

**Showtime Event & Display**  
1250 Ellis Street, Kelowna, BC,  
Canada V1Y 1Z4  
Fax: 1-877-468-3313 (Toll free )  
Tel: 1-800-721-0029 (Toll free )  
www.showtimedisplay.com



## Okanagan Education & Career Fair

**Show Date:** February 6, 2009

**Show Location:** Grand Okanagan Resort

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
- Electricity & Internet Services 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 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

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## One

Showtime display and convention services and its sub-contractors 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 lapse 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 of lading 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: <b>Okanagan Education &amp; Career Fair</b>	Show Dates (DD/MM –DD/MM): <b>February 6<sup>th</sup>, 2009</b>	Booth #:
Contact Name (Please Print):	Address:		
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: <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)	
Electrical & Internet Services	\$
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 \$

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# Electrical & Internet Order Form

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EXHIBITOR INFORMATION			
Company:	Show Name: <b>Okanagan Education &amp; Career Fair</b>	Show Dates (DD/MM –DD/MM): <b>February 6<sup>th</sup>, 2009</b>	Booth #:
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	\$

### INTERNET SERVICES

Quantity	Daily Equipment Rental	2 Week Advance Order	On-Site Order	# Days
	High Speed Internet Access for 1 Computer - Wired	First Day	\$75.00	\$100.00
	Each Additional Day	Per Day	\$25.00	\$25.00
	High Speed Internet Access – Wireless	ORDER ON SITE @ HOTEL FRONT DESK		

### ELECTRICAL LABOUR

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.

- 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) =	\$
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HOURS	ESTIMATED ELECTRICAL LABOUR @ \$112.50 PER HOUR (OVERTIME) =	\$
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### 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.

<b>SERVICES TOTAL</b>	\$
<b>GST 5%</b>	\$
<b>PST 7%</b>	\$

<b>LABOUR TOTAL</b>	\$
<b>GST 5%</b>	\$

<b>TOTAL AMOUNT</b>	\$
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