

Showtime Event & Display
1925 Blanshard St
Victoria BC V8T 4J2
Fax: 1-877-468-3313 (Toll free)
Tel: 1-800-721-0029 (Toll free)
www.showtimedisplay.com



BC Museums Association

Show Date: November 19-20, 2008

Show Location: The Fairmont Empress, Victoria BC

This is your exhibitor's information and order package. It includes important information regarding our services and products, as well as all of the forms you will require to order materials and services for your show. The following items are included in this package:

- Limits of Liability and Responsibility
- Payment and Calculation of Orders Form
- Furniture and Accessories Order Form
- Audio Visual Equipment Order Form
- Internet & Computer Services Form
- Electrical & Lighting Order Form
- Janitorial and Labour Form
- Materials Handling Order Form
- Exhibitor Checklist
- Materials Handling Shipping Label

All of the equipment and services order forms include pricing information and include a space for the total amount of your order. Enter total from each individual form in the appropriate space on the Payment and Calculation of Orders Form and calculate your total order.

If you have any questions or require more information, please feel free to contact us at the numbers shown above, or talk to your on-site Showtime representative.

**** ALL ORDERS MUST BE SUBMITTED WITH THE PAYMENT & CALCULATION OF ORDERS FORM IN ORDER TO BE PROCESSED.**

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

Limits of Liability & Responsibility

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One

Showtime display and convention services and its subcontractors shall not be responsible for damage to un-crated materials, material improperly packed, glass breakage or concealed damage.

Two

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

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

Three

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

Four

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

Five

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

Six

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime here under are based on the scope of liability as here in set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime and its subcontractors do not provide for full liability should loss or damage occur.

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

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

Payment & Calculation of Orders

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Exhibitor Information			
Company:	Show Name: BC Museums Association	Show Dates (DD/MM –DD/MM): November 19-20, 08	Booth #:
Contact Name (Please Print):	Address: (Include Postal/ZIP Code)		
Phone (Include Area Code):	Fax (Include Area Code):		
Credit Card Authorization			
Please Check One: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express	If Mastercard, provide 4 numbers above name:	Expiry Date (MM/YY):	
Credit Card Number:			
Card Holder's Signature: X	Card Holder's Name (Please Print):		

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or cheque; however, we require your credit card authorization to be on file with Showtime.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event, unless otherwise indicated.

In order to confirm your request, this form must be completed and attached to your order.

Calculation of Orders (Total From Each Showtime Order Form)	
Furniture and Accessories	\$
Audio Visual	\$
Janitorial and Labour	\$
Materials Handling	\$
Electrical and Lighting	\$
Internet and Computer Services	\$
Other Showtime Services (Please specify):	\$
TOTAL PAYMENT in Canadian funds	\$

To simplify payment, please send one cheque for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Cheque enclosed in the amount of \$

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Furniture & Accessories Order Form

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EXHIBITOR INFORMATION									
Company:			Show Name: BC Museums Association				Show Dates (DD/MM –DD/MM): November 19-20, 08		Booth#:
Contact Name (Please Print):					Contact Email:				
CHAIRS					ACCESSORIES				
#	Item Description	2 Week Advance	Onsite	TOTAL	#	Item Description	2 Week Advance	Onsite	TOTAL
	Folding Chair	\$10.00	\$13.00			Black stanchion with 7' Strap	\$20.00	\$26.00	
	Cushioned Arm Chair	\$20.00	\$26.00			Coat Tree	\$30.00	\$39.00	
	Steno / Office Chair	\$30.00	\$39.00			Rolling coat rack	\$25.00	\$32.00	
	Stool with Backrest - Birch	\$30.00	\$39.00			Chrome Sign holder	\$30.00	\$39.00	
						Bag Stand	\$30.00	\$39.00	
						Wastebasket	\$10.00	\$13.00	
						5' Artificial Tree	\$30.00	\$39.00	
						Small Artificial Plants	\$20.00	\$26.00	
						Table risers (Wooden, 2 Step)	\$20.00	\$26.00	
						Small clear draw barrel	\$20.00	\$26.00	
						Large clear draw barrel	\$30.00	\$39.00	
TABLES					BOOTH DRAPE & CARPET				
Note: All Tables are 24" Wide Skirt Colours: Please Call for Full List.						12' High Drape (per lineal foot) (Call for Colours)	\$7.00	\$10.00	
	8' Long / 30" high (Skirt. 3 sides)	\$50.00	\$65.00			8' High Drape (per linear foot) (Call for Colours)	\$4.00	\$6.50	
	6' Long / 30" high (Skirt. 3 sides)	\$45.00	\$58.00			3' High Drape (per linear foot) (Call for Colours)	\$3.00	\$5.50	
	4' Long / 30" high (Skirt. 4 sides)	\$40.00	\$52.00			Carpet <input type="checkbox"/> 8' x 10' or <input type="checkbox"/> 10'x10' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy	\$100.00	\$130.00	
	30" Round Skirted Table – 30" high	\$40.00	\$52.00			Carpet <input type="checkbox"/> 8' x 20' or <input type="checkbox"/> 10'x20' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy	\$200.00	\$260.00	
	30" Round Skirted Table – 40" high	\$60.00	\$78.00			Carpet 20' x 20' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy	\$400.00	\$520.00	
	8' Long / 40" high (Skirt. 3 sides)	\$70.00	\$91.00			Underlay (per sq.ft.)	\$0.75	\$1.00	
	6' Long / 40" high (Skirt. 3 sides)	\$65.00	\$84.50						
	4' Long / 40" high (Skirt. 4 sides)	\$60.00	\$78.00						
FURNITURE					STAGING & PANNELLING				
	Blk Leather Chair (1 person)	\$125.00	\$162.00			4'x8' Staging Platforms (Any height)	\$75.00	\$97.50	
	Blk Leather Loveseat (2 person)	\$175.00	\$227.00			Velcro display boards <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> horz. <input type="checkbox"/> vert.	\$75.00	\$97.50	
	Blk Leather Couch (3 person)	\$250.00	\$325.00			Table top Display Unit	\$150.00	\$175.00	
	Coffee Table	\$50.00	\$80.00			Display Unit 8' High 9' Wide (w/ lights and podium kit) <input type="checkbox"/> Black <input type="checkbox"/> Grey	\$375.00	\$450.00	
	End Table	\$35.00	\$45.50			Pegboard 4'x8' <input type="checkbox"/> horz. <input type="checkbox"/> vert.	\$50.00	\$65.00	
	Bar Fridge	\$75.00	\$97.50			Slotboard 4'x8' <input type="checkbox"/> horz. <input type="checkbox"/> vert.	\$70.00	\$91.00	
	File Cabinet 4 Draw w/ Lock	\$75.00	\$97.50			Pegboard Pegs 2" or 4"	\$00.10	\$00.15	
	File Cabinet 2 Draw w/ Lock	\$50.00	\$80.00			Pegboard Pegs 6" or 8"	\$00.10	\$00.15	
						Slot board pegs 2" & 4"	\$00.15	\$00.20	
SPECIAL REQUEST ITEMS					NOTES FOR SETUP				
					Please make notes / drawing of how you would like items placed, or attach full page of instructions.				
Client must be available to sign for rental items on delivery Rates shown are for run-of-show. Items used in any portion of a day constitutes a full day's rental. Cancellation policy: Before delivery 50% of original price; After delivery 100% of original price plus any previous rental and/or labour charges.					Accessory Total				
					GST 5%				
					PST 7%				
					TOTAL RENTAL				


Delivery & Setup are included

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Internet & Computer Services Order Form

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Exhibitor Information								
Company:		Show Name: BC Museums Association		Show Dates (DD/MM –DD/MM): November 19-20, 08		Booth #:		
Contact Name (Please Print):			Contact Email:					
Phone (Include Area Code):			Fax (Include Area Code):					
Address:			Delivery		Pickup			
			Day	Date	Time	Day	Date	Time
Special Instructions (If any):								
Internet Service – The Fairmont Empress								
Quantity	Daily Equipment Rental	2 Week Advance Order	On-Site Order	# Days	Total			
	High Speed Internet Access - Wireless	ORDER ONSITE THROUGH HOTEL		-	-			
Computer Rental Pricing								
	Desktop PC with 15" LCD Monitor, Keyboard & Mouse	Per Day	\$150.00	\$150.00				
	Desktop PC with 19" LCD Monitor, Keyboard & Mouse	Per Day	\$225.00	\$225.00				
	Laptop Computer	Per Day	\$150.00	\$175.00				
	** If you have specific software requirements, please let us know in advance, in writing.							
	15" LCD Monitor	Per Day	\$50.00	\$60.00				
	19" LCD Monitor	Per Day	\$125.00	\$150.00				
	<i>For Larger Sizes, See Audio Visual Order Form.</i>							
Printers								
	Laser Printer (Monochrome)	Per Day	\$125.00	\$125.00				
	Laser Printer (Colour)	Per Day	\$200.00	\$200.00				
Misc. Items								
	8 Port Hub Rental	Per Day	\$25.00	\$30.00				
	4 Port Hub Rental	Per Day	\$25.00	\$30.00				
	USB Network Adaptor	Per Day	\$15.00	\$20.00				
	CAT5 Cable	Per Day	\$5.00	\$5.00				
	Kingston Computer Lock	Per Day	\$5.00	\$5.00				
Showtime Computer Rental Guidelines <ul style="list-style-type: none"> Computers come pre-installed with either Windows 98SE, Windows 2000 or Windows XP. If you require a specific operating system on your computer, Showtime requires a minimum of 7 days advance notice to install and configure. All computers Come pre-loaded with Word 2000, Excel 2000, PowerPoint 2000, Outlook Express and Internet Explorer 6. Any other software required can be installed by the client at their expense and risk. If the Client requires a Showtime Technician to install and/or configure software provided by the Client, Labour will be charged at a rate of \$75.00 per hour. Showtime is not responsible for loss of internet connection due to loss of signal from Shaw Internet. Price of Internet Service Rental includes basic software setup on client provided computer. Any troubleshooting will be charged \$75.00 per hour. 			Equipment Total					
			GST 5%					
			PST 7%					
			Audio Visual Setup / Dismantle Labour					\$50.00
			GST 5%					\$2.50
Total Rental (including A/V Setup Labour)								
			SW Audio Visual Kelowna, BC, Canada V1Y 1Z4 Tel: (250) 868-3333 Fax: (250) 868-3313 Toll-Free 1-800-909-SWAV www.sw-online.com		 AudioVisual www.sw-online.com			

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Audio Visual Equipment Order Form

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Exhibitor Information						
Company:		Show Name: BC Museums Association		Show Dates (DD/MM –DD/MM): November 19-20, 08		Booth #:
Contact Name (Please Print):			Contact Email:			
Phone (Include Area Code):			Fax (Include Area Code):			
Address:			Delivery		Pickup	
			Day	Date	Time	Day
Special Instructions (If any):						
Video/ Data Monitors, Players & Projectors						
Quantity	Daily Equipment Rental		2 Week Advance Order	On-Site Order	# Days	Total
	20" Television Combo with DVD Player	Per Day	\$65.00	\$78.00		
	28" Television Combo with DVD Player	Per Day	\$90.00	\$108.00		
	DVD Player	Per Day	\$30.00	\$40.00		
	15" Flat LCD Screen	Per Day	\$50.00	\$60.00		
	19" Flat LCD Screen	Per Day	\$125.00	\$150.00		
	33" LCD Data Monitor	Per Day	\$175.00	\$210.00		
	42" Plasma Screen with floor stand	Per Day	\$300.00	\$390.00		
	42" Plasma Screen with table stand	Per Day	\$300.00	\$390.00		
Projection Equipment						
	LCD Data Projector	Per Day	\$300.00	\$390.00		
	5' Tripod Screen	Per Day	\$40.00	\$48.00		
	6' Tripod Screen	Per Day	\$40.00	\$48.00		
	48" draped video cart	Per Day	\$30.00	\$35.00		
Sound Systems						
	Audio cassette player & CD player	Per Day	\$25.00	\$30.00		
	Portable stereo music system	Per Day	\$40.00	\$48.00		
	75 watt P.A. system w/ wired microphone <input type="checkbox"/> Floor <input type="checkbox"/> Lavalier	Per Day	\$100.00	\$120.00		
	Microphone (corded handheld)	Per Day	\$20.00	\$24.00		
	Wireless microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld	Per Day	\$65.00	\$75.00		
	Podium or lectern (Various styles available)	Per Day	CALL	CALL		
Accessories						
	Flip chart w/ paper & markers	Per Day	\$25.00	\$30.00		
	Whiteboard 2' x 3' w/ markers and eraser on easel	Per Day	\$25.00	\$30.00		
	Whiteboard 4' x 6' w/ markers and eraser on easel	Per Day	\$40.00	\$45.00		
	Easel	Per Day	\$10.00	\$12.00		
Showtime Audio Visual Rental Guidelines o Client must be available to sign for equipment on delivery. o Weekly rate = four times the daily rate. o Equipment used in any portion of a day constitutes a full day's rental. o Cancellation policy: After delivery 100% of one (1) rental day plus any previous rental and/or labour charges.			Equipment Total			
			GST 5%			
			PST 7%			
			Audio Visual Setup / Dismantle Labour			\$50.00
GST ON LABOUR 5%			\$2.50			
TOTAL RENTAL (Including A/V Setup Labour)						

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Electrical Services Order Form

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Company:	Show Name:	Show Dates (DD/MM –DD/MM):	Booth #:
	BC Museums Association	November 19-20, 08	
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

EXHIBITOR GUIDELINES

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

ELECTRICAL & LIGHTING				
QTY	Item Description	2 Wk. Adv.	On-Site	Total
	120 volt, 750 Watt service (1 duplex outlet)	\$60.00	\$78.00	\$
	120 volt, 1500 Watt service (1 duplex outlet)	\$80.00	\$104.00	\$
	220 volt, 30 Amp single phase service	\$150.00	\$195.00	\$
	220 volt, 60 Amp single phase service	\$200.00	\$260.00	\$
	Triple head extension cord	\$12.00	\$15.60	\$
	Power bar	\$15.00	\$19.50	\$
	Double head light unit on stand, 150 Watts	\$40.00	\$52.00	\$
	Halogen light on stand, 500 Watts	\$50.00	\$65.00	\$

ELECTRICAL LABOUR		
<p>The following services require electrical labour. Please estimate one hour per service selected from this list. Actual labour will be calculated, and your invoice adjusted.</p> <ul style="list-style-type: none"> o Additional power drops from ceiling. o All under-carpet distribution of electrical wiring. o All overhead distribution of electrical wiring. o All outlets over 20 amps and with a voltage over 120. o All motor and equipment hook-ups requiring hard wire connections. o Installation and/or repair of electrical fixtures. o Motorized hoists, truss and lighting installation. 		
HOURS	ESTIMATED ELECTRICAL LABOUR @ \$75.00 PER HOUR (STRAIGHT TIME) =	\$
HOURS	ESTIMATED ELECTRICAL LABOUR @ \$112.50 PER HOUR (OVERTIME) =	\$

- SAFETY CONSIDERATIONS**
- All extension cords run under carpets must be provided and installed by Showtime personnel.
 - All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spotlights and floodlights are a hazard when lamps are located too close to fabrics or other material that may be affected by heat.
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire fixtures is prohibited.
 - Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

ELECTRICAL TOTAL	\$
GST 5%	\$
PST 7%	\$
LABOUR TOTAL	\$
GST 5%	\$
TOTAL AMOUNT	\$

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Janitorial & Labour Order Form

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Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	
PRE-SHOW JANITORIAL			
Initial pre-show janitorial services only. This includes dusting, vacuuming and general cleaning.			
BOOTH SIZE	<input type="text"/>	SQUARE FEET @ \$0.30 PER SQUARE FOOT =	<input type="text"/>
		MULTIPLIED BY NUMBER OF DAYS	<input type="text"/>
			= \$ <input style="width: 50px;" type="text"/>
DAILY JANITORIAL			
Daily janitorial services for the duration of the show. This includes dusting, vacuuming and general cleaning prior to each show day.			
BOOTH SIZE	<input type="text"/>	SQUARE FEET @ \$0.25 PER SQUARE FOOT =	<input type="text"/>
		MULTIPLIED BY NUMBER OF DAYS	<input type="text"/>
			= \$ <input style="width: 50px;" type="text"/>
INSTALLATION			
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$50.00 PER/HR (STRAIGHT TIME) =	\$ <input style="width: 50px;" type="text"/>
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$75.00 PER/HR (OVERTIME) =	\$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$65.00 PER/HR (STRAIGHT TIME) =	\$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$97.50 PER/HR (OVERTIME) =	\$ <input style="width: 50px;" type="text"/>
START TIME	<input type="text"/>	END TIME	<input type="text"/>
			INSTALLATION TOTAL
			\$ <input style="width: 50px;" type="text"/>
DISMANTLE			
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$50.00 PER/HR (STRAIGHT TIME) =	\$ <input style="width: 50px;" type="text"/>
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$75.00 PER/HR (OVERTIME) =	\$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$65.00 PER/HR (STRAIGHT TIME) =	\$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
		@ \$97.50 PER/HR (OVERTIME) =	\$ <input style="width: 50px;" type="text"/>
START TIME	<input type="text"/>	END TIME	<input type="text"/>
			DISMANTLE TOTAL
			\$ <input style="width: 50px;" type="text"/>

Straight time rates are in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Minimum charge is for two (2) hours. All work will be done straight time whenever possible.
 * A supervisory charge will apply when there is no representative of the exhibiting company in attendance to supervise the installation of the exhibit. If supervision is required, please indicate.

LABOUR TOTAL	\$
GST 5%	\$
TOTAL AMOUNT	\$

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Material Handling Order Form

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Company:	Show Name: BC Museums Association	Show Dates (DD/MM –DD/MM): November 19-20, 08	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

SHIPPING CHARGES

Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

BILLS OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Showtime and your on-site representative. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

CONSIGNMENT

All shipments must be consigned c/o Showtime Convention and Display Services to enable us to accept them for handling. Convention centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

SHIPPING LABELS

Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

CERTIFIED WEIGHT RECEIPTS

The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. Labour and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recreating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labour on the Janitorial and Labour order form enclosed. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

EMPTY LABELS

Shipping cartons will be picked up, stored and returned after the show if they are affixed with empty labels by the exhibitor. These labels are located at the back of this package, or can be picked up on site at our order desk.

RATES	2 WEEK ADVANCE	ORDER /ARRANGE ON SITE	RATES INCLUDE: <ul style="list-style-type: none"> o Unloading crated materials. o Storing at the warehouse for up to 14 days. o Reloading onto trucks and delivery to the exhibit site. o Unloading materials and delivery to your booth. o Picking up, storing and returning empty containers. o Reloading equipment and return to your specified destination. (All materials will be shipped collect unless otherwise specified.) o Storage of display materials for up to five (5) working days following show date. (Additional storage available at extra cost.)
Up to 99 pounds (minimum charge)	\$65.00	\$75.00	
99 lbs. – 500 lbs.	60¢ per lb.	66¢ per lb.	
501 lbs. – 1000 lbs.	55¢ per lb.	60¢ per lb.	
1001 lbs – 1500 lbs.	50¢ per lb.	55¢ per lb.	
1501 lbs. – 2000 lbs.	45¢ per lb.	50¢ per lb.	
2001 lbs. and over	40¢ per lb.	45¢ per lb.	
All uncrated materials will be subject to a 25% surcharge.			

CALCULATION

SHIPMENT WEIGHT (LBS.) @ (SEE RATES IN TABLE ABOVE) \$ /PER LBS. = \$

UNCRATED – (CHECK IF APPLICABLE) uncrated shipments are subject to a 25% surcharge + 25% = \$

SHIPPING INFO

Name of INBOUND Shipping Company:	INBOUND Estimated # of Pieces:
Name of RETURN Shipping Company: Shipped by: <input type="checkbox"/> Air <input type="checkbox"/> Ground <input type="checkbox"/> Other	RETURN Shipping address:
Carrier Phone Number: Account Number: _____	
If Other, please specify:	RETURN Shipping TEL: OUTBOUND Shipping FAX:

For information on handling international shipments, call us at (250) 868-2465. Showtime cannot accept shipments later than three (3) working days prior to show date without prior arrangements.
**** All paperwork for International Shipments must be completed BY EXHIBITOR. Showtime is not responsible for any customs documentation or charges.**

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

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

RUSH!

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:



Showtime Event & Display
1925 Blanchard St.
Victoria, BC T8T 4J2
1-800-721-0029
www.showtimedisplay.com

SHOW NAME:
BC Museums Association

BOOTH#:

Carrier : _____

Number ___ of ___ Pieces

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