" X 40" X 40" <input type="checkbox"/> LOCK ADD \$ 20.00 | QTY: |
| POSTER BOARD \$ 150  4' X 8' VERTICAL OR HORIZONTAL (SHOWN) | | CHROME BAG HOLDER \$ 45  | | LITERATURE RACK \$ 80  BLACK DOUBLE SIDED | | MONITOR STAND \$ 300  20" X 20" X 40" 20" X 20" X 54" OPTIONAL KEYBOARD TRAY AVAILABLE ADD \$ 25.00 | |
| SIGN HOLDER \$ 30  22" X 28" CHROME <input type="checkbox"/> OR BLACK <input type="checkbox"/> | | TRACK LIGHTING  3 HEAD - \$ 120 5 HEAD - \$ 150 | | TOWER COMBO \$ 350  2 SHELVES INSIDE SHELF 20" X 40" X 96" COMPANY NAME OR PRODUCT SIGN INCLUDED | | SHELF UNITS  2 SHELVES 26" \$125 3 SHELVES 40" \$150 4 SHELVES 54" \$175 | |
| BROCHURE RACK \$ 15  <input type="checkbox"/> 4" X 9" OR <input type="checkbox"/> 9" X 11" <input type="checkbox"/> COUNTER TOP <input type="checkbox"/> WALL MOUNT | | BAR FRIDGE \$ 175  1.7 CUBIC FEET WHITE | | END TABLE \$ 65  BLACK & GLASS GUN METAL & GLASS | | COFFEE TABLE \$ 85  BLACK & GLASS GUN METAL & GLASS | |

SPECIAL INSTRUCTIONS:

SUB-TOTAL
STANDARD RATE
(ADD 40%)
18 % SERVICE
CHARGE
7 % PST
5 % GST
TOTAL

| |
|--|
| |
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| |
| |
| |
| |

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COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
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SHOW ^{IN} Motion

TELEPHONE: (236) 422-1440
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ORIENT RETRACTABLE
BANNER STAND
31.5" X 83" - \$ 550
39.25" X 83" - \$ 625



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



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
\$ 1,700

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

| BANNER STAND OR POP UP DESCRIPTION | DISCOUNT RATE | STANDARD RATE | | |
|--|------------------|------------------|---------------------------|--|
| ORIENT BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 31.5" X 83" | \$ 550 | \$ 770 | | |
| ORIENT BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 39.25" X 83" | \$ 625 | \$ 875 | SUB-TOTAL | |
| PACIFIC BANNER STAND WITH YOUR FULL COLOR DIGITAL GRAPHICS - 31.5" X 83" | \$ 550 | \$ 770 | 18 % SERVICE CHARGE | |
| COYOTE POPUP DISPLAY WITH FULL COLOR DIGITAL GRAPHICS | \$ 1900 | \$ 2650 | 7 % PST | |
| COYOTE POPUP DISPLAY WITH BLACK VELCRO PANELS | \$ 700 | \$ 980 | 5 % GST | |
| OPTIONAL COUNTER WITH FULL COLOR DIGITAL PANEL | \$ 300 | \$ 420 | | |
| HOP-UP FABRIC BACKWALL DISPLAY WITH YOUR FULL COLOR DIGITAL GRAPHICS | \$ 1900 | \$ 2650 | TOTAL | |

ARTWORK REQUIRED;

Acceptable File Formats: PDF, Adobe Illustrator AI, EPS

All fonts must be converted to outlines, curves or paths

All photos or raster / bitmap images must be a minimum of 72 dpi / ppi at the 100% final finished size.

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

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
MAY 27, 2019**

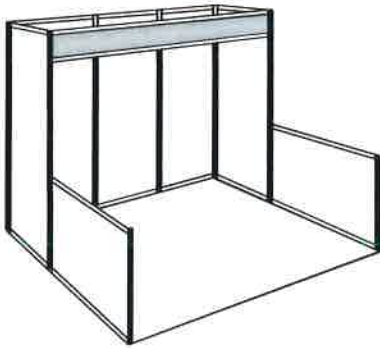
**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**



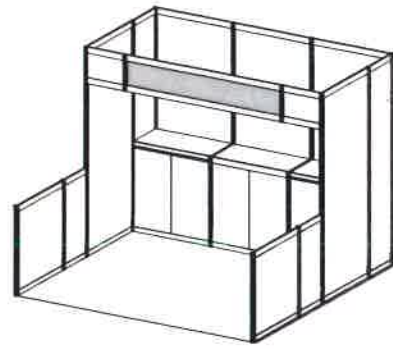
TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438



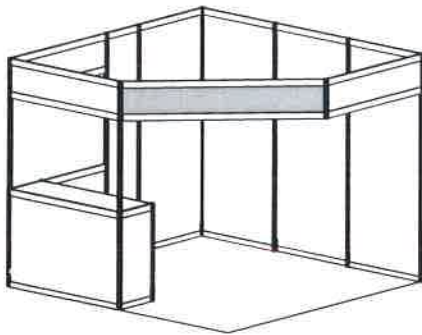
10' x 8' AND 10' X 10' HARDWALL SYSTEM RENTALS



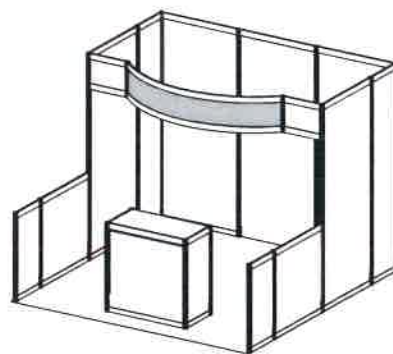
MODEL # 101



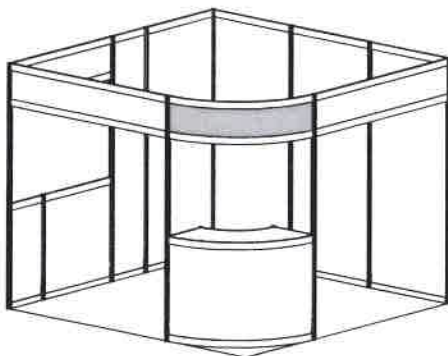
MODEL # 102



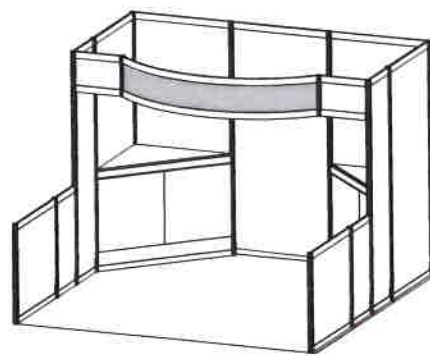
MODEL # 103



MODEL # 104



MODEL # 105



MODEL # 106

GRAY INDICATES STANDARD FASCIA SIGN

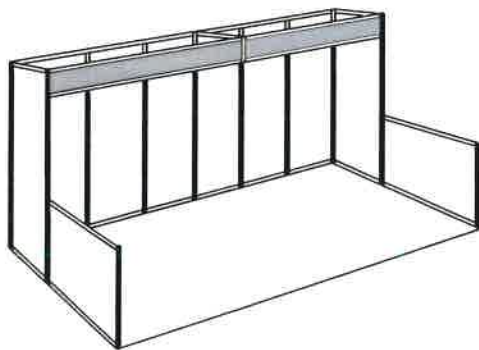
PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS



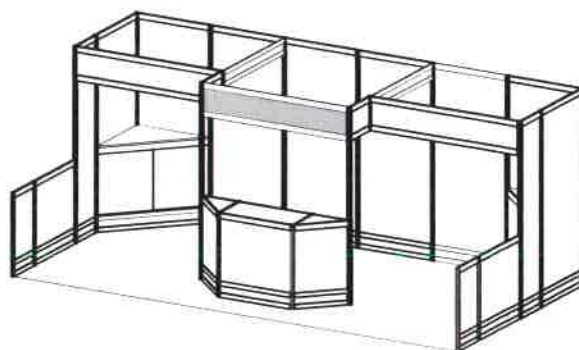
TELEPHONE: (236) 422-1440
FACSIMILE: (236) 422-1438



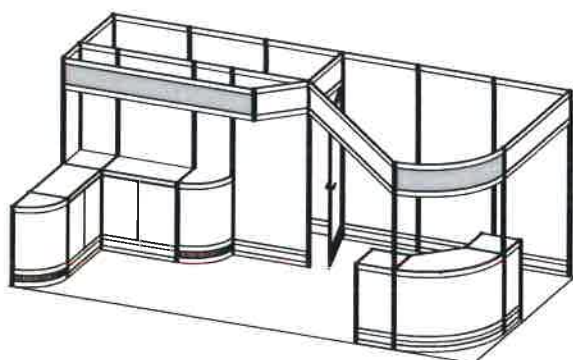
8' X 20' AND 10' X 20' HARDWALL SYSTEM RENTALS



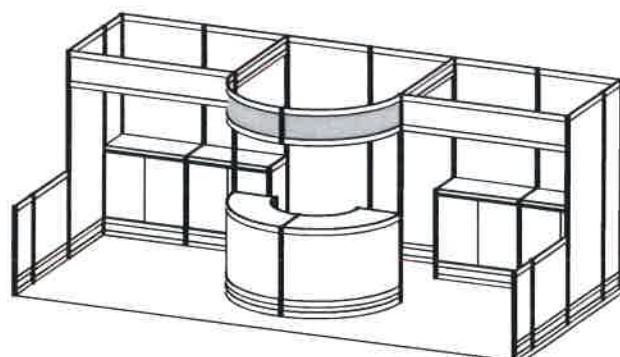
MODEL # 201



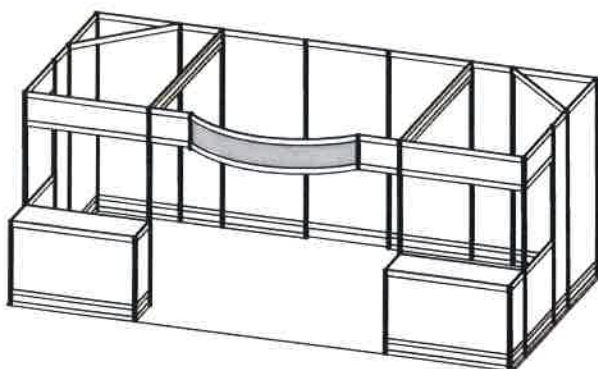
MODEL # 202



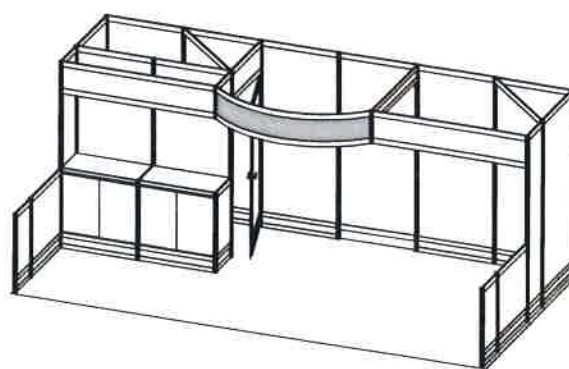
MODEL # 203



MODEL # 204



MODEL # 205



MODEL # 206

GRAY INDICATES STANDARD FASCIA SIGN(S)

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS



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



HARDWALL BOOTH RENTAL ORDER FORM

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

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

FONT COLOR

BLACK ☐ BLUE ☐ RED ☐

INFILL PANEL COLOR

BLACK ☐ GRAY ☐ WHITE ☐

CARPET COLOR

BLUE ☐ SILVER ☐ GREEN ☐

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

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

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

LEFT: _____

RIGHT: _____

SUB-TOTAL

18% SERVICE
CHARGE

7 % PST

5 % GST

TOTAL

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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:
MAY 27, 2019

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



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



EXHIBIT INSTALLATION ORDER FORM

| | TIME REQUIRED | DISCOUNT RATE | STANDARD RATE |
|--------------------|---|--|------------------|
| REGULAR TIME | 8:00 A.M. - 4:00 P.M. - WEEKDAYS | \$ 85.00 / HR. | \$ 115.00 / HR. |
| OVERTIME | 4:00 P.M. - 6:00 P.M. - WEEKDAYS 8:00 A.M. - 4:00 P.M. - SATURDAYS | \$ 95.00 / HR. | \$ 133.00 / HR. |
| DOUBLE TIME | ALL OTHER HOURS INCLUDING SUNDAYS & HOLIDAYS | \$ 105.00 / HR. | \$ 147.00 / HR. |
| SUPERVISORY CHARGE | 25% OF LABOR TOTAL | <input type="checkbox"/> REQUIRED <input type="checkbox"/> NOT REQUIRED | |

INSTALLATION (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED: _____

NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS: _____

ESTIMATED INSTALLATION CHARGES: \$ _____

DISMANTLE (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED: _____

NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS: _____

ESTIMATED INSTALLATION CHARGES: \$ _____

- SUPERVISORY CHARGES WILL APPLY UNLESS THERE IS A REPRESENTATIVE FROM YOUR COMPANY IN ATTENDANCE DURING BOTH INSTALLATION AND DISMANTLING.
- MINIMUM CHARGE OF 2 (TWO) HOURS PER MAN. LABOR THEREAFTER IS CHARGED IN ONE-HALF (1/2) HOUR INCREMENTS.
- ALL WORK WILL BE DONE ON REGULAR TIME 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

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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:
MAY 27, 2019**

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



COMPANY NAME: _____

BOOTH NUMBER: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND / OR DISMANTLED BY SHOW IN MOTION AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND / OR DISMANTLE.

INBOUND SHIPPING INFORMATION

CARRIER: _____ CARRIER PHONE #: _____
SHIPPED TO: WAREHOUSE _____ SHOW SITE _____ FROM (CITY/STATE): _____ DATE SHIPPED: _____
TOTAL NUMBER OF: CRATES _____ CARTONS _____ OTHER (SPECIFY): _____

SET-UP INFORMATION

SETUP PLAN / PHOTO: ATTACHED _____ SENT WITH EXHIBIT _____ IN CRATE # _____
CARPET: WITH EXHIBIT _____ RENTED FROM SHOW IN MOTION _____ COLOR _____ SIZE _____
ELECTRICAL PLACEMENT: DRAWING ATTACHED _____ WITH EXHIBIT _____ ELECTRICAL UNDER CARPET _____
COMMENTS: _____

GRAPHICS: WITH EXHIBIT _____ SHIPPED SEPERATELY _____ CARRIER _____
COMMENTS: _____

SPECIAL TOOLS / HARDWARE REQUIRED: _____

OUTBOUND SHIPPING INFORMATION:

SHIP TO: _____

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

CARRIER (If Known): _____

FREIGHT CHARGES: PREPAID _____ COLLECT _____ ACCOUNT # _____

PLEASE PROVIDE AN EMERGENCY CONTACT:

NAME: _____ PHONE # _____



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



SIGNAGE & GRAPHICS ORDER FORM

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

DIGITALLY PRINTED GRAPHICS

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

_____ L x _____ W = _____ Sq.Ft.

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

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

- Minimum order is 10 square feet.
- File conversion, retouching, cloning or color correction will incur additional charges.
- Double square foot for double sided graphics.
- Round Square Foot to next whole increment.

FILE INFORMATION;

Electronic File Name: _____

Application: _____

PMS Colors: _____

BACKING MATERIAL;

Coroplast ☐ Styrene ☐ Plexi ☐ Foamcore ☐

PORTRAIT LANDSCAPE



VINYL CUT LETTER SIGNS

| SIZE | DISCOUNT RATE | STANDARD RATE | QUANTITY | AMOUNT |
|-----------|---------------|---------------|----------|--------|
| 7" X 11" | \$ 40.00 | \$ 56.00 | | |
| 7" X 44" | \$ 45.00 | \$ 63.00 | | |
| 14" X 22" | \$ 65.00 | \$ 91.00 | | |
| 14" X 44" | \$ 75.00 | \$ 105.00 | | |
| 22" X 28" | \$ 75.00 | \$ 105.00 | | |
| 28" X 44" | \$ 125.00 | \$ 175.00 | | |
| 20" X 60" | \$ 150.00 | \$ 210.00 | | |

INDICATE YOUR COPY HERE:

(Please attach additional pages if required)

PORTRAIT

LANDSCAPE



Background Color: _____

Lettering Color: _____

Font: _____

SUB-TOTAL

18 % SERVICE CHARGE

7 % PST

5 % GST

TOTAL

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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:
MAY 27, 2019

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



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



PLANTS & FLOWERS LEASE ORDER FORM

| ITEM | QUANTITY | DISCOUNT RATE | STANDARD RATE | AMOUNT |
|--|----------|--------------------------|------------------|--------|
| Crysanthemums | | \$ 60.00 | \$ 84.00 | |
| White Yellow Lavender | | | | |
| Boston Ferns | | \$ 70.00 | \$ 98.00 | |
| Ivy | | \$ 70.00 | \$ 98.00 | |
| Azaleas | | \$ 70.00 | \$ 98.00 | |
| 3' - 4' Tropical Plants | | \$ 90.00 | \$ 126.00 | |
| 4' - 5' Tropical Plants | | \$ 110.00 | \$ 154.00 | |
| 6' Tropical Plants | | \$ 130.00 | \$ 182.00 | |
| 7' Plus Tropical Plants | | Priced On Request | | |
| Hanging Plants | | \$ 50.00 | \$ 70.00 | |
| Small Floral Arrangements | | \$ 100.00 | \$ 140.00 | |
| Large Floral Arrangements | | \$ 150.00 | \$ 210.00 | |
| SUB-TOTAL | | | | |
| 18 % SERVICE CHARGE | | | | |
| 7 % PST | | | | |
| 5 % GST | | | | |
| TOTAL | | | | |

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.

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:
MAY 27, 2019

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



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



ELECTRICAL & LIGHTING LEASE ORDER FORM

ELECTRICAL SERVICES - POWER

PRICE
Pre-Deadline

PRICE
Standard Rate

QUANTITY AMOUNT

120 Volt, 1500 Watts, 12 Amp Single Outlet
120 Volt, 1500 Watts (24 hour service)
120 Volt, 2000 Watts, NEMA 5-20 Plug
120 Volt, 3000 Watts, NEMA 5-30 Plug

120.00

168.00

150.00

210.00

200.00

280.00

250.00

350.00

208 Volt, 15 Amp, Single Phase Service
208 Volt, 20 Amp, Single Phase Service
208 Volt, 30 Amp, Single Phase Service
208 Volt, 60 Amp, Single Phase Service

350.00

490.00

400.00

560.00

450.00

630.00

700.00

980.00

208 Volt, 15 Amp, Three Phase Service
208 Volt, 20 Amp, Three Phase Service
208 Volt, 30 Amp, Three Phase Service
208 Volt, 60 Amp, Three Phase Service

450.00

630.00

500.00

700.00

650.00

910.00

800.00

1120.00

Tie-In Service, Additional Labor Charge.
1 Hour Min. Install. 1/2 Hour Min. Dismantle.
Monday - Friday: 8:00 AM - 4:00 PM

70.00/HR.

98.00/HR.

LIGHTING SERVICES

Double Head Light Unit On Stand - 150 Watts
Triple Head Light Unit On Stand - 150 Watts
Arm Bar Light Unit - 75 Or 150 Watts
Triple Head Extension Cord
Power Bar / Surge Suppressor

60.00

84.00

70.00

98.00

40.00

56.00

20.00

28.00

30.00

42.00

PLEASE PROVIDE YOUR REQUIRED RECEPTACLE INFORMATION

Straight Blade ☐ Twist Lock ☐ Tie-In ☐

SUB-TOTAL

18 % SERVICE
CHARGE

7 % PST

5 % GST

TOTAL

SEE ATTACHED FORM FOR
TERMS & CONDITIONS

TO RECEIVE ADVANCE
PRICES FULL PAYMENT
MUST ACCOMPANY
YOUR ORDER AND BE
RECEIVED PRIOR TO
THE DEADLINE DATE
NOTED ABOVE.

FOR A DEDICATED
CIRCUIT OR 24 HOUR
SERVICE DOUBLE THE
OUTLET RATE PRICE.

ELECTRICITY WILL BE
TURNED ON WITHIN
30 MINUTES OF SHOW
OPENING AND OFF
WITHIN 30 MINUTES
AFTER SHOW CLOSING.

IF YOU REQUIRE
HIGHER VOLTAGES,
WATTAGES OR SPECIAL
LIGHTING, PLEASE CALL
FOR A QUOTE.

THERE IS A MINIMUM
LABOR CHARGE OF
1.5 HOURS FOR
ALL TIE-IN SERVICES
AND ANY SERVICE
REQUIRING 208 VOLT
OR HIGHER SERVICES.

LABOR RATES:
MONDAY - FRIDAY
(EXCEPT HOLIDAYS)
8:00 AM - 4:00 PM
\$ 70.00 / HOUR
ALL OTHER HOURS
\$ 90.00 / HOUR

IT IS YOUR RESPONSIBILITY
TO SUPPLY AN APPROVED
GFCI PROTECTION DEVICE
FOR ANY SERVICE PROVIDED
FOR USE TO A HOT TUB.

ISLAND BOOTHS
A SCALED FLOORPLAN
MUST ACCOMPANY ALL
ORDERS SHOWING
LOCATION OF
ELECTRICAL OUTLETS,
CONNECTIONS AND
LIGHTING EQUIPMENT.

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:
MAY 27, 2019

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

OUTLET & DISTRIBUTION LOCATION GRID

Please use This Grid Should You Not Have Your Own Floor Plan To Send To Us

ADJACENT
BOOTH
OR AISLE
NUMBER

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ADJACENT BOOTH OR AISLE NUMBER

VERY IMPORTANT TERMS & CONDITIONS

- 1. The minimum labor charge will equal one (1) hour per man for installation and one half (1/2) hour per man for dismantle. Please refer to the Electrical Services order Form for labor rates and terms.**
- 2. In the case where an electrician attends a booth for scheduled, requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour per man requested.**
- 3. Exhibitors must supply their their own flat, 15 amp rated, 3 wire extension cords and / or multi plug strips, both of which must be grounded.**
- 4. If lift equipment is required to hang special lighting, signs, etc. the exhibitor will be charged an hourly rate for the lift and its' operator. Time must be allowed for workmen to gather necessary tools, have their worked checked by the exhibitor and return tools to the service office.**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (236) 422-1440

COMMONLY ASKED QUESTIONS

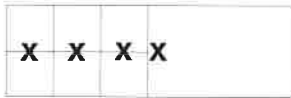
HOW MUCH POWER DO I NEED?

1. Calculate the power for your lighting needs by totalling the wattage of your lights.
2. For other equipment, read the rating from on the back or bottom of the unit (see example). The plate will tell you the amperage or wattage, voltage and phase requirements. Power must be ordered according to peak amperage ratings.

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

| | |
|-----------|---------------|
| 208V 1 PH | = 208 Volt |
| 30A | = 30 Amp |
| 3PH | = Three Phase |

WHERE WILL MY POWER BE LOCATED?



INLINE BOOTHS - PENINSULA



BACK TO BACK PENINSULAS

A scaled floorplan must accompany orders showing location of electrical outlets, connections and lighting.

ISLAND BOOTHS

RULES & REGULATIONS

1. Order (with payment) must be received prior to the deadline date noted on the front of this form in order to receive the advance pricing. Orders faxed or mailed without payment will not guarantee advance prices, payment must be received as well. All orders received after the deadline date will be priced at Standard rates.
2. In the event that the totals calculated on the reverse of this form are not correct, Show In Motion reserves the right to make any necessary corrections.
3. Outlet rates listed include bringing the service to one location at the rear of all inline, peninsula booths and is brought to one location in all island booths. Show In Motion will make every attempt to deliver power to island booths to a location convenient to the exhibitor.
4. Outlet rates listed do not include tie-in service. Additional tie-in services, special wiring, distribution of electrical services, or labor are not included. Distribution from the power source to all other locations inside a booth space, regardless of booth type, requires labor, and is done on a time and material basis. Exhibitors are invited to contact Show In Motion to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where electricity is required. "Daisy Chaining" extension cords together is in contravention of the both the BC Safety Authority and Canadian Electrical Code and is not permitted.
6. Labor rates shown on the Electrical & Lighting form are based on current wage scales and are subject to change in the event of wage changes prior to your event. A minimum charge of one (1) hour labor will apply for the installation and one half (1/2) hour will apply for the dismantle.
7. Show In Motion employees are permitted to cut floor coverings when essential for the installation of services unless specifically instructed otherwise.
8. All material and equipment furnished by Show In Motion is done on a rental basis ONLY and remains at all times the property of Show In Motion. It shall be removed only by Show In Motion staff.
9. If you have ordered power bars and / or extension cords and do not find them in your booth upon your arrival please come to our service desk to pick them up.
10. Standard wall and other permanent facility utility outlets or sockets are not part of your booth space and may not be used by exhibitors unless authorized by Show In Motion staff. Standard charges will apply.
11. All equipment, regardless of source of power, must comply with the Canadian Electrical Code, the Electrical Safety Act and be CSA approved. Show In Motion is authorized to refuse to supply power and or connections where the exhibitor supplied wiring or equipment is not in accordance with the above noted regulations.
12. All electrical equipment must be properly tagged and wired with complete information as to type of current required for operation, voltage, phase, cycle, horsepower, etc.
13. All exhibitors power cords must be a minimum of 14 gauge, 3 wire and grounded. Two wire extension cords are not permitted. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized must be grounded.
14. Credit will not be given for services installed and not used.
15. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to the close of the event.
16. Exhibitor holds Show In Motion harmless for any and all losses of power beyond Show In Motion's control including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by any exhibitor.
17. It is agreed that in the event it becomes necessary to turn any legal matter over to an attorney for settlement the Exhibitor will pay Show In Motion for it's legal fees or applicable agency fees.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (236) 422-1440



TRADE SHOW TIPS

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 legible photocopy of the front of the credit card being supplied. **NO EXCEPTIONS.** We regret that we cannot accept or process any orders that omit either of the above details.
2. **ELIGIBILITY FOR DISCOUNT PRICING**
To qualify for the discount pricing offered, payment in full must accompany your order and be received in our offices no later than 4:00 PM, Pacific time on the date shown in the bottom left corner of each order form. Purchase orders do not qualify for discount pricing.
3. **SHOW SITE ORDERS**
Charges for orders placed at show site by the cardholder and/or his or her representative will be 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: $L \times W \times H / 139$.

Shipments arriving prior to receiving your completed materials handling order forms and / or not properly labeled with Show In Motion shipping labels will incur a 10% surcharge.

7. **POST EVENT STORAGE**
All freight returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Post Show Freight Service charges. Storage charges, at standard industry rates, will be incurred on all freight remaining in our warehouse 3 days beyond the close of show. Storage rates begin at \$ 150.00 minimum, plus applicable service charge.
8. **LABOR PROVIDED UNDER SHOW IN MOTION SUPERVISION**
Show In Motion shall be responsible for the performance of labor provided under this option. Show In Motion will not be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day.
9. **LABOR PROVIDED UNDER EXHIBITOR SUPERVISION**
Exhibitor shall be responsible for the performance of labor provided under this option. The exhibitor shall supervise labor secured through Show In Motion in a reasonable manner to prevent bodily injury and/or property damage. It is the exhibitors' responsibility to check in with the Show In Motion Service Desk to collect labor, and to return to Service Desk to release labor when the work is completed.
10. **CANCELLATIONS**
All requests to cancel orders and for refunds must be made in writing no less than 7 full business days prior to Show In Motion's scheduled move-in. All cancellations are subject to a minimum 50% cancellation fee. Any cancellations made within 7 full business days of Show In Motion's scheduled move-in will be subject to a 100% cancellation fee.
11. **ADJUSTMENTS / CLAIM(S) FOR LOSS**
Exhibitor agrees that any and all claims for loss must be submitted to Show In Motion, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected and no adjustments will be made after the close of the show.
12. All materials and equipment are supplied on a rental basis for the duration of the event and remain the property of Show In Motion.
13. It is understood and agreed that the exhibitor is responsible for the care, custody and control of all materials and equipment supplied by Show In Motion and accepts full responsibility for any loss or damage to the equipment until it is returned to Show In Motion.
14. Show In Motion "Terms and Conditions", "Payment Policy" and "Electrical Terms & Conditions" are subject to change at the sole discretion of Show In Motion and without notice to any parties.



SHOW IN MOTION TERMS AND CONDITIONS AND
PAYMENT POLICY ARE SUBJECT TO CHANGE AT
THE SOLE DISCRETION OF SHOW IN MOTION
WITHOUT NOTICE TO ANY PARTIES.

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH MAY LIMIT YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below are part of the contractual agreement between Show In Motion and you, the EXHIBITOR, who accepts the terms and conditions of this contract once any of the following are met;

The Credit Card Authorization form is signed; OR the Materials Handling Agreement is signed; OR the Exhibitors materials are delivered by a carrier to either the Show In Motion warehouse, an advanced storage warehouse OR a show site where Show In Motion is the official show 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, agents, 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 "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. Customer authorizes SIM to charge their credit card directly for services rendered on its behalf after departure, by placing an order either in advance or on site with SIM. 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 including charges for return shipping. Any charges not 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 materials will be left unattended. SIM will not be held responsible or liable for any loss, damage, theft or disappearance of materials after same have been delivered to EXHIBITORS booth.

SIM will make every effort to deliver freight to your booth. However, physical limitations of freight elevators, load in doors, etc. may prevent us 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 packing and the actual pickup of materials from the booth for loading onto outbound carrier. 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 post show freight returned to the advanced storage warehouse will incur both Post Show Freight service charges and storage charges at standard industry prices. \$ 150.00 Minimum.

Inbound freight shipped 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 bags or poly or materials improperly packed. In addition, 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.

FORCED FREIGHT;

SIM will not be liable for exhibit material not picked up by Exhibitors chosen carrier by the show deadline. It is the exhibitors sole responsibility to complete accurate paperwork for shipping and ensure that all material is properly labeled. Exhibitor acknowledges that it is a lessee of space, and as such has an obligation to remove its goods prior to the targeted time. If exhibit material remains on the exhibit floor beyond this point SIM has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. All forced freight will be returned to SIM warehouse and will be subject to Post Show Freight Service charges as detailed in this service manual and storage charges at standard industry rates.

DESIGNATED CARRIERS;

In order to expedite removal of materials from show site, SIM shall have the authority to change designated carriers if the carrier designated by EXHIBITOR does not pick up shipment(s) within 4 hours following close of exhibits. Where no disposition is made by EXHIBITOR, materials will be taken to SIM warehouse to await EXHIBITOR shipping instructions and EXHIBITOR agrees to be responsible for post show freight charges related to re-routing and handling. **IN NO EVENT SHALL SIM BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH RE-ROUTING.** EXHIBITOR hereby agrees and understands that the carriers terms and conditions apply to their shipment and material once it has been accepted by said carrier. **SIM WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.**

DISPOSAL OF GOODS;

SIM retains 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 responsibility for; Error in above procedures, removal of containers with old empty labels, removal of containers without SIM empty labels, improper information on empty labels. SIM assumes no liability for loss or damage 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 strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power 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 on or off 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 demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements 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 labor secured through SIM, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITORS 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 exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of SIM'S equipment;
- EXHIBITOR'S violation of federal, provincial or local ordinances;
- 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 carrier for transportation from show 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 loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement 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 and 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 either prior to, subsequent to or are alleged as a result of tortious conduct, failure of the equipment or services of SIM or breach of any of 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 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 other 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.

| | | | |
|---------------|-------|---------------------|-------------------------|
| COMPANY: | _____ | SHOW NAME: | CLEAN PACIFIC |
| STREET: | _____ | LOCATION: | Hyatt Regency Vancouver |
| CITY: | _____ | BOOTH #: | _____ |
| PROV / STATE: | _____ | POSTAL CODE: | _____ |
| E-MAIL: | _____ | INSTALLATION DATE: | 18-Jun-2019 TIME: 15:00 |
| PHONE: | _____ | FAX: | _____ |
| ORDERED BY: | _____ | EXHIBIT START DATE: | 19-Jun-2019 TIME: 9:30 |
| PO #: | _____ | EXHIBIT END DATE: | 20-Jun-2019 TIME: 13:30 |
| | _____ | CONTACT ON-SITE: | _____ |
| | _____ | STAYING AT: | _____ |
| | _____ | PHONE: | _____ |

| QUANTITY | EQUIPMENT AVAILABLE | SHOW RATE | TOTAL |
|--|--|------------|-------|
| FLAT SCREEN DISPLAYS & PROJECTORS FOR COMPUTERS | | | |
| | 22" LED/LCD FLAT SCREEN MONITOR 1080p (16:9 RATIO, 1920 x 1080, VIDEO, HDTV) | \$180.00 | |
| | 24" LED/LCD FLAT SCREEN MONITOR 1080p (16:10 RATIO, 1920 x 1080, VIDEO, HDTV) | \$200.00 | |
| | 32" LED/LCD FLAT SCREEN MONITOR 1080p (16:9 RATIO, 1920 x 1080, VIDEO, HDTV) | \$400.00 | |
| | 40" LED/LCD FLAT SCREEN MONITOR 1080p (16:9 RATIO, 1920 x 1080, VIDEO, HDTV) | \$600.00 | |
| | 40" LED/LCD TOUCHSCREEN MONITOR 1080p (16:9 RATIO, 1920 x 1080, VIDEO, HDTV) | \$1,000.00 | |
| | 55" LED/LCD FLAT SCREEN MONITOR 1080p (16:9 RATIO, 1920 x 1080, VIDEO, HDTV) | \$1,000.00 | |
| | 60" LED FLAT SCREEN MONITOR 1080p (16:9 RATIO, 1920 x 1080, VIDEO, HDTV) | \$1,200.00 | |
| | 70" LED FLAT SCREEN MONITOR 1080p (16:9 RATIO, 1920 x 1080, VIDEO, HDTV) | \$1,400.00 | |
| | FLAT SCREEN MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY) | \$100.00 | |
| | SHELF FOR MONITOR FLOOR STAND | \$20.00 | |
| | *22"- 32" Flat Screens can be placed on a cart or table top (32" Flat Screens can be mounted on a stand/booth) | | |
| | *40"- 80" Flat Screens MUST be mounted on a stand or attached to client booth | | |
| | LCD PROJECTOR 16:9 SHORT THROW PROJ 3K | \$800.00 | |
| COMPUTERS | | | |
| | All computers come with 10/100 Ethernet, Windows and Office software | | |
| | LAPTOP COMPUTER I7 2.8G W7 OFF2013 W/S | \$500.00 | |
| | DESKTOP COMPUTER I7 2.8G W7 OFF2013 W/S | \$500.00 | |
| COMPUTER ACCESSORIES | | | |
| | DESKTOP SPEAKERS - PAIR | \$100.00 | |
| | WIRELESS SLIDE ADVANCER | \$60.00 | |
| INTERNET | | | |
| | WIRELESS INTERNET 1 USER | \$40.00 | |
| | HARD WIRED INTERNET LINE | \$300.00 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| OTHER | | | |
| | PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED! | | |

| | | | | |
|---|-------|----------------------------------|--------|--------|
| PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX; USE ARROW TO SELECT METHOD) | | EQUIPMENT TOTAL: | | |
| CREDIT CARD #: | _____ | DELIVERY & PICKUP: | \$100 | |
| EXPIRY: | _____ | LABOUR - SETUP/DISMANTLE: | | |
| **PLEASE PROVIDE CREDIT CARD INFORMATION IN 2 SEPARATE FORMS IF SENDING OVER EMAIL** | | SERVICE CHARGE 19%: | | |
| | | SUB-TOTAL: | | |
| | | PROVINCIAL SALES TAX: | 7.000% | |
| | | GST or HST: | 5% | |
| AUTHORIZED SIGNATURE: | _____ | PST EXEMPTION: | | \$0.00 |
| NAME ON CREDIT CARD: | _____ | TOTAL: | | |
| DATE: | _____ | | | |

| | | |
|--|--|-------------------|
| For further information, please contact: | Rachel Lytzki | PH (604) 639 4989 |
| e-mail address: | rachel.lytzki@freeman.com | FAX N/A |

INSTRUCTIONS FOR USE

- 1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
- 2 Orders received less than 7 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.
Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by an FREEMAN representative.
Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 FREEMAN is not responsible for any equipment performance problems caused by customer's software.



RAINPROTECTION.INSURANCE®

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official
Insurance Supplier for Access Intelligence, LLC.



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$1,000,000 aggregate.

This insurance must be in force during the lease dates of the event, June 18-20, 2019, naming Access Intelligence, LLC (11000 Richmond Avenue, Suite 690, Houston, TX 77042) as the certificate holder and as additional insured.

If you already have compliant coverage, please forward your proof of insurance to dmccclay@accessintel.com.

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$84:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=f146f0a0567c>

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 9211 Corporate Blvd, 4th Floor, Rockville MD 20850

Phone Number - (800) 528-7975

This program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen, or damaged merchandise?

We also offer affordable short term Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)