

Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **APCO Canada 2019 Conference & Tradeshow** at the **Halifax Convention Center** on the **November 5-6, 2019**.

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 at your earliest convenience.

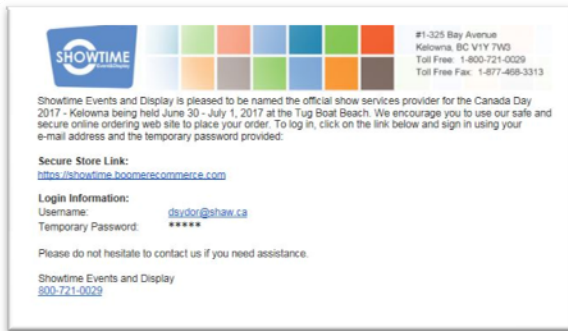
**Place your orders before the October 15, 2019
to receive the Discounted Advance order prices.**

SHOW SCHEDULE:			
Exhibitor Move in	Monday	November 4, 2019	12:00 pm – 6:00 pm
SHOW HOURS	Tuesday	November 5, 2019	10:00 am – 4:00 pm
	Wednesday	November 6, 2019	10:00 am – 4:00 pm
Exhibitor Move Out	Wednesday	November 6, 2019	4:00 pm – 7:00 pm
ORDER DEADLINES AND IMPORTANT DATES			
Advance Order Deadline:		October 15, 2019	
Advance Shipments may begin arriving at the Warehouse:		October 15, 2019	
Order Deadline		October 25, 2019	
Last day for Advance Shipments to arrive:		October 25, 2019	
SHOW INFORMATION			
Booth Package Includes:		10'x10'	
Back Wall Drape		8' High, Black	
Side Wall Drape		3' High, Black	
Seating		2 x Chairs	
Table		1 x 6' Skirted Black	
Carpet		Show Floor is carpeted	
Power		Power is not included. If required please see order form on page 7.	
Advance Shipments		All Materials must be shipped to address below.	
Notes		Items Larger than hand carry, brought in during Exhibitor Move In will be subject to fees.	
VENUE ADDRESS:		ADVANCE WAREHOUSE SHIPPING ADDRESS:	
Halifax Convention Center 1650 Argyle St Halifax, NS Canada, B3J 0E6		APCO Canada 2019 Conference & Tradeshow c/o Globe Convention Services (Company Name & Booth #) 120 Crane Lake Drive, Halifax, NS, Canada, B3S 1B4	
<p>PLEASE NOTE: The Halifax Convention Center does NOT accept any ADVANCE or ON SITE / SHOW DAY SHIPMENTS. Please send all shipments to the ADVANCE WAREHOUSE SHIPPING ADDRESS. All Items must leave the Show Floor during Exhibitor Move Out and cannot be left unattended.</p>			

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



How To Save Time & Use Our Online Store!



Step 1: To gain login access please email our exhibitor services team at Infodesk@showtimedisplay.com. In some cases you may have already received your login email from show management or previous order.

Step 2: Please click the link provided in the login email you will be redirected to Boomer our online store and you will be asked to enter your email and the password that has been provided in your login email. You will then be prompted to change the password for your account to one of your choosing.

Step 3: Once you have successfully logged into the site, please select the show that you will be attending. You are able to view the basic information for the show such as the items included in your booth package.

Step 4: On the left-hand side of the page, there will be a list of available Departments for your show. Click on these to browse through the items available to order.

Step 5: Once you are ready to check out click "View My Cart" in the top right-hand corner and follow the check out prompts



If you have any questions please feel free to contact our Customer Service, Team
Phone toll-free at 1-800-721-0029 Option 3
Email at infodesk@showtimedisplay.com



APCO Canada 2019 Conference & Tradeshow
 November 5 - 6, 2019
 Halifax Convention Center
 Advance Pricing Deadline: October 15, 2019

FURNISHINGS

Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

TABLES				
<i>Dressed tables are show color unless otherwise specified</i>				
Description	Qty.	Pre-Show	Retail	Amount
Vinyl Top Table 29" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$37	\$49	
2'x4' Dressed Table-29" High (Vinyl Top, Skirted 3 Sides)		\$70	\$85	
2'x6' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$76	\$94	
2'x8' Dressed Table- 29" High (Vinyl Top, Skirted 3 Sides)		\$86	\$106	
29" High Extra Skirt (To Skirt 4th Side)		\$45	\$57	
Vinyl Top Table 41" - No Skirt 2'x4' () 2'x6' () 2'x8' ()		\$48	\$65	
2'x4' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$97	\$118	
2'x6' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$101	\$125	
2'x8' Raised Dressed Table-41" High (Vinyl top, Skirted 3 Sides)		\$114	\$139	
39" High Extra Skirt (To Skirt 4th Side)		\$53	\$64	
Show Table (30" Round, 29" High)		\$72	\$89	
Bistro Table (30" Round, 39" High)		\$98	\$116	
Spandex Cover for Bistro Table (Black)		\$20	\$29	
SUB-TOTAL TABLES				

SEATING				
<i>** Subject to availability</i>				
Description	Qty.	Pre-Show	Retail	Amount
Folding Chair (Black)		\$17	\$23	
Fabric Chair (Grey, Padded Seat & Back)		\$36	\$44	
Bistro Stool (Padded Seat with Back)		\$78	\$95	
Executive Chair (Grey, Padded Seat & Back, Arms) **		\$82	\$99	
"Z" Stool		\$60	\$75	
Leather Tub Chair (Black) **		\$201	\$236	
Leather Loveseat (Black) **		\$386	\$474	
SUB-TOTAL SEATING				

GROUPINGS <i>** Subject to availability</i>				
Description	Qty.	Pre-Show	Retail	Amount
Contemporary Grouping (Show Table/2 Chairs)		\$129	\$168	
Bistro Grouping (Bistro Table/2 Bistro Stools)		\$229	\$274	
Tub Chair Grouping (Show Table/2 Tub Chairs) **		\$451	\$529	
SUB-TOTAL GROUPINGS				

ACCESSORIES				
<i>All items subject to availability</i>				
Description	Qty.	Pre-Show	Retail	Amount
40" TV (<i>Please contact Showtime office for connection information</i>)		\$0	\$643	
TV Floor Stand		\$63	\$86	
Cardboard Ballot Box (10"x10"x10") * Label Available- See Signage Form		\$21	\$28	
Literature Rack (Floor Model)		\$148	\$176	
Coffee Table		\$108	\$125	
Rope & Stanchions- Price per Section (1 Velour Rope & 2 Chrome Stanchions)		\$49	\$59	
Bag Holder (1m tall, adjustable arms)		\$56	\$68	
Easel (Aluminum, Tri-Pod, Floor Model)		\$41	\$52	
Wastebasket		\$20	\$24	
Plant (Tropical, 3'-4' High) * Specialty Plants Available Upon Request.		\$79	-	
SUB-TOTAL SPECIALTY ITEMS & ACCESSORIES				

SUMMARY OF FURNISHINGS	
Tables	\$ _____
Seating	\$ _____
Groupings	\$ _____
Accessories	\$ _____
Electrical Accessories	\$ _____
TOTAL	\$ _____
<i>Carry this total to Method of Payment form</i>	





Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

PORTABLE DISPLAYS

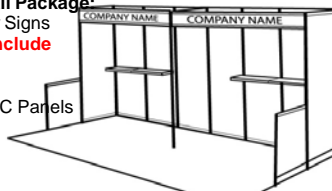
Description	Quantity	Pre-Show	Retail	Amount
8' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$523	\$633	
10' Pop up with 2 Lights (Grey Fabric, Velcro Adaptable)		\$656	\$782	
Banner stand Frame Rental (Does not include graphic panel)		\$115	\$144	
Poster board (4' x 8', Velcro Adaptable)		\$148	\$171	
1m Counter (White, 1m long x 1/2m deep x 1m tall) * Custom graphic panels available- see Signage Form		\$144	\$160	
Ballot Box Display (1/2m x 1/2m x 1m tall)		\$184	\$229	
SUB-TOTAL PORTABLE DISPLAYS				

HARDWALL BOOTH PACKAGES



- Included in 10' x 10' Hard wall Package:**
- * Vinyl Lettered Company Sign
 - * Two Arm Lights (does not include power)
 - * Choice of Grey Fabric or PVC Panels
 - * Includes Set Up & Dismantle

- Included in 10' x 20' Hard wall Package:**
- * Two Vinyl Lettered Company Signs
 - * Four Arm Lights (does not include power)
 - * Four Shelves
 - * Choice of Grey Fabric or PVC Panels
 - * Includes Set Up & Dismantle



Custom headers & panels available. See Signage Form for pricing and file information.

10' x 10' Hard wall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,134	\$1,317	
Grey Fabric Panels (Velcro Adaptable)		\$1,237	\$1,462	
Color PVC Panels Blue Black		\$1,320	\$1,539	
Shelving (White Melamine, 1m long x 12" deep)		\$41	\$45	
Additional Arm Lights		\$64	\$79	

10' x 20' Hard wall Booth Packages

Description	Quantity	Pre-Show	Retail	Amount
White PVC Panels (Non-Velcro Adaptable)		\$1,564	\$1,838	
Grey Fabric Panels (Velcro Adaptable)		\$1,806	\$2,128	
Color PVC Panels Blue Black		\$1,954	\$2,322	
Additional Shelving (White Melamine, 1m long x 12" deep)		\$41	\$45	
Additional Arm Lights		\$64	\$79	

SUB-TOTAL HARDWALL BOOTH PACKAGES

REQUIRED INFORMATION FOR HARDWALL BOOTH PACKAGES

Headers: Black lettering on white PVC. All CAPS lettering.

Header # 1 to read (10' x 10' and 10' x 20' systems)

Header # 2 to read (10' x 20' systems only)

SUMMARY OF PORTABLE & HARDWALL DISPLAYS
\$ _____
Carry this total to Method of Payment form

PORTABLE & HARDWALL DISPLAYS





Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

**** All signage pricing is based on Global Convention Services in-house printing.
 Expect additional charges for RUSH printing, outsourced printing and last minute shipping/delivery.
 ** Preferred logo file formats: Vector EPS, high resolution TIF or PDF (minimum 300 dpi).**

BOOTH ID and SHOW SIGNAGE

Description (Width x Height)	Qty.	Pre-Show	Rush	Amount
BOOTH ID SIGNS ^^^				
11" x 9" with easel back (for table)		\$29.90	\$39.10	
44" x 7" Booth ID Sign. Printed to Blackhawk (heavy cardstock). Includes holes drilled for hanging.		\$23.00	\$29.90	
44" x 7" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$35.65	\$47.15	
36" x 8" Booth ID Sign. Direct print to Corex. Includes holes drilled for hanging.		\$32.20	\$42.55	
SHOW SIGNAGE ^^^				
8" x 8" Label for Cardboard Ballot Box		\$32.20	\$41.40	
22" x 28" or 28" x 22" (specify size below)		\$66.70	\$87.40	
24" x 36" or 36" x 24" (specify size below)		\$94.30	\$123.05	
44" X 28" or 28" x 44" (specify size below)		\$133.40	\$173.65	
40" X 30" or 30" x 40" (specify size below)		\$129.95	\$169.05	
Brass Grommets (Rings) for hanging- Per Sign		\$20.70	\$26.45	
Holes Drilled for hanging- Per Sign		\$3.45	\$5.75	
		TOTAL SIGNAGE		

^^^ Artwork is direct print to Coroplast substrate (non-laminated)

Width _____ x Height _____
 W

Width _____ x Height _____
 W

H

I would like my sign(s) to read / logo:

H

CUSTOM BOOTH SIGNAGE

- * We feature in-house graphic designers at a rate of \$75 per hour (minimum 1 hour) to design your artwork per your specifications.
- * A signage specification sheet will be supplied at time of order which will detail preferred file formats.
- * Panel size(s) and deadline date for artwork will be supplied at time of order.

Description	Qty.	Unit Price	RUSH	Amount
HARDWALL BOOTH GRAPHICS ***				
10' Custom Header (price per header)		\$138.00	\$179.40	
Graphic Panel for backwall & sidewalls (price per panel)		\$342.70	\$446.20	
Graphic Panel for lower sidewalls (price per panel)		\$128.80	\$167.90	
1M COUNTER GRAPHICS ***				
Graphic panel for 1m counter - front panel		\$128.80	\$167.90	
Graphic panel for 1m counter - side panel (price per panel)		\$64.40	\$83.95	
BANNER STAND GRAPHICS				
Banner Stand Graphic Panel, printed to banner vinyl, non-laminated (to accompany the rental of bannerstand)		\$253.00	\$328.90	
		TOTAL CUSTOM SIGNAGE		

*** Artwork is direct print to PVC substrate (non-laminated)

SUMMARY OF SIGNAGE
 \$ _____
 Carry this total to Method of Payment form

SIGNAGE (Show Signs & Custom Booth Graphics)





Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

Single 110 volt, 15 amp, duplex outlet --- OPTION A

** Electrical outlets are supplied to the back of the booth.*

- * Permanent building receptacles are not part of booth space. Electrical must be ordered prior to utilizing this source.
- * Borrowing power from an adjoining booth is not permitted.
- * We recommend the use of power bars with surge protectors.
- * Extension cords & power bars are the responsibility of the exhibitor.

Equipment Operating: _____

Special Electrical Power --- OPTION B

Equipment Operating: *** Complete and fax to (902) 423-4129 for quote ***

of Volts? _____ Single Phase or 3 Phase? _____ # of Amps? _____

Do you require your equipment hardwired? _____

If no, please specify type of receptacle required or receptacle number:

Draw plug configuration
(as shown on your equipment):

COMPLETE YOUR ELECTRICAL ORDER HERE				
Description	Quantity	Pre-Show	Retail	Amount
Single 110v, 15 amp, duplex electrical outlet --- <u>Option A</u>		\$143.75	\$158.70	
Special electrical power --- <u>Option B</u>		Please Call for Quote		
5m, 3 prong, extension cord **		\$33.35	\$44.85	
Power Bar **		\$31.05	\$37.95	

** Rental does not include power.

SUMMARY OF ELECTRICAL

\$ _____

Carry this total to Method of Payment form





APCO Canada 2019 Conference & Tradeshow
 November 5 - 6, 2019
 Halifax Convention Center
 Advance Pricing Deadline: October 15, 2019

WIRED INTERNET

ORDERING DEADLINE: October 25, 2019

EVENT NAME _____ **DATES** _____

Exhibitor: _____ **Booth #** _____

PREPAYMENT REQUIRED

Credit Card Type: VISA MASTERCARD AMEX

Card #: _____ Expiry Date: _____

Card Holder Name: _____

Billing Address of Card Holder: _____

City: _____ Province: _____ Postal Code: _____

Company Contact: _____

Email: _____ Telephone: _____

Card Holder Signature: _____

I HEREBY AUTHORIZE GLOBAL CONVENTION SERVICES AND/OR ITS AGENTS TO PROVIDE SERVICES AS OUTLINED IN THIS ORDER AND AGREE TO ASSUME COMPLETE RESPONSIBILITY FOR ALL CHARGES FOR AGREED SERVICES WITH ATTACHED CREDIT CARD INFORMATION.

INTERNET SERVICES

Item	Quantity	Unit Price	Total
Wired Internet Access - 10 Mbps - One Cable Connection		\$258.75	
Distribution to Other Devices (Per Device)		\$86.25	
Wired Internet Access - 20 Mbps		\$517.50	
Custom Internet Requirements - Greater Than 20 Mbps <i>Contact office for quote</i>		To be Quoted	
Rush charge on orders received after ordering deadline		\$57.50	
		Sub-Total	
		15% HST	
		TOTAL	

PLEASE RETURN THIS FORM TO SHOWTIME EVENT AND DISPLAY BY ORDERING DEADLINE DATE ABOVE.

Questions? Contact Showtime Event and Display at infodesk@showtimedisplay.com





DISPLAY INSTALLATION & DISMANTLE

Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

EMERGENCY CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **BOOTH DRAWINGS AND INSTRUCTIONS MUST ACCOMPANY THIS LABOUR REQUEST.**
- * **Minimum 4 hour call out, per man, on labor and stand-by.**
- * **Showtime supervised rate is 25% of total labor. Please note that Display Company/Exhibitor supervisor must be a qualified supervisor with general knowledge of display and all its components.**
- * **Supervised labor must check in at service desk.**
- * **Start time guaranteed only at start of working day.**
- * **Showtime supervised jobs will be completed at our discretion prior to show opening.**

DISPLAY BOOTH INFORMATION

Type of System _____ System Size _____
 Special tools required for installation? _____ Please specify in detail: _____

POWER: Ordered by Exhibitor Ordered by Display House Not Applicable

CARPET: Hall Carpeted

FREIGHT- Installation: Global advance warehouse

Expected number of pieces & weight: _____

FREIGHT- Dismantle Return to advance warehouse Direct From Show Site Carrier: _____

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$67.85	
				x			x	\$67.85	

Showtime Supervised

SUB-TOTAL

Exhibitor/Display House Supervised

Add 25% Showtime Site Supervisor

Supervisor Name & Cell # _____

ESTIMATED INSTALLATION

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	Completion Time	# of Men	x	# of Hours Per Man	Total Hours	x	Hourly Rate	Estimated Cost
				x			x	\$64.90	
				x			x	\$64.90	

Showtime Supervised

SUB-TOTAL

Exhibitor/Display House Supervised

Add 25% Showtime Site Supervisor

Supervisor Name & Cell # _____

ESTIMATED DISMANTLE

SUMMARY OF DISPLAY INSTALLATION & DISMANTLE

\$ _____

Carry this total to Method of Payment form





Exhibiting Company: _____ Booth # _____

Contact Name: _____ Booth Size _____

Phone #: _____ Email: _____

ON-SITE CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
- * Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
- * The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Showtime Event and Display from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Showtime Event and Display is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.
- * If you require a forklift, a driver will be assigned to operate the forklift.
- * 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
- * Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
- * **Exhibitor must check forklift/driver in and out at Global service desk.**
- * Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.
- * Minimum charge for labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$131	
			X			\$131	
Contact office for weekly forklift rental quote & scissor lift rental quote.						SUB-TOTAL INSTALLATION	

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$131	
			X			\$131	
Contact office for weekly forklift rental quote & scissor lift rental quote.						SUB-TOTAL DISMANTLE	

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER
\$ _____
Carry this total to Method of Payment form

IN-BOOTH FORKLIFT & DRIVER





APCO Canada 2019 Conference & Tradeshow
 November 5 - 6, 2019
 Halifax Convention Center
 Advance Pricing Deadline: October 15, 2019

ORDERING DEADLINE: October 25, 2019

Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

SPECIFICATIONS ON SHIPMENTS - IN-BOUND * Please provide copy of waybill *****

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
		Total Weight	<input type="text"/>

CALCULATION OF ORDER

** A material handling charge based on CWT (per 100 lbs. with a minimum 200 lb. charge) will be applied for any exhibitor freight handled by Showtime Event and Display

** Rates are per shipment received. Avoid additional fees by shipping all freight in one shipment.

EXAMPLES	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
EXAMPLE of shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$71.30	\$142.60
EXAMPLE of shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$71.30	\$641.70

Service Type	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE material handling		/ 100			X	\$71.30	
Freight accepted at Advance Warehouse:			October 15, 2019	TO		October 25, 2019	
POST-SHOW RETURN TO WAREHOUSE material handling		/ 100			X	\$71.30	

SUMMARY OF MATERIAL HANDLING
 \$ _____
 Carry this total to Method of Payment form

MATERIAL HANDLING - Order Services



CONDITIONS

- * Showtime Event and Display must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Showtime Event and Display reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

- * Showtime Event and Display has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Showtime Event and Display reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Showtime Event and Display will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Showtime Event and Display is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * **Collect shipments will not be accepted.**
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * **All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.**
- * Showtime Event and Display weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

- * **Shipments to arrive during scheduled move-in times only.** Freight received prior to this date risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Showtime Event and Display must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Showtime Event and Display will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * No liability of any nature shall attach to Show Management or Showtime Event and Display for exhibit material abandoned at the exhibit site.
- * **Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.**

NOTE: Freight will not be released to ground transport until account has been settled with Showtime.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * **All Showtime charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.**

TS-Revised Feb/2018

USE THESE LABELS FOR SHIPPING TO ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)

October 15, 2019 TO **October 25, 2019**

To: Showtime Event and Display C/o
GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS, B3S 1B4

Show: **APCO Canada 2019**
Conference & Tradeshow

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING TO ADVANCE WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advance warehouse (Mon-Fri, 9am-4pm)

October 15, 2019 TO **October 25, 2019**

To: Showtime Event and Display C/o
GLOBAL CONVENTION SERVICES
120 Crane Lake Drive
Halifax, NS, B3S 1B4

Show: **APCO Canada 2019**
Conference & Tradeshow

Exhibitor: _____

Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Advance Warehouse

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.