



2018 CCGA Damage Prevention Symposium

KEY DATES & TIMES		
Pre show :	Date	Time
Order Deadline	Fri Oct 26	15:00
Advance warehouse receiving from:	Mon Oct 8	9:00
Advance receiving deadline/cut off:	Fri Oct 26	15:00
Site Receiving:	Tue Oct 30	9:00-14:00
Exhibitor Move In	Tue Oct 30	13:00-16:00
Show Open	Tue Oct 30	17:00
Show Close	Wed Oct 30	18:00
Move-out	Wed Oct 30	18:00-21:00
Post Show	Thu Oct 31	9:00-15:00

CONTACTS & CHECK LIST			
Co.	Contact	Service	✓
Official Display Services	Whistler Show Services Services Coordinator ops@whistlershowservices.com 1-877-938-4891	<i>MH compulsory to all exhibit materials</i> MH: Material Handling I&D Services Equipment Rentals	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Preferred Carrier	Whistler Show Services Carrier & Freight Customs Brokerage	<input type="checkbox"/> <input type="checkbox"/>
Electrical & AV	John Rekrut PSAV 604.938.2211 pmiddleburgh@psav.com	<i>In booth</i> Electrical outlets Internet services	<input type="checkbox"/> <input type="checkbox"/>
		<i>In booth</i> Audio Visual & iT	<input type="checkbox"/>

COURTESY OF SHOW MANAGEMENT
Drape booth space: 8 x 10 Black drape and skirts 8' high back wall and 3' high side walls 6' skirted table 2 fabric chairs

VENUE
Name: Fairmont Chateau Whistler Exhibit Hall: McDonald CD & Foyer Note: exhibit hall floor is carpeted

EVENT INFORMATION

If you require anything that is not listed or would like assistance, please contact us

1-877-938-4891 info@whistlershowservices.com www.whistlershowservices.com

ORDER FORMS & INFORMATION	MATERIAL HANDLING	SERVICES & RENTALS	RENTALS
P. 3 Payment Summary	P. 6 Exhibit Transportation	P. 10 Installation & Dismantle	P. 14 Lounge Furniture
P. 2 Procedures	P. 8 Advance & Site Receiving	P. 11 Electrical Accessories	P. 15 Panel Exhibits
P. 4-5 Shipping Label	P. 8 Site Cartload Receiving	P. 11 Display Accessories & Floral	
P. 7 MH Classifications	P. 9 Post Event Material Handling	P. 12 Tables and Chairs	
P. 19-20 Indemnification	P. 9 RUSH & Alternate Site Handling	P. 13 Counters & Showcases	

EVENT INFORMATION | PROCEDURES

EXHIBITOR MOVE-IN/OUT PROCEDURES

WSS will be marshalling the loading bay, access lanes and unloading parking spaces for all exhibitors' materials arriving at the facility from all carriers, couriers and passenger vehicles during the move-in and move-out event times.

SHIPPING OPTIONS

To ADVANCE Warehouse receiving/storage and delivery. *See page 6 for details and associated fees.*

SHIP TO: Include company name & booth number (SHIP LABEL)

c/o WSS 1208 Alpha Lake Rd, unit #6 , Whistler BC V0N 1B1

To SHOW SITE receiving and delivery to booth space.

SHIP TO: Include company name & booth number (SHIP LABEL)

c/o Whistler Show Services 4599 Chateau Blvd, Whistler BC V0N 1B4

Delivery Time: Tue October 30 from 9:00-13:00 only

Show Site Shipment size limit: all freight arriving on site must adhere to the size and weight limits of the freight elevator. Please call to coordinate.

- ⇒ All VENUE receiving freight is subject to handling charges from dock to booth space.
- ⇒ Shipments to show site prior to the stated date and time are not permitted, will be re-directed to the advance warehouse. Standard Fees and 30% re-direct charge will be applied..

EXHIBITOR DOCK ACCESS *via Privately Owned Vehicles* | **HAND CARRY**

Accredited Exhibitors requiring entry via the freight entrance must check in with the services desk to coordinate their LOADING ACCESS (designated dock time and temporary loading parking). 1-877-938-4891.

Exhibitors arriving via private vehicles with display goods that qualify as HAND CARRY to the booth space are welcome to do so via the loading bay once Loading Access is assigned. If the empty containers exceed the available space in the booth and empty containers need to be removed, a storage fee applies.

EXHIBITOR DOCK ACCESS *via Privately Owned Vehicles* | **CART SERVICE**

MANDATORY CART SERVICES apply to exhibitors arriving via private vehicles with shipments that exceed what can be hand carried .(Requiring dollies, carts or other forms of wheeled apparatus).

WSS will receive and deliver to booth spaces all shipments that require handling (dollies, carts, rolling cases , pallets jacks, etc.) from all carriers and small private passenger vehicles arriving at the facility.

DISMANTLE & OUTBOUND TRANSPORT PROCEDURES

All exhibitors are responsible for making arrangements to take down; pack, label and request pick up with couriers or transport companies to ship their materials to the next destination. An WSS representative will be on site to assist.

POST EVENT HANDLING | **from Advance warehouse**

GENERAL LIABILITY

Exhibitors and their representatives hereby agree to indemnify and hold harmless "Show Management" , , he employees thereof and their representatives, agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the trade fair and exposition. The exhibitor, on signing the booth application, releases the foregoing from any and all claims for loss, theft, damage or injury.

EXHIBITOR APPOINTED CONTRACTOR LIABILITIES AND REQUIREMENTS

Exhibitors may employ the services of independent contractors to execute the supervision and installation & dismantle of exhibit properties under the following requirements: The contractor must have all business licenses, permits, liability insurance and workers compensation insurance required by the facility and the province of BC. The exhibitors must notify WSS of their intentions to utilize and Exhibitor appointed contractor 30 days prior to the move-in day.

LIABILITY AND INSURANCE

Exhibitors must carry their own fire, theft and liability insurance. Show Management shall take reasonable precautions to prevent losses and to protect the interests of exhibitors, however, under no circumstances will , The Conference Facility or WSS be liable for such losses, however caused. In addition, the exhibitor upon registering agrees to hold harmless The Conference Facility and WSS any and all claims for loss or damage asserted against the aforementioned by any person as a result of, or in any way connected with, the wrongful acts or negligence of the Exhibitor.



SHIPPING & RECEIVING ADDRESS:

| #6-1208 Alpha Lake Rd. | Whistler, BC | V0N 1B1

RETURN completed | email: ops@whistlershowservices.com

PH: 877-938-4891

Date _____

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Show Event Name	
Show Event Date	
Order Deadline Date	

Exhibitor Name	
Booth Number	
Facility Location	

ORDER SUMMARY & AUTHORISATION

	AMOUNT	GST 5%	PST 7%	TOTAL
Material Handling and Drayage			N/A	
Installation & Dismantle Labour Services			N/A	
Exhibit Transportation			N/A	
Carpet & Floor Covering				
Tables & Chairs				
Furniture				
Modular Counters				
Panel and Table Top Displays				
Signs & Graphics				
Hard Wall System Booths				
Floral & Display Accessories				
			Total	

ORDER SUMMARY & AUTHORISATION

Exhibitor Company Name: _____ Contact Name: _____

c/o Third party billing: _____ Email: _____

address: _____ phone: _____ On site _____

city: _____ fax: _____

prov./state: _____ Postal code: _____

Card type: Visa Amex Master Card

--	--	--	--	--	--	--	--	--	--

Cardholder Name: _____ Exp. date: _____/_____/_____

Signature: _____ Code month / year

25% Cancellation fee will be applied to all orders cancelled within 3 business days of show open. Cancellation within 3 business days is non refundable.

Additional material handling charges may be collected upon actual shipment weight confirmation.

Credit card payments will be processed 7 business days prior to show dates.

An administration fee \$25.00 will be applied for declined credit cards or NSF cheques.

EXHIBIT QUESTIONNAIRE

WILL YOUR EXHIBIT BE SET UP BY:	WSS <input type="checkbox"/>	Exhibitor Staff: <input type="checkbox"/>	Other: <input type="checkbox"/>
Estimated time required for set up	<input style="width: 100%;" type="text"/>		Est. arrival time: <input style="width: 100%;" type="text"/>
EAC Display Co. Name	<input style="width: 100%;" type="text"/>	Contact: <input style="width: 100%;" type="text"/>	Ins. Certificate attached: <input type="checkbox"/>



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| PH: 1-877-938-4891

SHIP TO: **ADVANCE WAREHOUSE**

1208 ALPHA LAKE ROAD, UNIT # 6

WHISTLER, BC V0N 1B1

c/o WSS

1-877-938-4891

EXHIBIT MATERIAL

Exhibiting Co. Name	
Booth #	
Event Name	CCGA 2018 FCW

No. _____ of _____ total



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| email: ops@whistlershowservices.com
|PH: 1-877-938-4891

SHIP TO: DIRECT TO SHOW SITE

Deliver to dock

OCTOBER 30 | 9:00-12:00 ONLY

4599 Chateau Blvd, Whistler BC V0N 1B4

c/o WSS

1-877-938-4891

EXHIBIT MATERIAL

Exhibiting Co. Name	
Booth #	
Event Name	CCGA 2018 FCW

No. _____ of _____ total

EXHIBIT TRANSPORTATION | QUOTE REQUEST

SERVICE CHOICE

STANDARD
 EXPEDITED

Email quote to: _____

Phone: _____

Email : _____

1

From: SHIPPER NAME *(exhibiting co.):*

Contact: _____

Address: _____

City: _____ PROV _____ Code _____

Phone: _____

Show Name: _____ Bth # _____

2

TO: CONSIGNEE *(Adv WH or Show Site):*

C/O WSS :

Co. Contact: _____

Address: **#6-1208 Alpha Lake Rd**

City: **Whistler** PROV **BC** Code **V0N 1B1**

Phone: **1-877-938-4891**

Show Name: _____ Bth # _____

ESTIMATED SHIPPING DATE

EXHIBITOR MOVE IN DATE—ONLY

3

No. OF PKGS	DG	DESCRIPTION OF GOODS	WEIGHT (SUBJECT TO CORRECTION)	DIMENSIONS
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
<i>WHERE REQUIRED BY THE TARIFF, SHIPPER MUST COMPLETE THE TOTALS</i>				
Total # PKGS			Total weight	Total dimension of shipment

4

DESTINATION : OUTBOUND SHIPPING ADDRESS

Co: _____

Booth #: _____

Return Address: _____

City: _____ PROV _____ Code _____

Receiving Contact: _____

Phone: _____

A transportation estimate will be provided upon receipt of the completed information. | Payment will be collected from information provided on summary. | Once payment is confirmed a pick up confirmation will be issued.

EXHIBIT TRANSPORTATION



SHIPPING & RECEIVING ADDRESS:

| #6-1208 Alpha Lake Rd. | Whistler, BC | V0N 1B1

| email: ops@whistlershowservices.com

| PH: 1-877-938-4891

MATERIAL HANDLING | CLASSIFICATIONS

Advance Receiving, Show Site Receiving and Special Handling services include: receiving shipments at warehouse up to 10 business day prior to the posted exhibitor move-in date/time. Shipment is stored and delivered directly to booth/event location during event installation times. Empty containers are removed during the event and returned to booth for repacking during dismantle times. Repacked and labelled freight is returned to outbound carriers at show/event site or post show /event storage for carrier pick up.

✓ ADVANCE WAREHOUSE

SHIPMENT TYPE	DESCRIPTION	RATE	LBS	MIN
CRATED / SKIDDED	Crates, wrapped skids, pallets, wheeled travel cases etc. \$98.00/ea additional 100lbs up to 500lbs From 500lbs : \$78.00/ea additional 100lbs	98.00/100lbs	200lbs minimum	196.00
SMALL SHIPMENT	Rolling display cases, fibre cases, portable displays, cartons tubes, from 100 - 200lbs Max 3 pieces	\$ 80.00	100-200lbs	160.00
SPECIAL HANDLING	Uncrated, stacked, loose, pad wrapped, carpet pads, carpet roll, trussing, signs, graphics, fragile.	\$ 108.00	200lbs minimum	216.00
PARCEL	Max 3 cartons not exceeding 45lbs combined /12x12x12in ea.	\$60.00	45 lbs	60.00
POST EVENT	Shipments returned to Adv WH in the instance of carriers being unable to pick up during the posted event move-out times.	\$ 55.00	100lbs minimum	55.00
MANDATORY POST EVENT	The POST EVENT HANDLING rate is mandatory when an event end time is scheduled after 15:00 from Monday to Friday and 8:00-24:00 on Saturday and Sunday.	\$ 45.00	100lbs minimum	45.00
DOCUMENTATION SUPPORT	All inbound and outbound courier preparation, incomplete documentation and delivery receipt administrative fee.	\$ 45.00	n/a	n/a
RUSH / ALTERNATE SITE	Shipments arriving at warehouse after posted dates ,requiring priority delivery or alternate location delivery / <i>in addition to above posted base rates</i>	\$ 32.00	n/a	n/a

✓ SHOW SITE

SHIPMENT TYPE	DESCRIPTION	RATE	LBS	MIN
Cartload Service	Labourer with cart to unload small exhibit material shipment from private passenger vehicle and deliver to booth space . Must not exceed 10 pieces or 250bs. One direction trip only. One cartload only per booth space.	\$ 108.00	n/a	108.00
CRATED / SKIDDED	Crates, wrapped skids, pallets, wheeled travel cases etc. \$98.00/ea additional 100lbs up to 500lbs From 500lbs : \$78.00/ea additional 100lbs	\$ 88.00/100lbs	200lbs minimum	176.00
SMALL SHIPMENT	Rolling display cases, fibre cases, portable displays, cartons tubes, from 100 - 200lbs Max 3 pieces	\$ 60.00	100-200lbs	120.00
SPECIAL HANDLING	Uncrated, stacked, loose, pad wrapped, carpet pads, carpet roll, trussing, signs, graphics, fragile.	\$ 98.00	200lbs minimum	196.00
PARCEL	Max 3 cartons not exceeding 45lbs combined /12x12x12in ea.	\$60.00	45 lbs	60.00
DOCUMENTATION SUPPORT	All inbound and outbound courier preparation, incomplete documentation and delivery receipt administrative fee.	\$ 45.00	n/a	n/a
RUSH / ALTERNATE SITE	Shipments arriving at warehouse after posted dates ,requiring priority delivery or alternate location delivery / <i>in addition to above posted base rates</i>	\$ 32.00	n/a	n/a

MATERIAL HANDLING | CLASSIFICATIONS

TERMS & CONDITIONS | BY SUBMITTING THE MATERIAL HANDLING & DRAYAGE ORDER FORM, YOU AGREE TO THE FOLLOWING:

All shipments sent to WSS receiving are pre-paid. All transportation, carrier, customs and brokerage fees are the responsibility of the exhibitor and are pre-paid upon arrival at WSS receiving. | WSS is not responsible for any concealed damage, damage to loose or inadequately packed shipments or shipments damaged in transport and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. | It is the exhibitor's sole responsibility to insure and maintain Loss & Damage Insurance Coverage for their own exhibit properties. | Any and all claims must be settle at WSS office prior to show close. | Orders will be completed once payment in full has been received. | WSS reserves the right to adjust any orders that have been incorrectly calculated. | Shipments received with out completed and paid orders are subject to processing charge. | Materials must be loaded in and out through the designated loading dock. WSS controls the venue loading dock during the scheduled operations times. WSS material handling responsibility of the shipment ends once the transport company has taken possession of the shipment.



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Exhibitor Name	
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1- MATERIAL HANDLING / ADVANCE WAREHOUSE (all carriers)

ESTIMATED SHIPPING DATE			ADVANCE WAREHOUSE EST. ARRIVAL DATE		
CARRIER / SHIPPING COMPANY TRACKING INFORMATION	NUMBER OF PIECES	DESCRIPTION / DIMENSIONS		WEIGHT (LBS OR KG)	
Crated/Skidded # OF PIECES	Rate : \$98/100lbs 200lbs min-500lbs		+ Rate: \$78/100lbs over 500lbs	TOTAL	
SM Shipment # OF PIECES	Rate: \$80.00/100lbs 200lbs min			TOTAL	
Parcel	Rate : \$ 60.00			TOTAL	
Special Handling	Rate : \$108/100lbs			TOTAL	

2- MATERIAL HANDLING / SHOW SITE (all carriers & brokers)

ESTIMATED SHIPPING DATE			EVENT MOVE IN DATE		
CARRIER / SHIPPING COMPANY TRACKING INFORMATION	NUMBER OF PIECES	DESCRIPTION / DIMENSIONS		WEIGHT (LBS OR KG)	
Crated/Skidded # OF PIECES	Rate : \$88/100lbs 200lbs min-500lbs		+ Rate: \$78/100lbs over 500lbs	TOTAL	
SM Shipment # OF PIECES	Rate: \$60.00/100lbs 200lbs min			TOTAL	
Parcel	Rate : \$ 60.00			TOTAL	
Special Handling	Rate : \$98/100lbs			TOTAL	

3- MATERIAL HANDLING / SHOW SITE : Cartload (private passenger vehicles)

INBOUND & OR OUTBOUND			ESTIMATED ARRIVAL TIME		
Vehicle Type	# OF PIECES	Special Requests		WEIGHT (LBS OR KG) Max 250 lbs	
Inbound Service ✓ 54.00	Outbound Service ✓ 54.00	X 54.00 (min 1)	TOTAL min.\$54.00	\$	

MATERIAL HANDLING / ORDER INFORMATION



SHIPPING & RECEIVING ADDRESS:

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Exhibitor Name	
Booth Number	
Facility Location	

3- MATERIAL HANDLING & DRAYAGE / POST EVENT HANDLING

CARRIER / SHIPPING COMPANY TRACKING INFORMATION	NUMBER OF PIECES	DESCRIPTION / DIMENSIONS	WEIGHT (LBS OR KG)

Crated/Skidded # OF PIECES	Rate : \$55/100lbs 100lbs min-500lbs	+ Rate: \$35/100lbs over 500lbs	TOTAL
SM Shipment # OF PIECES	Rate: \$35.00/100lbs 100lbs min		TOTAL
Parcel	Rate : \$ 30.00		TOTAL
Special Handling	Rate : \$58/100lbs min		TOTAL

4- MATERIAL HANDLING / PARCEL RECEIVING & DELIVERY

CARRIER / SHIPPING COMPANY TRACKING INFORMATION	# OF PIECES	DESCRIPTION / DIMENSIONS	WEIGHT (LBS OR KG)

# of pieces		Total weight		X \$60.00		TOTAL	\$
Max 3		Max 45 lbs		(up to 45 lbs)		Min. \$ 60.00	

Delivery destination details: _____

5- MATERIAL HANDLING / RUSH - ALTERNATIVE DESTINATION

CARRIER / SHIPPING COMPANY TRACKING INFORMATION	# OF PIECES	DESCRIPTION / DIMENSIONS	WEIGHT (LBS OR KG)

# of pieces		Total weight		X \$ 32.00 additional		TOTAL	\$
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Delivery destination details: _____

MATERIAL HANDLING | ORDER INFORMATION



SHIPPING & RECEIVING ADDRESS:

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INSTALLATION & DISMANTLE SERVICES

INSTALLATION				DISMANTLE			
No. of Installers		SUPERVISION		No. of Installers		SUPERVISION	
Install Date		IAG	<input type="checkbox"/>	Install Date		IAG	<input type="checkbox"/>
Install Time		Exhibitor	<input type="checkbox"/>	Install Time		Exhibitor	<input type="checkbox"/>
Est. Duration		Name	_____	Est. Duration		Name	_____
Installation		Co.	_____	Ins. Certificate attached:	<input type="checkbox"/>	Co.	_____
Total hrs		X RT or OT		+ 20% sup:		Sub Total	\$ _____
Dismantle		X RT or OT		+ 20% sup:		Sub Total	\$ _____
<i>Please carry this amount to the payment summary</i>						TOTAL	\$ _____

Booth Description	Size:		Electrical ordered	(y/n)	
Type:	Custom:		Rental Carpet	(y/n)	
Plans	Graphic layout :		Furniture & Floral	(y/n)	
Height	Ladder size:		Cleaning	(y/n)	
Other :			Lifts or Hanging Sign	(y/n)	

INBOUND INFORMATION		OUTBOUND INFORMATION	
Date Shipped to Adv. Receiving		# of pieces:	
# of pieces:		Custom Broker	
Est. Weight		Carrier	
Carrier		Way bill included	
Custom Broker		Outbound Shipping Address	
Instructions Show Notes			

DISPLAY CONTRACTOR SHOW RATES		Pre - Show	Site	SUPERVISION SERVICES	
<i>Standard</i>	08:00 to 17:00 Mon to Fri	\$ 65.00	72.00	<i>WSS Supervised</i>	20%
<i>Overtime</i>	17:00 to 24:00 Mon to Fri	\$ 95.00	105.00	WSS to supervise the installers to install displays prior to exhibitor arrival and / or dismantle after show close	
	07:00 to 08:00 Mon to Fri	\$ 95.00	105.00		
<i>Overtime</i>	08:00 to 24:00 Sat-Sun	\$ 95.00	105.00	<i>Exhibitor Supervised</i>	N/A
<i>Double Time</i>	24:00 to 08:00 Sat-Sun	\$ 130.00	144.00	Exhibitor to supervise the installers provided BY WSS for the installation and / or dismantle during the posted exhibitor installation date and times.	
<i>Minimum</i> 4 hr min					

INSTALLATION & DISMANTLE SERVICES



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Exhibitor Name	
Booth Number	
Facility Location	

IN BOOTH ELECTRICAL

✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	Supplied by exclusively by PSAV				
<input type="checkbox"/>	Special order: 604.938.2211 pmiddleburgh@psav.com				

ELECTRICAL ACCESSORIES

✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	10' Extension cord				
<input type="checkbox"/>	20' Extension cord				
<input type="checkbox"/>	Power Bar (4 outlets)				
<input type="checkbox"/>	LIGHTING				
<input type="checkbox"/>	Double 150w Flood light on 8' floor stand				
<input type="checkbox"/>	Clip on lights				
<input type="checkbox"/>	Halogen arm lights (for hard wall systems)				
<input type="checkbox"/>	LED Lighting: cocktail round high				
			TOTAL		

DISPLAY ACCESSORIES & FLORAL

✓	Item Description	Qty	Pre show	Standard	Total
	STYRENE BROCHURE HOLDER				
<input type="checkbox"/>	3 tiered for 6" x 11" brochure		12.00	15.00	
<input type="checkbox"/>	3 tiered for 8" x 11" brochure		12.00	15.00	
<input type="checkbox"/>	single tier 8" x 11" brochure/wall mount or table top		10.00	14.00	
<input type="checkbox"/>	GLASS FISH BOWL (med)		15.00	18.00	
<input type="checkbox"/>	DRAW DRUM BARREL (med)		65.00	80.00	
<input type="checkbox"/>	FLORAL ARRANGEMENTS & PLANTS				
<input type="checkbox"/>	Small Fresh seasonal floral arrangement in glass vase		50.00	64.00	
<input type="checkbox"/>	Large fresh seasonal floral arrangement in glass vase		125.00	155.00	
<input type="checkbox"/>	Potted Flowering Plants		50.00	64.00	
<input type="checkbox"/>	Live tropical or local greenery floor plants 3' -4' h		65.00	80.00	
<input type="checkbox"/>	Live tropical or local greenery floor plants: 5' - +		135.00	165.00	
			TOTAL		

ELECTRICAL & DISPLAY ACCESSORIES

Date _____

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Show Event Name	
Show Event Date	
Order Deadline Date	

Exhibitor Name	
Booth Number	
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TABLES AND CHAIRS

TABLES & CHAIRS

<input checked="" type="checkbox"/>	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	Pedestal table : 40" high (counter) white linen		75.00	85.00	
<input type="checkbox"/>	Pedestal Table: 29" high (regular) white linen		70.00	80.00	
<input type="checkbox"/>	4' skirted table: 40' high (counter) topped in white		70.00	80.00	
<input type="checkbox"/>	4' skirted table: 29" high (regular) topped in white		60.00	70.00	
	<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Silver <input type="radio"/> White <input type="radio"/> Burgundy				
<input type="checkbox"/>	6' skirted table: 40' high (counter) topped in white		75.00	85.00	
<input type="checkbox"/>	6' skirted table: 29" high (regular) topped in white		65.00	75.00	
	<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Silver <input type="radio"/> White <input type="radio"/> Burgundy				
<input type="checkbox"/>	8' skirted table: 40' high (counter) topped in white		80.00	90.00	
<input type="checkbox"/>	8' skirted table: 29" high (regular) topped in white		70.00	88.00	
	<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Silver <input type="radio"/> White <input type="radio"/> Burgundy				
<input type="checkbox"/>	Tables are skirted on three sides: add a fourth		20.00	24.00	
	<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Silver <input type="radio"/> White <input type="radio"/> Burgundy				
<input type="checkbox"/>	4' x8' display poster board with 6' skirted table		195.00	222.00	
	<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Silver <input type="radio"/> White <input type="radio"/> Burgundy				
<input checked="" type="checkbox"/>	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	1) Manager chair		85.00	90.00	
<input type="checkbox"/>	2) Steno chair		70.00	78.00	
<input type="checkbox"/>	3) Bistro chair		55.00	66.00	
<input type="checkbox"/>	4) High back stool		75.00	78.00	
<input type="checkbox"/>	5) Backless barstool		72.00	75.00	
<input type="checkbox"/>	6) Folding wood seat bar stool		75.00	78.00	



Terms and Conditions | by submitting this order form, you agree to the following: Orders will be processed once payment in full has been received. A 25% cancellation fee will be applied to all orders cancelled 48 hrs prior to the official move-in times and are non-refundable. WSS reserves the right to correct all mathematical equations.

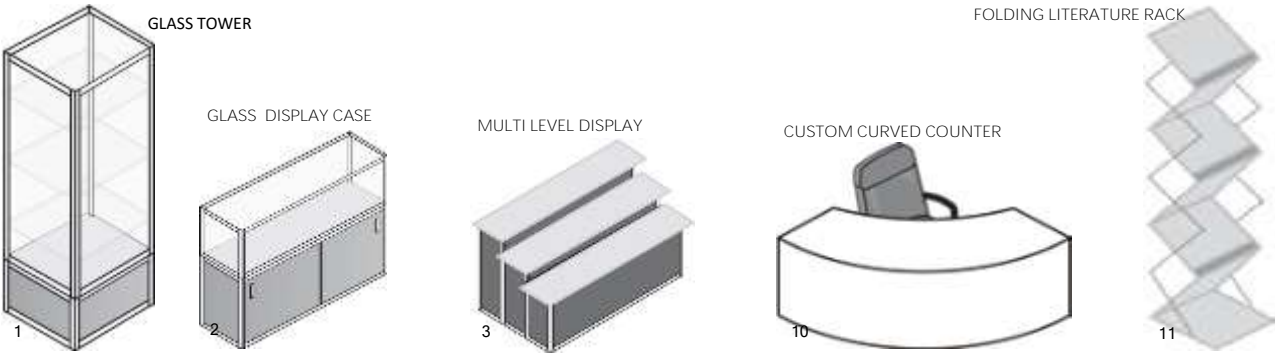
Date _____

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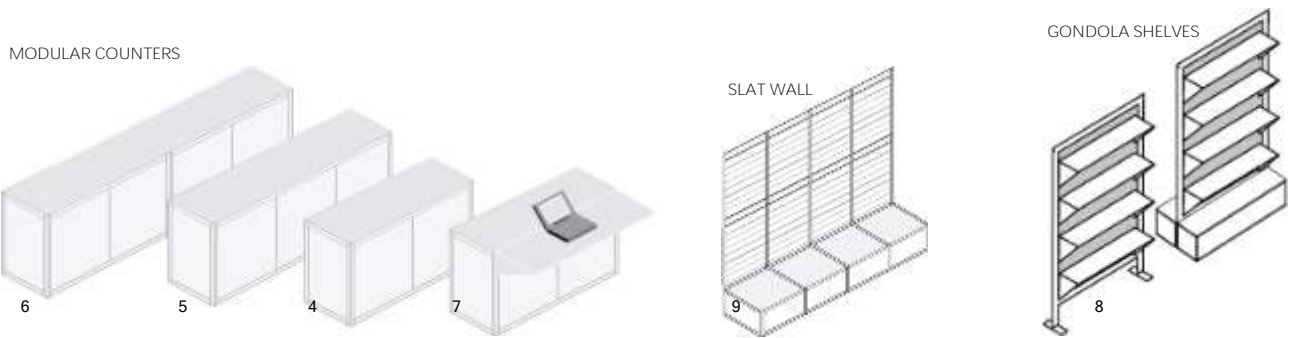
Show Event Name	
Show Event Date	
Order Deadline Date	

Exhibitor Name	
Booth Number	
Facility Location	

MODULAR FURNITURE | Counters & Showcases



✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	1. Glass Tower Showcase (5mx.5mx 1.5m high)		395.00	475.00	
<input type="checkbox"/>	2. Glass Display Case (1m wide x .75 high x .5m)		325.00	390.00	
<input type="checkbox"/>	3. Multi Level Display (1m wide x 1m high x 1m)		485.00	580.00	
<input type="checkbox"/>	4. Counter with sliding doors (1m x .5m x 1m h)		165.00	198.00	
<input type="checkbox"/>	5. Counter (1.5m x .5m x .75 h)		175.00	210.00	
<input type="checkbox"/>	6. Counter (2mx .5m x 1m h)		215.00	258.00	
<input type="checkbox"/>	7. Keyboard extension .5m x 1m		45.00	54.00	
<input type="checkbox"/>	8. Gondola Shelving with 3 shelves and base		275.00	330.00	
<input type="checkbox"/>	9. Slat wall with base (3 m x 1.5m x .5m)		455.00	450.00	
<input type="checkbox"/>	10. Curved counter custom sizes (from:)		425.00	510.00	
<input type="checkbox"/>	11. Aluminum Folding Literature Rack		80.00	90.00	



MODULAR FURNITURE | Counters & Showcases

Date _____

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Show Event Name	
Show Event Date	
Order Deadline Date	

Exhibitor Name	
Booth Number	
Facility Location	

LOUNGE FURNITURE

✓	Item Description / price per day	Qty	Pre show	Standard	Total
	TABLES & ACCESSORIES				
<input type="checkbox"/>	Spandex Cover for Cocktail Round 40"		20.00	25.00	[]
<input type="checkbox"/>	Side table /12x12/ white top & chrome legs		50.00	60.00	[]
<input type="checkbox"/>	Coffee table / 30x30 / white tip & chrome legs		80.00	90.00	[]
<input type="checkbox"/>	Coffee table / 30x30 / knotted pine natural finish		125.00	145.00	[]
	SOFT SEATING : modular seating				
<input type="checkbox"/>	Modular sectional white couch 3 seats		525.00	595.00	[]
<input type="checkbox"/>	Modular sectional white couch 2 seats		475.00	495.00	[]
<input type="checkbox"/>	Modular armless section		125.00	195.00	[]
<input type="checkbox"/>	Modular left or right arm		125.00	195.00	[]
	o left o right				
<input type="checkbox"/>	Standard 2 seat with arms in black or white		325.00	395.00	[]
	o Black o White				
<input type="checkbox"/>	Ottoman 18x18 cube		75.00	95.00	[]
<input type="checkbox"/>	Ottoman 30x30 square		250.00	295.00	[]
			TOTAL		[]

LOUNGE FURNITURE



Date _____

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Show Event Name	
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Booth Number	
Facility Location	

PANEL EXHIBITS

Panel Display | Off Line



5 panel off-line exhibit
 Header panel with lights
8' high x 10' wide
 Velcro compatible
 Black fabric and metal frame
 Display dims:

Arched Banner Stand



3 panel banner stand
8' high x 10' wide
 Velcro recommended
 Black fabric & plastic frame
 Short arm clip lights only
 Display dims:

Banner Stand



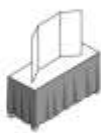
3 panel banner stand
8' high x 10' wide
 Velcro recommended
 Black fabric & plastic frame
 Short arm clip lights only
 Display dims:

✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	Panel Display Off Line	<input type="text"/>	525.00	625.00	<input type="text"/>
<input type="checkbox"/>	Arched Banner Stand	<input type="text"/>	425.00	510.00	<input type="text"/>
<input type="checkbox"/>	Banner Stand	<input type="text"/>	425.00	510.00	<input type="text"/>

Please carry this amount to the payment summary

TABLE TOP EXHIBITS

Portable Table Top Display



3 fold table top display
 Lights not recommended
3.5' high x 6' wide
 Velcro compatible
 Seafoam
 Display dims:

Table Top Panel Display



5 panel Table Top Display
Requires 8' skirted table
 Header panel with lights
5' high x 10' wide
 Velcro compatible
 Black fabric and metal frame
 Display dims:

Single Banner Stand



8' high x 3.25' wide
 Velcro compatible
 Black fabric and plastic frame
 Display dims:

✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	Portable Table Top Display	<input type="text"/>	175.00	210.00	<input type="text"/>
<input type="checkbox"/>	Panel Table Top Display	<input type="text"/>	275.00	330.00	<input type="text"/>
<input type="checkbox"/>	Single Banner Stand	<input type="text"/>	175.00	210.00	<input type="text"/>

Please carry this amount to the payment summary

Terms and Conditions | by submitting this order form, you agree to the following: Orders will be processed once payment in full has been received. A 25% cancellation fee will be applied to all orders cancelled 48 hrs prior to the official move-in times and are non-refundable. WSS reserves the right to correct all mathematical equations.

PANEL & TABLE TOP EXHIBITS



PLEASE READ CAREFULLY!

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOU POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below are part o the contractual agreement between WHISTLER SHOW SERVICES INC. (WSS) and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR' S MATERIALS ARE DELIVERED BY A CARRIER TO WSS' WAREHOUSE OR TO A SHOW/EXPOSTION SITE FOR WHICH WSS IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH WSS INC.

1. DEFINITIONS. For purposes of this contract, WSS means WHISTLER SHOW SERVICES INC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors WSS may appoint.

The terms "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. WSS shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink -wrapped materials, glass breakage, concealed damage, carpets in bags of poly, or materials improperly packed. In addition WSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. WSS assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without WSS labels
- Improper information on empty labels

WSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipments (s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. WSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR' S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR' S BOOTH AT THE SHOW SITE.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended.

WSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR' S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. All Material Handling Agreements submitted to WSS by EXHIBITOR will be checked at the time of pickup from the booth and corrections will me made where discrepancies exist between the quantities of items on any agreement form submitted to WSS and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. WSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR' S MATERIALS AFTER SAME HAVE BEEN DELEVERED TO EXHIBITOR' S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A WSS DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. WSS loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. WSS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR' S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.



8. **WSS' S RESPONSIBILITIES.** WSS shall be responsible only for those services which it directly provides. WSS assumes no responsibility for any persons, parties, or other contracting firms not under WSS' S direct supervision and control. WSS shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond WSS' S reasonable control nor for ordinary wear & tear in the handling of materials.

Empty containers labels will be available at WSS service desk. Affixing labels is the sole responsibility of the EXHIBITOR or its representative. All previous labels should be removed or obliterated. WSS assumes NO responsibility for the EXHIBITOR' S failure to follow the above procedures: removal of containers with old empty labels or without WSS labels; shipping of containers with improper information or empty labels; or the removal of materials stored in containers with empty labels.

Delivery of a shipment to WSS by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or other shipper) of the terms and conditions set fourth herein.

WSS shall not be liable for damage to exhibitor' s materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor' s representative.

WSS shall not be liable for piece count or condition of any shipments received without individual/carrier receipts.

9. **INSURANCE.** It is understood that WSS is not an insurer and does not provide on full liability should lost or damage occur. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide WSS with a release and waiver of subrogation to the extent of any insurance settlement received.

10. **CLAIMS FOR LOSS.** Claims for loss or damage must be submitted to WSS Inc. by the applicable show or event. No suit or action shall be brought against WSS Inc. more than one year the cause of action.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and WSS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to WSS for services, as an offset against the amount of any alleged loss or damage. Any claims against WSS shall be considered a separate transaction, and shall be resolved on its own merits.

b. **MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY WSS** if found liable for any loss. WSS' S sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR' S materials and EXHIBITOR' S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to WSS for material handling services during the show or exposition under this contract.

11. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend WSS and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation cost) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR' S negligent supervision of any labour secured through WSS or the negligent supervision of such labour by any of EXHIBITOR' S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).
- EXHIBITOR' S negligence, wilful misconduct, or deliberate act, or the negligence, wilful misconduct, or deliberate act of EXHIBITOR' S employees, agent, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of WSS' S equipment.
- EXHIBITOR' S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration to WSS for material handling services, waives and releases all claims against WSS, its employees, agents, directors and officers with respect to all matters for which WSS has disclaimed liability pursuant to he provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms. And further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.