



# Holiday Festival of Creations

November 12-13, 2011  
Prospera Place

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**Event Contractor:** **SHOWTIME EVENT & DISPLAY SERVICES**  
Ph. 1-800-721-0029 Fax. 1-877-468-3313

**Event Location:** Prospera Place, Kelowna BC

**Exhibitor Move In:** Saturday November 12 6am-11am

- There will be pallet-Jacks, hand carts, and floor dollies available for move in and move out on a first come first served basis.

**Exhibitor Move-Out:** Sunday November 13 4pm-8pm  
*\*ALL MATERIALS MUST BE REMOVED FROM THE VENUE ON DURING EXHIBITOR MOVE-OUT*

**Booth Equipment:** Each Booth includes:

- 8' high drape back wall – colours TBD
- 3' high drape side walls – colours TBD
- 6' or 8' skirted table (vary based on size of booth)
- 120v 750w electrical service
- 1 folding chair

**Discount Price Deadline:**  
In order to receive the advanced order discount rates listed on the enclosed order forms, your order must be received by 5pm on November 4, 2011.

**Shipping:** **Prospera Place does NOT accept any advance shipments.** All materials must arrive at the venue during Exhibitor Move In on Saturday morning only, and must also leave the venue during exhibitor move-out on Sunday.

Showtime offers a Materials Handling service, which allows exhibitors to ship their materials to the Showtime Advanced Warehouse in advance, where we will have them delivered directly to your exhibit space. We are also able to handle any outbound shipments which are unable to be picked up from the venue on Sunday evening.

**Flooring:** Aisles will be carpeted throughout the centre of the tradeshow. Individual booths are not carpeted.

*Questions? Please contact Showtime at your earliest convenience, by fax, phone or email.  
infodesk@showtimedisplay.com*

**Showtime Event & Display**  
1250 Ellis Street, Kelowna, BC,  
Canada V1Y 1Z4  
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**Show Date:** November 12-13, 2011

**Show Location:** Prospera Place, Kelowna 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 Electricity Order Form

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 EXTRA ORDERS MUST BE PLACED BY FAX, MAIL, OR E-MAIL, AND MUST BE ACCOMPANIED BY THE PAYMENT & CALCULATION OF ORDERS FORM.**

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

# Limits of Liability & Responsibility

**Showtime Event & Display**  
1250 Ellis Street, Kelowna, BC,  
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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

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# Payment & Calculation of Orders

**Showtime Event & Display**  
 1250 Ellis Street, Kelowna, BC,  
 Canada V1Y 1Z4  
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Exhibitor Information			
Company:	Show Name: <b>Holiday Festival of Creations</b>	Show Dates: <b>Nov 12-13,2011</b>	Booth #:
Contact Name (Please Print):		Address:	
City:	Postal Code:	Phone (Include Area Code):	
Fax (Include Area Code):		Email Address:	
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:  <b>X</b>		Card Holder's Name (Please Print):	

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

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

Calculation of Orders (Total From Each Showtime Order Form)	
Furniture , Electrical Service, and Accessories	\$
Other Showtime Services (Please specify):	\$
<b>TOTAL PAYMENT in Canadian funds</b>	<b>\$</b>

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 \$

***The 1 week advanced order pricing deadline is  
 Friday Nov 4<sup>th</sup> at 5:00pm***

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# Furniture & Accessories Order Form

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EXHIBITOR INFORMATION														
Company:			Show Name: <b>Holiday Festival of Creations</b>			Show Dates: <b>Nov 12-13,2011</b>		Booth#:						
Contact Name (Please Print):					Contact Email:									
Phone (Include Area Code):					Fax (Include Area Code):									
CHAIRS					ACCESSORIES									
#	Item Description	ORDER BY NOV 5	Onsite	TOTAL	#	Item Description	ORDER BY NOV 5	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									
<b>Note: All Rectangular Tables are 24" Wide; ALL TABLES ARE SKIRTED.</b> Skirt Colours: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Hunter Green <input type="checkbox"/> Gold						Carpet <input type="checkbox"/> 8' x 10' or <input type="checkbox"/> 10'x10'	\$100.00	\$130.00						
	8' Long / 30' high (Skirt. 3 sides)	\$50.00	\$65.00			<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy								
	6' Long / 30' high (Skirt. 3 sides)	\$45.00	\$58.00			Carpet <input type="checkbox"/> 8' x 20' or <input type="checkbox"/> 10'x20'	\$200.00	\$260.00						
	4' Long / 30' high (Skirt. 4 sides)	\$40.00	\$52.00			<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy								
	30" Round Skirted Table – 30" high	\$40.00	\$52.00			Carpet 20' x 20'	\$400.00	\$520.00						
	30" Round Skirted Table – 40" high	\$60.00	\$78.00			<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy								
	8' Long / 40' high (Skirt. 3 sides)	\$70.00	\$91.00											
	6' Long / 40' high (Skirt. 3 sides)	\$65.00	\$84.50											
	4' Long / 40' high (Skirt. 4 sides)	\$60.00	\$78.00											
ELECTRICAL SERVICE														
	120v 750W Electrical	\$60.00	\$78.00											
	120v 1500w Electrical	\$80.00	\$104.00											
	500w Halogen Light on Stand	\$50.00	\$65.00											
	Double Head Light on Stand, 150w	\$40.00	\$52.00											
NOTES FOR SETUP					SPECIAL REQUEST ITEMS									
Please make notes / drawing of how you would like items placed, or attach full page of instructions.														
					<ul style="list-style-type: none"> <li>o Client must be available to sign for rental items on delivery</li> <li>o Rates shown are for run-of-show.</li> <li>o Items used in any portion of a day constitutes a full day's rental.</li> <li>o Cancellation policy: Before delivery 50% of original price; After delivery 100% of original price plus any previous rental and/or labour charges.</li> </ul>		<table border="1"> <tr> <td style="text-align: center;"><b>Accessory Total</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>HST 12%</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>TOTAL RENTAL</b></td> <td></td> </tr> </table>		<b>Accessory Total</b>		<b>HST 12%</b>		<b>TOTAL RENTAL</b>	
<b>Accessory Total</b>														
<b>HST 12%</b>														
<b>TOTAL RENTAL</b>														
					Delivery & Setup are included									

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