



SHIPPING & RECEIVING ADDRESS:

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

| email: info@whistlershowservices.com

| PH: 877-938-4891 | fax: 604-938-4892

2019 CGA Measurement And Regulation School

Whistler Show Services is pleased to have been selected show service provider

KEY DATES & TIMES		
	Date	Time
Pre Show	Mon June 3	15.00
Order form (pre-order)	Mon June 3	15.00
Advanced Receiving at Warehouse	Mon June 3 - Fri June 7	9.00-15.00
Site Receiving—Venue	Mon June 10	09.00-12.00
Exhibitor Move In	Mon June 10	14.00—16.00
Show start times		TBD
		TBD
Exhibitor Move Out	Thurs June 13	11am
<i>Outbound Shipments</i>	Fri June 14	09.00-15.00

CONTACT INFORMATION	
Service Provider	Contact Information
<i>Whistler Show Services</i>	Kim Fournel / Joanna MacAlister
Display Service Provider	Service Coordinator
	Ph: 877-938-4891
	Fax: 604-938-4892
	ops@whistlershowservices.com
Electrical / AV	604-938-2211
PSAV	

EVENT INFORMATION

VENUE
Fairmont Chateau Whistler
<i>The venue floor is carpeted</i>

COURTESY OF SHOW MANAGEMENT
8' x 10' drape exhibit space for
8' high drape back , 3' high drape side wall
1 skirted table – 6' x 2 4" topped in white
2 fabric chairs
1 electrical outlet - 15amp duplex

If you require anything that is not listed, please contact *Whistler Show Services* . We look forward to being of service.

ORDER FORM & INFORMATION	MATERIAL HANDLING	SERVICES	RENTALS
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Date _____

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Exhibitor Name _____

Show | Event Name _____

Booth Number _____

Show | Event Date _____

Facility | Location _____

Order Deadline Date _____

ORDER SUMMARY & AUTHORISATION

<i>Complete with sums carried forward from forms</i>	Amount	GST 5%	PST 7%	TOTAL
Material Handling and Drayage	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>
Installation & Dismantle	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>
Electrical & Accessories—Lighting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carpet & Floor Covering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Booth Maintenance	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>
Forklift Services	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>
Tables & Chairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Panel and Table Top Displays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Modular counters & Furniture	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Display Accessories	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Floral & Plants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hard Wall System Booths	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CUSTOM QUOTED	<input type="checkbox"/>			
QUOTE REQUESTED			Total	<input type="text"/>

c/o Third party billing: _____

Email: _____

address: _____ phone: _____

city: _____ fax: _____

prov./state: _____ Postal code: _____

Card type : Visa ☐ Amex ☐ Master ☐

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Cardholder Name: _____ Exp. date: ____/____

Signature: _____ month / year

On site

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

If full service has been provided the 100% of the original fee will be applied.

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:	Whistler Show Services: <input type="checkbox"/>	Exhibitor Staff: <input type="checkbox"/>	Other: <input type="checkbox"/>
Estimated time required for set up	<input type="text"/>		Est. arrival time: <input type="text"/>
EAC Display Co. Name	<input type="text"/>	Contact: <input type="text"/>	Ins. Certificate attached: <input type="checkbox"/>

ORDER FORM SUMMARY & AUTHORISATION

EXHIBIT MATERIALS

SHOW: 2019 CGA

Exhibiting Company : _____

Booth #: _____

SHIP TO:

c/o Whistler Show Services

#6- 1208 Alpha Lake Rd,

Whistler BC V0N 1B1

Special Delivery Request (other than Show floor):

Location: _____

Date: _____ Time: _____

Contact Name & number: _____

Num: _____ of _____

EXHIBITOR MOVE IN PROCEDURES

Material Handling Instructions

Ensure to send all materials to the indicated shipping address as per the shipping label example. | Please submit the forms applicable to your shipment: ADVANCE RECEIVING, SITE RECEIVING AND POST EVENT HANDLING. | **The Conference facility will not accept exhibitor shipments and will re-direct to WSS warehouse.**

Loading Dock

Loading dock access will be under Whistler Show Services control during the move-in and move-out scheduled times. | Exhibitors may bring in materials that can be hand carried via the main entrance. If dollies or carts are required, cart service from the loading dock to the booth space is mandatory. | Please check in at the service desk upon arrival to coordinate entry.

EXHIBITOR DISMANTLE & OUTBOUND TRANSPORT PROCEDURES

Dismantle & Transport:

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. | A WSS representative will be on site to assist. | Whistler Show Services material handling responsibility of the shipment ends once the transport company has taken possession of the shipment.

Domestic Outbound Shipping | Post Event Material Handling

Ensure transportation order is completed with your selected provider and clearly state to your carrier of choice that the shipment leave the **Show Site** on *Thursday June 13th by 5pm* to avoid Material Handling and storage charges. Post Event Material Handling from **Advanced Warehouse** is to be picked up on *Friday June 14th by 15:00pm* to avoid additional storage charges.

International Outbound Shipping: Please advise WSS team of your International outbound instructions and arrangements.

Discarded Materials:

Any equipment, hand outs or materials left unpackaged and unlabeled at the end of the move out period will be considered garbage and disposed of in accordance to sustainable practices and a fee may apply if contents exceed 20 lbs.

Unclaimed shipment:

Any shipment left on the show floor at the end of the move out period will be returned to the Whistler Show Services warehouse at the exhibitor expense until such time as the shipper completes the requested pick up.

GENERAL LIABILITY

Exhibitors and their representatives hereby agree to indemnify and hold harmless "Show Management", The Whistler Conference Centre, and Whistler Show Services, the 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 show management and 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 Whistler Show Services be liable for such losses, however caused. In addition, the exhibitor upon registering agrees to hold harmless The Conference Facility and Whistler Show Services for 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.

SERVICE DESCRIPTION

1- ADVANCE RECEIVING / STORAGE TO EXHIBIT SPACE | \$98.00 per hundred pounds, 200lbs min.

WSS receives exhibitor shipments at advance warehouse up to 5 business day prior to the posted exhibitor move-in date/time. | Shipment is stored at advance warehouse site and delivered directly to booth/event location during event installation times. | Empty containers are removed during the event and returned to booth/event location 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.

2- VENUE /SITE RECEIVING TO EXHIBIT SPACE | \$80.00 per hundred pounds, 200lbs min.

WSS receives exhibitors shipment at the event venue during the posted exhibitor move-in date/time. Subject to availability | Shipment is delivered to booth space during the posted event set up date/time. | Empty containers are removed during the event and returned to booth/event location for repacking during dismantle times. | Repacked and labelled freight will be returned to outbound carriers at event site or post show /event storage for carrier pick up.

3- POST EVENT HANDLING | \$ 52.00 per hundred pounds, 200lbs min.

Repacked and labelled freight will be returned to outbound carriers at show/event site or post show/event storage for carrier pick up in the instance that carriers are unable to take possession of the exhibitors shipment during the posted move-out/dismantle times. | 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.

4- SMALL PARCEL RECEIVING TO EXHIBIT SPACE | \$ 56.00 per qualifying shipment

WSS receives small parcel shipment at the advance warehouse up to 5 business days prior to the posted exhibitor move

SHIPPING & RECEIVING ADDRESS: # 6—1208 ALPHA LAKE ROAD, WHISTLER BC V0N 1B1 (877) 938-4891

REMINDERS: Make Custom Brokerage and transportation arrangement to and from Whistler Show Services receiving . | Complete forms with details and return by fax or email. | Label shipment with show details, booth number and receiving address (via complete attached shipping label) | Insure shipment is boxed, wrapped, crated or on a pallet.. | Provide on site person contact information, shipment tracking numbers as the details become available. | Please call for assistance with any of the above 877-938-4891.

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.

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Exhibitor Name _____

Show | Event Name _____

Booth Number _____

Show | Event Date _____

Facility | Location _____

Order Deadline Date _____

3- MATERIAL HANDLING & DRAYAGE / Post Event Handling

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

# of pieces/ items		Total weight		X \$52.00/100 lbs (min 200 lbs)		TOTAL Min.\$ 104.00	\$	
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Special Instructions/Details _____ *Please carry this amount to the payment summary***4- MATERIAL HANDLING / Small Parcel Receiving & Delivery**

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

# of pieces Max 2		Total weight Max 40 lbs		X \$56.00 (up to 40 lbs)		TOTAL Min.\$ 56.00	\$	
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Delivery destination details: _____ *Please carry this amount to the payment summary***5- MATERIAL HANDLING & Drayage / Special Handling / Uncrated Materials**

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

# of pieces/ items:		Estimated total weight :		X \$ TBA/ 100 lbs +/- Labour +/- equip- ment rental		TOTAL Min. \$ TBA	\$	
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Special handling details: _____ *Please carry this amount to the payment summary**Please contact event manager for rates*

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INSTALLATION & DISMANTLE SERVICES

INSTALLATION		DISMANTLE	
No. of Installers		No. of Installers	
Install Date		Install Date	
Install Time		Install Time	
Est. Duration		Est. Duration	
SUPERVISION		SUPERVISION	
WSS		WSS	
Exhibitor		Exhibitor	
Name		Name	
Co.		Co.	
Installation		Ins. Certificate attached:	
Total hrs	X RT or OT	+ 20% sup:	Sub Total \$
Dismantle	X RT or OT	+ 20% sup:	Sub Total \$
Please carry this amount to the payment summary			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- Order	Standard	Supervision Services	
Standard	08:00 to 17:00 Mon to Fri	\$ 70.00	84.00	Whistler Show Services Supervised	20%
Overtime	17:00 to 24:00 Mon to Fri	\$ 98.00	126.00	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	\$ 98.00	126.00		
Overtime	08:00 to 24:00 Sat-Sun	\$ 98.00	108.00	Exhibitor Supervised	N/A
Double Time	24:00 to 08:00 Sat-Sun	\$ 196.00	168.00	Exhibitor to supervise the installers provided by WSS for the installation and / or dismantle during the posted exhibitor installation date and times.	
Minimum	3 hr min (Display Contractor in Whistler facilities)				

INSTALLATION & DISMANTLE SERVICES



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ELECTRICAL ACCESORIES

EXTENSION CORDS	Qty	Pre Show	Standard	Total Amount
10' Extension cord	<input type="text"/>	20.00	24.00	<input type="text"/>
20' Extension cord	<input type="text"/>	30.00	35.00	<input type="text"/>
Power Bar (4 outlets)	<input type="text"/>	20.00	24.00	<input type="text"/>
LIGHTING	Qty	Pre Show	Standard	Total Amount
Double 150 WATT Flood light on stand	<input type="text"/>	60.00	78.00	<input type="text"/>
Mini clip on spot lights	<input type="text"/>	25.00	30.00	<input type="text"/>
Halogen arm lights : for hard wall system only	<input type="text"/>	50.00	60.00	<input type="text"/>
Custom / other	<input type="text"/>			<input type="text"/>
TOTAL				<input type="text"/>

Please carry this amount to the payment summary

ELECTRICAL ACCESORIES

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BOOTH MAINTENANCE

SHOW PACKAGE CLEANING SERVICES INCLUDE:*Booth vacuuming prior to show open.**Booth refresh daily (general cleaning, floor sweep, wipe down of counters, tables and empty bins.)*

Booth Maintenance:	Rate	SELECT	TOTAL
Booth package 8' x 10' or 10' x 10'	75.00		
Booth package 8' x 20' or 10' x 20'	95.00		
Booth package 16' x 20' or 20' x 20'	115.00		

Please carry this amount to the payment summary

IN BOOTH FORK LIFT SERVICES

FORK LIFT SERVICES : DESCRIPTION

Exhibitors requiring assistance with the installation of exhibit booth components, movement or placement of product within their exhibit space must order this service. | This assistance is additional to the delivery to the booth space included in the material handling agreement. | Minimum order is 2 hrs. 1/2 hr increments for the remaining time. | Not all events in Whistler qualify for this pricing, please contact 877-938-4891 for qualifiers and exceptions.

DATE	TIME REQUIRED		RATE		TOTAL
		x		=	
		x		=	
		x		=	

Please carry this amount to the payment summary

RATES		Pre Order	Standard
Standard	08:00 to 17:00 Mon to Fri	\$ 95.00	\$ 108.00
Over-time	17:00 to 24:00 Mon to Fri	\$ 144.00	\$ 162.00
	07:00 to 08:00 Mon to Fri	\$ 144.00	\$ 162.00
Over-time	08:00 to 24:00 Sat-Sun	\$ 144.00	\$ 162.00
Double	24:00 to 08:00 Sat-Sun	\$ 190.00	\$ 216.00

Date _____

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Exhibitor Name _____

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SIGN | GRAPHIC PRODUCTION

Please supply the following for a quotation:

Dimensions such as 8" x 29" , 6" black Arial text

Type: banner, table top, stand insert, exhibit panels, exterior or interior use, etc.

Graphic files: eps or high resolution print quality files (colours)

Installation details: grommets, exhibit frames, floor stands, etc.

Materials: vinyl, translucent plexi, coroplast, foamcore, extendible fabric etc.



Dimensions	
Type	
Installation Details	
Quantity	
Materials	
Colours background	
Select <input checked="" type="checkbox"/>	QUOTE REQUESTED <input type="checkbox"/>

SIGN | BANNER HANGING

Due to the unique architectural features of the Whistler venues overhead sign hanging is quoted on a case by case basis. A basic charge, hourly installation (regular or overtime based on event schedule) and materials will be charged. **Please supply the following for a quotation:**

Dimensions	Width	Length	Height	Weight
Type	Banner	Structural	Sign System	
Installation Details				
Quantity		Does your sign require assembly	Materials	
Desired placement				
Other Details				
Select	QUOTE REQUESTED	<input type="checkbox"/>		

Date _____

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Exhibitor Name _____

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TABLES AND CHAIRS

TABLES & CHAIRS

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





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CARPET & FLOOR COVERING

QTY	Colour (Select) ✓	SIZE	RATE	SUB TOTAL
	<input type="checkbox"/> Blk <input type="checkbox"/> Gr <input type="checkbox"/> Red <input type="checkbox"/> Interlock	8' or 10' x 10' Classic	x <input type="text"/>	= <input type="text"/>
	<input type="checkbox"/> Blk <input type="checkbox"/> Gr <input type="checkbox"/> Red <input type="checkbox"/> Interlock	8' or 10' x 20' Classic	x <input type="text"/>	= <input type="text"/>
	<input type="checkbox"/> Blk <input type="checkbox"/> Gr <input type="checkbox"/> Red <input type="checkbox"/> Interlock	8' or 10' x 30' Classic	x <input type="text"/>	= <input type="text"/>
	<input type="checkbox"/> Blk <input type="checkbox"/> Gr <input type="checkbox"/> Red <input type="checkbox"/> Interlock	16' or 20' x 20' Classic	x <input type="text"/>	= <input type="text"/>

QTY	Under pad (UP) or Plastic covering (PC) ✓	SIZE	RATE	SUB TOTAL
	<input type="checkbox"/> Under pad <input type="checkbox"/> PC	8' or 10' x 10' Classic Carpet	x <input type="text"/>	= <input type="text"/>
	<input type="checkbox"/> Under pad <input type="checkbox"/> PC	8' or 10' x 20' Classic Carpet	x <input type="text"/>	= <input type="text"/>
	<input type="checkbox"/> Under pad <input type="checkbox"/> PC	8' or 10' x 30' Classic Carpet	x <input type="text"/>	= <input type="text"/>
	<input type="checkbox"/> Under pad <input type="checkbox"/> PC	16' or 20' x 20' Classic Carpet	x <input type="text"/>	= <input type="text"/>

CLASSIC CARPET RATES	Pre Order	Standard
Carpet 8' or 10' x 10'	175.00	198.00
Carpet 8' x 10' x 20'	300.00	350.00
Carpet 8' x 10' x 30'	468.00	545.00
Carpet 16' or 20' x 20'	598.00	725.00
UNDER PAD 1/2"	Pre Order	Standard
Carpet 8' or 10' x 10'	80.00	96.00
Carpet 8' x 10' x 20'	160.00	192.00
Carpet 8' x 10' x 30'	240.00	288.00
Carpet 16' or 20' x 20'	320.00	384.00

INTERLOCKING FLOOR	Pre Order	Standard
8' or 10' x 10'	185.00	225.00
8' x 10' x 20'	375.00	450.00
8' x 10' x 30'	560.00	675.00
16' or 20' x 20'	750.00	900.00
Plastic Covering visqueen	Pre Order	Standard
Carpet 8' or 10' x 10'	55.00	66.00
Carpet 8' x 10' x 20'	110.00	132.00
Carpet 8' x 10' x 30'	165.00	198.00
Carpet 16' or 20' x 20'	220.00	264.00

CARPET & FLOOR COVERING

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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
	Panel Display Off Line		525.00	625.00	
	Arched Banner Stand		425.00	510.00	
	Banner Stand		425.00	510.00	

Please carry this amount to the payment summary

TABLE TOP EXHIBITS

Portable Table Top Display



3 fold table top display

Lights not recommended

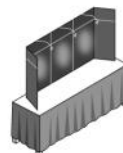
3.5' high x 6' wide

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
	Portable Table Top Display		175.00	210.00	
	Panel Table Top Display		275.00	330.00	
	Single Banner Stand		175.00	210.00	

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.

Date _____

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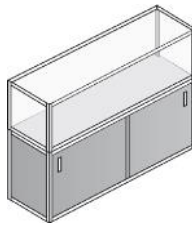
Order Deadline Date _____

MODULAR FURNITURE | Counters & Showcases

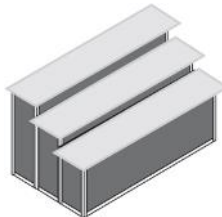


GLASS TOWER

GLASS DISPLAY CASE



MULTI LEVEL DISPLAY



CUSTOM CURVED COUNTER

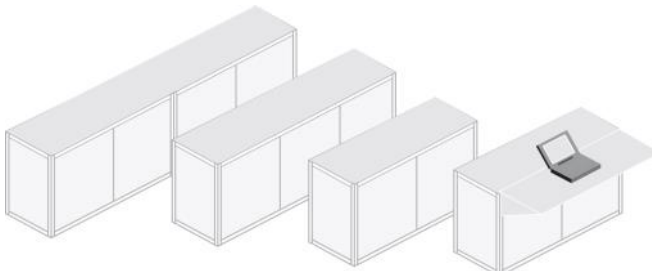


FOLDING LITERATURE RACK

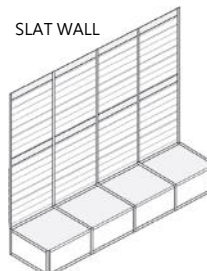


✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	Glass Tower Showcase (.5mx.5mx 1.5m high)	<input type="text"/>	395.00	475.00	<input type="text"/>
<input type="checkbox"/>	Glass Display Case (1m wide x .75 high x .5m)	<input type="text"/>	325.00	390.00	<input type="text"/>
<input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

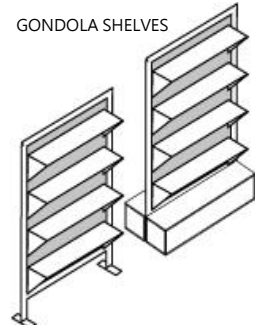
MODULAR COUNTERS



SLAT WALL



GONDOLA SHELVES



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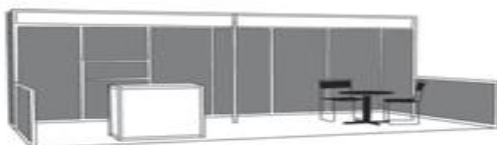
BOOTHS | HARD WALL SYSTEM

✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	Base Package A : includes aluminum structure, white hard walls, company name in block lettering, grey carpet	<input type="text"/>	1,200.00	1,440.00	<input type="text"/>
<input type="checkbox"/>	Base Package B: includes aluminum structure, white hard Walls, company name in block lettering, 1m counter, 2 café chairs and café pedestal, 2 shelves , 2 arm lights	<input type="text"/>	1,875.00	2,250.00	<input type="text"/>



Dimensions		
Back wall Header Sign	8' x 10'	2.75 m x 3m
Back wall	10' x 10'	3m x 3m
Height side	3'	1m
Height (back)	8'	2.75 m

✓	Item Description	Qty	Pre show	Standard	Total
<input type="checkbox"/>	Base Package A : includes aluminum structure, white hard walls, company name in block lettering I&D	<input type="text"/>	2,200.00	2,440.00	<input type="text"/>
<input type="checkbox"/>	Base Package B: includes aluminum structure, white hard Walls, company name in block lettering, 1m counter, 2 café chairs and café pedestal, 4 shelves , 4 armlights	<input type="text"/>	2,875.00	3,250.00	<input type="text"/>



Dimensions		
Back wall Header Sign	8' x 20'	2.75 m x 6m
Back wall	10' x 20'	3m x 6m
Height side	3'	1m
Height (back)	8'	2.75 m

BOOTHS | HARD WALL SYSTEM



SHIPPING & RECEIVING ADDRESS:

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

| email: info@whistlershowservices.com

| PH: 877-938-4891 | fax: 604-938-4892

Date _____

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Order Deadline Date _____

DISPLAY ACCESSORIES & FLORAL

✓	Item Description	Qty	Pre show	Standard	Total
	STYRENE BROCHURE HOLDER				
<input type="checkbox"/>	3 tiered for 6" x 11" brochure	<input type="text"/>	12.00	15.00	<input type="text"/>
<input type="checkbox"/>	3 tiered for 8" x 11" brochure	<input type="text"/>	12.00	15.00	<input type="text"/>
<input type="checkbox"/>	single tier 8" x 11" brochure/wall mount or table top	<input type="text"/>	10.00	14.00	<input type="text"/>
	STYRENE TABLE TOP RISERS				
<input type="checkbox"/>	Set of 3: 4" h, 6" h & 8" square	<input type="text"/>	25.00	28.00	<input type="text"/>
<input type="checkbox"/>	Single sheet 8.5" x 11" table stand	<input type="text"/>	5.00	7.00	<input type="text"/>
<input type="checkbox"/>	GLASS FISH BOWL (med)	<input type="text"/>	15.00	18.00	<input type="text"/>
<input type="checkbox"/>	DRAW DRUM BARREL (med)	<input type="text"/>	65.00	80.00	<input type="text"/>
	FLORAL ARRANGEMENTS & PLANTS				
<input type="checkbox"/>	Small Fresh seasonal floral arrangement in glass vase	<input type="text"/>	50.00	64.00	<input type="text"/>
<input type="checkbox"/>	Large fresh seasonal floral arrangement in glass vase	<input type="text"/>	125.00	155.00	<input type="text"/>
<input type="checkbox"/>	Potted Flowering Plants	<input type="text"/>	50.00	64.00	<input type="text"/>
<input type="checkbox"/>	Live tropical or local greenery floor plants 3' -4' h	<input type="text"/>	65.00	80.00	<input type="text"/>
<input type="checkbox"/>	Live tropical or local greenery floor plants: 5' - +	<input type="text"/>	135.00	165.00	<input type="text"/>

DISPLAY ACCESSORIES & FLORAL

PLEASE READ CAREFULLY!

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

The terms and conditions set forth below are part of 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/EXPOSITION 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 be 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 DELIVERED 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.