

# Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **SWWA Conference** at the **TCU Place** on **November 3-4, 2021**.

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

**Place your orders before the OCTOBER 22, 2021 to receive the Discounted Advance Order Prices.**

SHOW SCHEDULE			
Exhibitor Move In:	Wednesday	November 3, 2021	9:00am - 1:30pm
Show Times:	Thursday	November 3, 2021	4:00pm - 8:30pm
	Friday	November 4, 2021	11:00am - 1:00pm
Exhibitor Move Out:	Friday	November 4, 2021	1:00pm - TBD
ORDER DEADLINES AND IMPORTANT DATES			
<b>Advance Order Deadline:</b>		<b>October 22, 2021</b>	
Advance Shipments may begin arriving at the Warehouse:		<b>October 8, 2021</b>	
<b>Last day for Advance Shipments to arrive:</b>		<b>October 29, 2021</b>	
SHOW INFORMATION			
Booth Package Includes:	10'W x 8' D		
Back Wall Drape	8' High, Black		
Side Wall Drape	3' High, Black		
Seating	2 x Chairs		
Table	1 x 6' Skirted Table		
Carpet	Venue is fully carpeted.		
VENUE ADDRESS:		ADVANCE WAREHOUSE SHIPPING ADDRESS:	
TCU Place		SWWA c/o SHOWTIME (Company Name & Booth #) Evraz Place, 1700 Elphinstone Street Regina, SK S4P 2Z6	
***Please call before shipping/delivery***			
<p><b>PLEASE NOTE: TCU Place does NOT accept any ADVANCE or ON SITE / SHOW DAY SHIPMENTS.</b>  <b>Please send all shipments to the ADVANCE WAREHOUSE SHIPPING ADDRESS.</b>  <b>All Items must leave the Show Floor during Exhibitor Move Out and cannot be left unattended</b>  <b>The Tradeshow is being held in the ballroom - no heavy equipment permitted as it will damage the carpeted floor.</b></p>			

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



# Tables & Chairs Order Form

Advance Pricing Deadline: October 22, 2021

**Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

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



30" Tall Round

40" Tall Round

Chrome & White Square Cruiser Table

Chrome & White Bar Table

Chrome & White End Table

Chrome & White Coffee Table



Cushioned Side Chair

Cushioned Arm Chair

Stool With Backrest

Steno, Tall or Short

Low Back Chrome Stool  
Black 24" or 30"

Low Back Chrome Stool  
White 24" or 30"



## Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F101	Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$82.00	\$115.00		
F102	Raised Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$103.00	\$144.00		
<input type="checkbox"/> Royal Blue <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Seafoam <input type="checkbox"/> Hunter Green <input type="checkbox"/> Black <input type="checkbox"/> Silver		Please pick one			
F104	30" Tall Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$75.00	\$90.50		
F105	40" Tall Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$78.00	\$109.00		
F330	Chrome & White Cruiser Table	\$86.50	\$113.00		
F331	Chrome & White Bar Table	\$260.50	\$338.50		
F332	Chrome & White Coffee Table	\$104.00	\$139.00		
F333	Chrome & White End Table	\$58.00	\$86.50		
F334	Cushioned Side Chair	\$34.50	\$38.50		
F108	Cushioned Arm Chair	\$51.50	\$54.50		
F109	Stool with Back Rest	\$40.50	\$44.00		
F110	Steno Chair Short <input type="checkbox"/> , or Tall <input type="checkbox"/>	\$40.50	\$44.00		
F112	Low Back Chrome Stools Black- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$52.00	\$55.50		
F113	Low Back Chrome Stools White- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$52.00	\$55.50		

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form  All discounts offered are date sensitive and will not be offered after the date has passed.	Subtotal	
	5% GST	
	6% PST	
	Grand Total	

# Accessories & Display Aids Order Form

**Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

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

Stanchion with 7" Strap



Stanchion with Rope



Small Draw Barrel



Brass Draw Barrel



Large Clear Draw Barrel



Waste Basket



Bag Stand



Rolling Rack



Chrome Sign Holder



Bar Fridge



Literature Stand



Easel



Pop Up Display



Horizontal Display Board



Vertical Display Board



## Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F255	Stanchion with Rope Blue <input type="checkbox"/> , Black <input type="checkbox"/> , or Red <input type="checkbox"/>	\$23.00	\$30.00		
F250	Stanchion with 7" Strap	\$23.00	\$30.00		
F350	Small Draw Box	\$23.00	\$30.00		
F200	Brass Draw Barrel	\$23.00	\$30.00		
F360	Large Clear Draw Barrel	\$34.50	\$45.00		
F310	Waste Basket	\$12.00	\$17.00		
F300	Bag Stand	\$34.50	\$45.00		
F270	Rolling Rack	\$40.00	\$43.00		
F301	Chrome Sign Holder	\$33.00	\$45.00		
F367	Bar Fridge	\$99.00	\$113.50		
F658	Easel	\$34.50	\$45.00		
F240	Literature Stand	\$55.00	\$75.00		
F220	Pop Up Display Unit	\$434.00	\$521.00		
F470	Horizontal Display Board	\$86.50	\$113.00		
F460	Vertical Display Board	\$86.50	\$113.00		
F4601	Chrome Sign Holder	\$34.50	\$45.00		

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form  
 All discounts offered are date sensitive and will not be offered after the date has passed.

Subtotal

5% GST

6% PST

Grand Total

# Pre / Post-Show Storage F.A.Q.

## Pre Show

- **What information do I need to place an order?**
  - To order you will need:
    - The number of pieces.
    - The dimensions of the pieces.
    - The Carriers name.
    - Tracking number(s) for the shipment.
- **What if I am missing some information?**
  - Order with the information that you have now and update us once you know more. Example: You don't have the final weight for the shipment you are sending. Give your best estimate and then we will update your charges when your shipment has arrived and has been weighed.
- **Why do you need the Carrier name and tracking number for my shipment?**
  - Having the Carrier name and tracking number for your shipment allows us to locate and alert you if your shipment has not been delivered in the days leading up to the Pre Show Storage deadline.
- **What happens if my shipment does not arrive prior to the Pre Show Storage Deadline?**
  - We will do everything we can to get your shipment to the site on time for the show. Extra charges may be assessed if extra measures need to be taken to deliver your shipment.
- **What happens to my shipment once it has been delivered?**
  - Once your shipment has been received at our warehouse, it will be weighed, cataloged in our system and stored in a secure area. When we set up the show your shipment will be transported to the show site and delivered to your booth.

## Post Show

- **What information do I need to use your Post Show Storage?**
  - You will need:
    - Contractor carrier documents.
    - Address labels – these are provided by Exhibitor Services before Exhibitor Move Out.
    - Customs documents if your shipment is leaving Canada.
- **What do I need to do during Exhibitor Move Out?**
  - Prior to Exhibitor Move out, return the Materials Handling Agreement to Exhibitor Services and collect your address labels.
  - We will deliver your stored crates and boxes to your booth. If you need plastic wrap or tape please let us know and it will be provided for you.
  - Once you are packed up label your shipments with the provided Showtime labels and check in with the exhibitor's services team to sign in your shipment.
  - Schedule for your shipment to be pick up by your carrier using our warehouse address.
- **What will happen to my shipment after exhibitor move out?**
  - Your shipment will be collected from your booth and loaded onto our trucks for transport.
  - Once your shipment arrives at our warehouse it will be weighed and sorted.
  - When your carrier arrives, your shipment will be loaded into your carrier.
- **When can my shipment be picked up?**
  - Your shipment can be picked up the first business day after Exhibitor Move Out.

# Pre Show Storage Order Form

**Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

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

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

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

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

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
	\$65.00 per 100lbs **200lbs minimum**	\$65.00 per 100lbs **200lbs minimum**		

INBOUND SHIPPING INFORMATION (Please fill in all details)				
Carrier:				
Tracking Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE #	CASE #	BAG #
Date Shipped:	Arrival Date:			
Address of Origin:				

<b>SUBTOTAL</b>	
<b>6% PST:</b>	
<b>5% GST:</b>	
<b>TOTAL AMOUNT DUE:</b>	

**\*\*Cancellation Policy\*\***  
 - Full refund for cancellation of services before shipments to the advanced warehouse is sent/received.  
 - No refunds once items are received at the advanced warehouse.

**PLEASE READ - CONDITIONS THAT APPLY TO THIS SERVICE:**

Please pre-pay all shipping/ freight charges. Showtime will NOT be responsible for collect shipments or any customs charges. A **15%** service fee will be applied for any customs or freight fees billed to Showtime.  
 Shipments must arrive between October 8, 2021 & October 29, 2021 Shipments that arrive earlier or later than these dates will be subject to fees.

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

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

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Pre-Show Storage Label

From :

Exhibiting Company

Booth #

Ship To:

SWWA c/o  
Showtime Event & Display  
1700 Elphinstone Street,  
Regina, SK,  
S4P 2Z6

Tel: 306-581-7793

[www.showtimedisplay.com](http://www.showtimedisplay.com)

Carrier:

Number of Pieces:

\_\_\_\_\_ of \_\_\_\_\_

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



# Post Show Storage Order Form

Advance Pricing Deadline: October 22, 2021

**Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

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

**THIS SERVICE INCLUDES:**

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

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

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
	\$65.00 per 100lbs **200lbs minimum**	\$65.00 per 100lbs **200lbs minimum**		

OUT BOUND SHIPPING INFORMATION (Please fill in all details)				
Carrier:				
Account Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE #	CASE #	BAG #
Date Shipped:		Arrival Date:		
Destination Address:				

<b>SUBTOTAL</b>	
<b>6% PST:</b>	
<b>5% GST:</b>	
<b>TOTAL AMOUNT DUE:</b>	

**\*\*Cancellation Policy \*\***  
 - Full refund for cancellation of services before shipments to the advanced warehouse is sent/received.  
 - No refunds once items are received at the advanced warehouse.

**PLEASE READ - CONDITIONS THAT APPLY TO THIS SERVICE:**

- All storage charges must be pre-paid in **ADVANCE** and order forms must be received prior the start of the show.
- Please prepay all shipping/ freight charges. Showtime will NOT be responsible for collect shipments or any customs charges. A 15% service fee will be applied for any customs or freight fees billed to Showtime.
- Outbound waybills and any other shipping documents are to be properly filled out and accompany the shipment at Exhibitor Move Out. If the documents are not properly filled out or do not accompany the shipment we cannot guarantee the shipment will go out the next business day
- Any shipment not picked up by your designated courier 3 business days after the show will be subject to a **\$50.00** per day storage fee



## LIMITS OF LIABILITY & RESPONSIBILITY

### **One.**

Showtime Event & Display and its subcontractors shall not be responsible for damage due to uncrated materials; materials improperly packaged, glass breakage, or concealed damage.

### **Two.**

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

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

### **Three.**

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

### **Four.**

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

### **Five.**

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

### **Six.**

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime hereunder are based on the scope of liability as herein set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime.

Showtime and its subcontractors do not provide for full liability should loss or damage occur.

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

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

### **Seven.**

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

### **Eight.**

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

### **Nine.**

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

### **Ten.**

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