

# Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **Thompson Okanagan Dental Meeting** at the **Delta Grand Okanagan Resort** on **October 20 - 22, 2022**.

To assist in making your conference experience successful, we have enclosed a complete catalogue of the various Equipment Rentals and Show Services we offer. Please fill in the appropriate order forms that best suit your needs and return them to us at your earliest convenience.

Or you can complete your forms online.

**Place your orders before October 5, 2022, to receive the Discounted Advance Order Prices.  
Please Note all orders must be received by 5:00 pm PST on October 12, 2022**

## SHOW SCHEDULE

Exhibitor Move-In:	Thursday	October 20, 2022	12:00 pm – 5:00 pm
Show Times:	Thursday	October 20, 2022	5:00 pm – 7:00 pm
	Friday	October 21, 2022	10:00 am – 6:00 pm
Exhibitor Move Out:	Friday	October 21, 2022	6:00 pm

## ORDER DEADLINES AND IMPORTANT DATES

<b>Advance Order Deadline:</b>	<b>October 5, 2022</b>
Advance Shipments may begin arriving at the warehouse:	<b>September 30, 2022</b>
<b>Last day for Advance Shipments to arrive:</b>	<b>October 14, 2022</b>
Ordering Deadline:	<b>October 12, 2022</b>

## SHOW INFORMATION

Booth Package Includes:	8" x8"
Back Wall Drape	8' High, Black
Side Wall Drape	3' High, Black
Seating	2 x Chairs
Table	1 x 6' Table with Black Skirt
Carpet	The exhibit floor is Carpeted
	1 x Power outlet is included. Extension cords may be needed.
Power	Delta Grand Okanagan's in-house team provides all electrical services. Kevin Macisaac at 250-763-4500 ext 5563 or Kevin.Maclsaac@encoreglobal.com

### VENUE ADDRESS:

Delta Grand Okanagan Resort  
1310 Water St,  
Kelowna, BC  
V1Y 9P3

### ADVANCE WAREHOUSE SHIPPING ADDRESS:

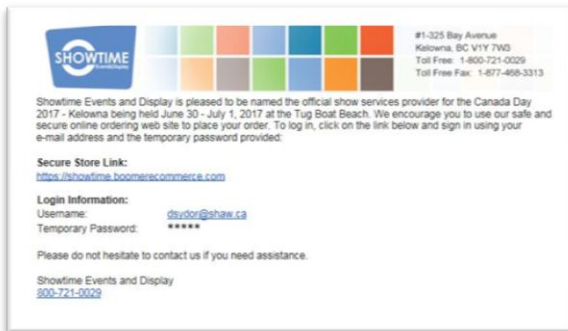
Thompson Okanagan Dental Meeting c/o SHOWTIME  
(Company Name & Booth #)  
#1 325 Bay Ave, Kelowna BC, V1Y 7S3

**PLEASE NOTE: The Delta Grand Okanagan Resort 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**

If you require assistance or additional information not covered in our Exhibitor order package, please do not hesitate to contact the Exhibitor Services team using 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](mailto:Infodesk@showtimedisplay.com). In some cases, you may have already received your login email from Show Management or a previous order.

**Step 2:** Please click the link provided in the login email. You will be redirected to our online store. Once you are there, you will be asked to enter your email address and the password that has been provided to you in your login email. Once that is complete, you will 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 you will be attending. You can view the essential information for the show, such as the items 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: [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)

Thompson Okanagan Dental Meeting  
October 20 - 22, 2022  
Delta Grand Okanagan Resort  
Advance Pricing Deadline: October 5, 2022  
Ordering Deadline: October 12, 2022

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# Tables & Chairs Order Form

**Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

4', 6' & 8' Tables with Skirts - Regular 30" or Raised 40."



30" Tall Round



40" Tall Round



Cushioned Side Chair

Waste Basket

Literature Stand

Brass Draw Barrel



Standard Counter Plain



Standard Counter - With Doors



Jewelry Case



Small Display Case



## Order Form

Product	Advanced Price	Regular Price	Quantity	Total
Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$63.50	\$83.50		
Raised Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$75.00	\$97.50		
30" Tall Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$75.00	\$90.50		
40" Tall Round - Black <input type="checkbox"/> or White <input type="checkbox"/>	\$81.00	\$95.00		
Cushioned Side Chair	\$34.50	\$38.50		
Low Back Chrome Stools Black 30"	\$52.00	\$55.50		
Low Back Chrome Stools 30"	\$52.00	\$55.50		
Brass Draw Barrel	\$23.00	\$30.00		
Waste Basket	\$11.50	\$15.00		
Literature Stand	\$55.00	\$75.00		
Standard Counter - No Back	\$104.00	\$157.50		
Standard Counter - with Doors	\$174.00	\$217.50		
Jewelry Case	\$314.00	\$367.50		
Small Display Case	\$366.50	\$420.00		

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form All discounts offered are date sensitive and will not be provided after the date has passed.	Subtotal	
	GST	
	PST	
	Grand Total	

**Cancellation policy: Full refund before October 5, 2022. After October 5, 2022, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.**





# Soft Seating Order Form

**Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

Barcelona Single Seat



Barcelona Loveseat



Barcelona 3 Seat Sofa



Barcelona Ottoman



White Contemporary Club Chair



Contemporary White Leather Love Seat



Contemporary White Leather 3 Seat Sofa



Contemporary White Leather Ottoman



Black Contemporary Club Chair



Contemporary Black Leather Love Seat



Contemporary Black Leather 3 Seat Sofa



Contemporary Black Leather Ottoman



## Order Form

Item #	Product	Advance Price	Regular Price	Quantity	Total
F1501	Barcelona Single Seat	\$116.00	\$150.50		
F1502	Barcelona Love Seat	\$231.50	\$301.00		
F1503	Barcelona 3 Seat Sofa	\$347.50	\$451.50		
F1504	Barcelona Ottoman	\$86.50	\$122.00		
F1402	Contemporary White Leather Club Chair	\$174.00	\$226.00		
F1403	Contemporary White Leather Love Seat	\$289.50	\$376.50		
F1401	Contemporary White Leather 3 Seat Sofa	\$434.00	\$564.50		
F1404	Contemporary White Leather Ottoman	\$116.00	\$150.50		
F1405	Contemporary Black Leather Club Chair	\$174.00	\$226.00		
F1046	Contemporary Black Leather Love Seat	\$289.50	\$376.50		
F1047	Contemporary Black Leather 3 Seat Sofa	\$434.00	\$564.50		
F1048	Contemporary Black Leather Ottoman	\$116.00	\$150.50		

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form  
 All discounts offered are date sensitive and will not be provided after the date has passed.

Subtotal	
GST 5%	
PST 7%	
Grand Total	

**Cancellation policy: Full refund before October 5, 2022. After October 5, 2022, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.**

# Audio Visual Order Form

**Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>	<b>Phone Number:</b>	

32" Flat Screen Per Day



42" Flat Screen & Floor Stand



65" Flat Screen & Floor Stand



### Audio Visual Guidelines

- Items may not be exactly as they appear
- The Client must be available to sign for equipment on delivery.
- Equipment used in any portion of a day constitutes a full day's rental.
- All TVs come with standard length HDMI cables-For additional components, please call for pricing\*
- TVs are not guaranteed "Smart" unless the Smart TV Add on is ordered
- Showtime is not responsible for the internet connection loss due to the internet provider's loss of signal.
- Showtime is not responsible for data loss due to equipment failure or client negligence.

### Order Form

Item #	Product	Advanced Rate	Regular Rate	Quantity	Total
AV20	32" Flat Screen – Power not included	\$174.00	\$225.50		
AV40	42" Flat Screen – Power not included	\$347.50	\$451.50		
AV50	65" Flat Screen – Power not included	\$521.00	\$677.00		
AV60	80" Flat Screen – Power not included	\$1,157.50	\$1,505.00		
AV45	Smart TV Add-On – Power not included	\$37.00	\$92.50		

Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form  All discounts offered are date sensitive and will not be provided after the date has passed.	Subtotal	
	GST 5%	
	PST 7%	
	Grand Total	

**Cancellation policy: Full refund before October 5, 2022. After October 5, 2022, a 50% refund of the original price will be issued. After delivery, no refund of any rental or labour charges.**

# Pre / Post-Show Storage F.A.Q.

## Pre Show

- **What information do I need to place an order?**
  - To order, you will need:
    - The number of pieces.
    - The dimensions of the pieces.
    - The Carriers name.
    - Tracking number(s) for the shipment.
- **What if I am missing some information?**
  - Order with the information you have now and update us once you know more. Example: You don't have the final weight for the shipment you are sending. Give your best estimate, and then we will update your charges when your shipment has arrived and weighed.
- **Why do you need the Carrier's name and tracking number for my shipment?**
  - Having the carrier name and tracking number for your shipment allows us to locate and alert you if your shipment has not been delivered in the days leading up to the Pre-Show Storage deadline.
- **What happens if my shipment does not arrive prior to the Pre Show Storage Deadline?**
  - We will do everything to get your shipment to the site on time for the show. However, extra charges may be assessed if additional measures need to be taken to deliver your shipment.
- **What happens to my shipment once it has been delivered?**
  - Once your shipment has been received at our warehouse, it will be weighed, cataloged in our system and stored in a secure area. When we set up the show, your shipment will be transported to the show site and delivered to your booth.

## Post Show

- **What information do I need to use your Post Show Storage?**
  - You will need:
    - Contractor carrier documents.
    - Address labels – these are provided by Exhibitor Services before Exhibitor Move Out.
    - Customs documents if your shipment is leaving Canada.
- **What do I need to do during Exhibitor Move Out?**
  - Prior to Exhibitor Move out, return the Materials Handling Agreement to Exhibitor Services and collect your address labels.
  - We will deliver your stored crates and boxes to your booth. If you need plastic wrap or tape, please let us know, and it will be provided for you.
  - Once you are packed up, label your shipments with the provided Showtime labels and check in with the Exhibitor's services team to sign in your shipment.
  - Schedule for your shipment to be picked up by your Carrier using our warehouse address.
- **What will happen to my shipment after the Exhibitor move out?**
  - Your shipment will be collected from your booth and loaded onto our trucks for transport.
  - Once your shipment arrives at our warehouse, it will be weighed and sorted.
  - When your Carrier arrives, your shipment will be loaded into your Carrier.
- **When can my shipment be picked up?**
  - Your shipment can be picked up the first business day after Exhibitor Move Out.



# Pre Show Storage Order Form

**Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

**PLEASE NOTE THE VENUE/ SHOW SITE CAN NOT ACCEPT OR SIGN FOR ANY ADVANCED OR DIRECT SHIPMENTS.  
 PLEASE SEND ALL SHIPMENTS TO THE ADVANCED WAREHOUSE.**

**THIS FORM NEEDS TO BE COMPLETED AND RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE SENT TO THE ADVANCE WAREHOUSE.  
 THIS SERVICE INCLUDES:**

- Receiving and storing your items at our ADVANCE WAREHOUSE for up to 14 days before the show.
- Delivery to show site and direct delivery to your booth
- Retrieving and storing empty containers at the end of the move-in. Returning empty containers during move out.
- Reloading shipments onto **PREARRANGED CARRIERS** during exhibitor move out. All carriers must arrive during the exhibitor move-out time. (Please note Showtime is NOT responsible for arranging outbound carriers or completing any carrier forms or documents).

**SHIPMENTS ARE CHARGED AS PER THE TOTAL WEIGHT IN POUNDS (lbs) OF ALL ITEMS TOGETHER.  
 RATES WILL BE CALCULATED TO THE NEXT 100lbs.**

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
100 lbs and Under	\$116.00 Flat Rate	\$139.00 Flat Rate		
Between 101 lbs - 500 lbs	\$92.50 Per 100 lbs	\$102.00 Per 100 lbs		
Between 501 lbs - 1000 lbs	\$81.00 Per 100 lbs	\$89.50 Per 100 lbs		
1001 lbs and above	\$69.50 Per 100 lbs	\$76.50 Per 100 lbs		
Un-crated/Oversize fee (Applies to all shipments of 4 or more pieces/items over the size of a 4'x4'x4 skid)	25% of Total Charge	25% of Total Charge		

**INBOUND SHIPPING INFORMATION (Please fill in all details)**

<b>Carrier:</b>				
<b>Tracking Number:</b>				
<b>Shipment Dimensions:</b>				
<b>Type of shipment &amp; quantity of each type:</b>	BOXES #	SKID/CRATE # (Size 4'x4'x4')	CASE #	BAG #
<b>Date Shipped:</b>	<b>Arrival Date:</b>			
<b>Address of Origin:</b>				

<b>SUBTOTAL</b>	
<b>Surcharges:</b>	
<b>GST 5%:</b>	
<b>TOTAL AMOUNT DUE:</b>	

**\*\*Cancellation Policy \*\***  
 - Full refund for cancellation of services before shipments to the advanced warehouse is sent/received.  
 - No refunds once items are received at the advanced warehouse.

**PLEASE READ - THE CONDITIONS THAT APPLY TO THIS SERVICE:**

All Materials handling must be prepaid in **ADVANCE**, and application forms must be received before any shipments arrive, or a **\$50.00 CAD** surcharge fee will apply.  
 Please prepay all shipping/ freight charges. A 15% service fee will be applied for any customs or freight fees billed to Showtime. Showtime will NOT be responsible for collect shipments or any customs charges.  
 Shipments must arrive between September 30, 2022, & October 14, 2022. Shipments that arrive earlier or later than these dates will be subject to fees.

**ALL MATERIALS MUST LEAVE THE SHOW FLOOR DURING EXHIBITOR MOVE OUT!**

Any show materials that is left un-attended and has not been collected by a carrier on the show floor after exhibitor move out will be brought back to the advanced warehouse and POST SHOW Storage charges will apply (See POST SHOW order form for prices). **IF YOU DO NOT INTEND TO ORDER THE POST SHOW STORAGE SERVICE AHEAD OF MOVE OUT, PLEASE SIGN TO ACKNOWLEDGE THAT THE ABOVE WILL BE THE CASE:**

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Pre-Show Storage Label

From :

Exhibiting Company

Booth #

Ship To:

#1-325 Bay Ave,  
Kelowna BC,  
V1Y 7S3

Thompson Okanagan Dental Meeting c/o

Showtime Event & Display

Tel: 1-800-721-0029 Option 3

[www.showtimedisplay.com](http://www.showtimedisplay.com)

Carrier:

Number of Pieces:

\_\_\_\_\_ of \_\_\_\_\_

**Each piece shipped to Showtime must-have label filled out and attached!**

**Storage forms must be sent in advance of shipment.**

**Shipments to be received between September 30, 2022, & October 14, 2022**

# Post Show Storage Order Form

**Please Note: A completed Credit Card Authorization Form must accompany all orders. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>	<b>Phone Number:</b>	

**THIS FORM NEEDS TO BE COMPLETED AND RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE SENT TO THE POST-SHOW WAREHOUSE.**

**THIS SERVICE INCLUDES:**

- Reloading onto Showtime vehicle to be returned to the Post Show warehouse.
- Storing at the warehouse for up to 3 business days.
- Reloading onto customer designated Carrier for outbound
- **Rates are based on a standard 4' x 4' x 4' Skid Size. Oversized pieces are subject to individual pricing.**

**SHIPMENTS ARE CHARGED AS PER THE TOTAL WEIGHT IN POUNDS (lbs) OF ALL ITEMS TOGETHER. RATES WILL BE CALCULATED TO THE NEXT 100lbs.**

RATE CATEGORY	ADVANCE PRICE PER 100 Lbs	STANDARD PRICE PER 100 Lbs	TOTAL WEIGHT (lbs)	TOTAL
100 lbs and Under	\$58.00 Flat Rate	\$69.50 Flat Rate		
Between 101 lbs - 500 lbs	\$46.00 Per 100 lbs	\$51.00 Per 100 lbs		
Between 501 lbs - 1000 lbs	\$40.50 Per 100 lbs	\$44.50 Per 100 lbs		
1001 lbs and above	\$34.50 Per 100 lbs	\$38.50 Per 100 lbs		
Un-crated/oversize fee (Applies to all small individual shipments that are four or more pieces and items that are over the size of a 4'x4'x4 skid)	25% charge of TOTAL	25% charge of TOTAL		

**OUTBOUND SHIPPING INFORMATION (Please fill in all details)**

Carrier:				
Account Number:				
Shipment Dimensions:				
Type of shipment & quantity of each type:	BOXES #	SKID/CRATE # (Size 4'x4 x4')	CASE #	BAG #
Date Shipped:		Arrival Date:		
Destination Address:				

<b>SUBTOTAL</b>	
<b>Surcharges:</b>	
<b>GST 5%:</b>	
<b>TOTAL AMOUNT DUE:</b>	

**\*\*Cancellation Policy \*\***  
 - Full refund for cancellation of services before shipments to the advanced warehouse is sent/received.  
 - No refunds once items are received at the advanced warehouse.

**PLEASE READ - THE CONDITIONS THAT APPLY TO THIS SERVICE:**

- All storage charges must be prepaid in **ADVANCE**, and order forms must be received before the show starts. If order forms are not received prior to the start of the show **\$50.00 CAD** surcharge fee will apply.
- Please prepay all shipping/ freight charges. A 15% service fee will be applied for any customs or freight fees billed to Showtime. Showtime will NOT be responsible for collect shipments or any customs charges.
- Outbound waybills and other shipping documents must be properly filled out and accompany the shipment at Exhibitor Move Out. If the documents are not correctly filled out or do not accompany the shipment, we cannot guarantee the shipment will go out the next business day
- Any shipment not picked up by your designated courier three business days after the show will be subject to a **\$50.00** per day storage fee



## LIMITS OF LIABILITY & RESPONSIBILITY

### One.

Showtime Event & Display and its subcontractors shall not be responsible for damage due to uncrated materials, improperly packaged materials, 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 equipment handling requiring special devices to load properly, 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 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. Accordingly, if any Showtime employee or 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 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 a guarantee of piece count or condition.