

Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display has been appointed the Official Show Contractor for the **Association of School Transportation Services of BC** at **Penticton Trade and Convention Center** on **July 16, 2025**.

To help make 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 as soon as possible. Or you can complete your forms online.

Place your orders before July 2, 2025 for the Discounted Advance Order Prices.

Please Note that All orders must be received by 5:00 pm PST on July 9, 2025

SHOW SCHEDULE			
Exhibitor Move-In:	WEDNESDAY	JULY 16, 2025	11:00 AM – 4:00 PM
Show Times:	WEDNESDAY	JULY 16, 2025	4:00 PM – 8:00 PM
Exhibitor Move Out:	THURSDAY	JULY 17, 2025	8:00 AM – 12:00 PM
ORDER DEADLINES AND IMPORTANT DATES			
Advance Order Deadline:		July 2, 2025	
Advance Shipments may begin arriving at the warehouse:		July 2, 2025	
Last day for Advance Shipments to arrive:		July 11, 2025	
Ordering Deadline:		July 9, 2025	
SHOW INFORMATION			
Booth Package Includes:	10’ x 10’		
Back Wall Drape	8’ Tall, Black		
Side Wall Drape	3’ Tall, Black		
Seating	2 x Chairs		
Table	1 x 6’ Table w/ White skirt		
Carpet	Available to order, see page 6		
Power	Power is provided by the venue		
VENUE ADDRESS:		ADVANCED WAREHOUSE SHIPPING ADDRESS:	
Penticton Trade and Convention Center 273 Power St, Penticton, BC V2A 7K9		The Association of School Transportation Services of BC c/o SHOWTIME 325 Bay Ave, Kelowna, BC V1Y 7S3	
PLEASE NOTE: The Penticton Trade and Convention Center does NOT accept any ADVANCE or ON-SITE / SHOW-DAY SHIPMENTS.			
Please send all shipments to the ADVANCE WAREHOUSE SHIPPING ADDRESS.			
All Items must leave the Show Floor during Exhibitor Move Out and cannot be left unattended.			

If you require assistance or additional information not covered in our Exhibitor order package, please use the contact details below to contact the Exhibitor Services team.

How To Save Time & Use Our Online Store!



Showtime Events and Display is pleased to be named the official show services provider for the Canada Day 2017 - Kelowna being held June 30 - July 1, 2017 at the Tug Boat Beach. We encourage you to use our safe and secure online ordering web site to place your order. To log in, click on the link below and sign in using your e-mail address and the temporary password provided:

Secure Store Link:
<https://showtime.boomerecommerce.com>

Login Information:
Username: dsydor@show.ca
Temporary Password: *****

Please do not hesitate to contact us if you need assistance.

Showtime Events and Display
800-721-0029

Step 1: To gain login access, please email our Exhibitor Services team at Infodesk@showtimedisplay.com.

Sometimes, you may have 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 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 attend. 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 checkout prompts



If you have any questions, please contact our Customer Service team.

Phone: toll-free at **1-800-721-0029 Option 3**

Email: infodesk@showtimedisplay.com

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Credit Card Authorization Form

Please Note: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt.

Name Of Company:	Contact:	Email:
Address:		Telephone No:
City :	Province /State:	Postal Code:

The following services will be Invoiced and paid for by the Contractor or the exhibiting firm of our choosing. The Contractor must pay for all services before the show opening. Please indicate the services that you are authorizing payment form below:

All Services ☐ Furniture & Accessories ☐ Electrical ☐ Audio/ Visual ☐ Pre-Show Storage ☐ Post-Show Storage ☐

Credit Card

Card Type: Visa ☐ Master Card ☐ American Express ☐ Discover ☐

Card Number#:

Expiration Date **Personal:** ☐ **Business:** ☐

Card Holder: **Signature:**

*Please note that by signing, you agree to Showtime Event & Displays Limits of Liability/ Terms

Third-Party Authorization

Card Type: Visa ☐ Master Card ☐ American Express ☐ Discover ☐

Third-Party Name **Contact**

Address **Telephone No:**

City **Province/ State** **Postal Code** **Email**

Card Number#

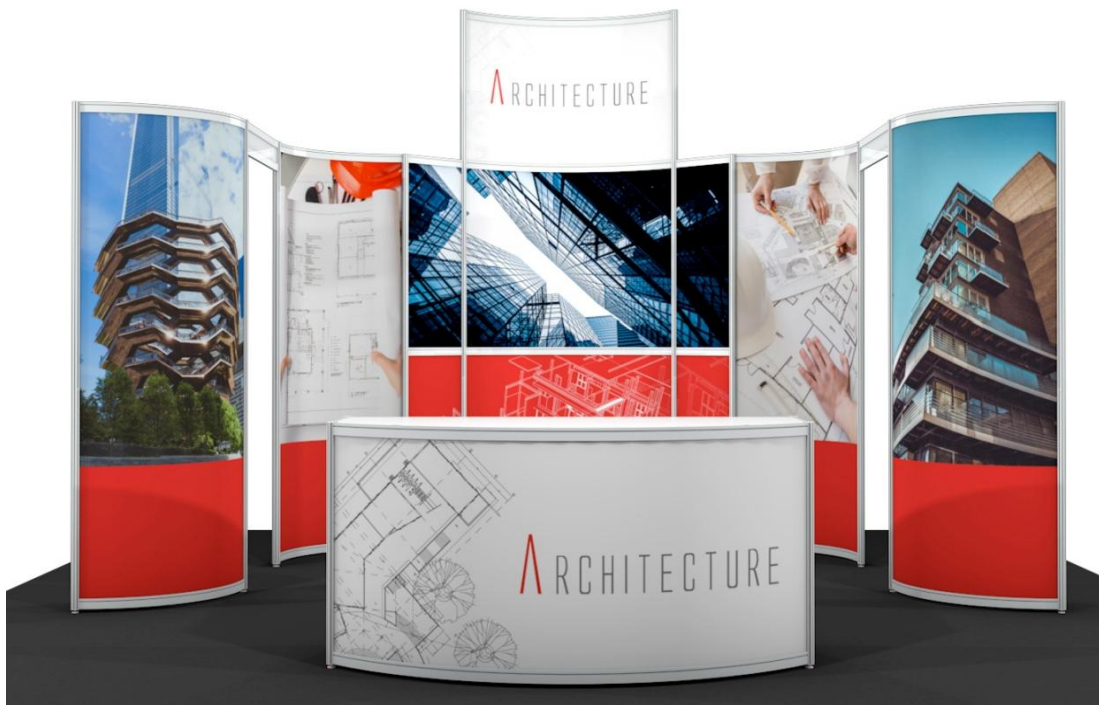
Expiry Date: **Personal** ☐ **Business:** ☐

Card Name **Signature**

Please note that by signing, you agree to Showtime Event & Displays Limits of Liability/ Terms.

Custom Hardwall Booths

Call today to have us design, create and deliver a custom display for your next event that will turn heads and function to meet all your needs.



Add graphics to your custom Hard Wall Display to promote your brand and tell your story to potential customers.

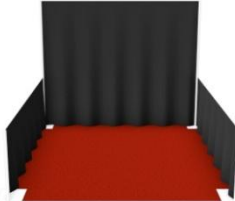
Contact us at
Phone: 1-800-721-0029 Extension 2240
Email: Infodesk@showtimedisplay.com

Carpet Order Form

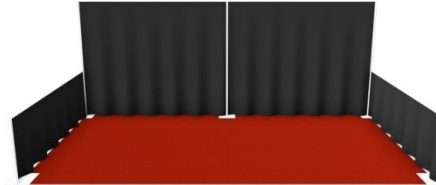
Please Note: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

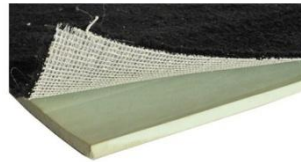
8'x10' Carpet







10'x20' Carpet



Underlay



Carpet Colors – Please Choose One

Black <input type="checkbox"/>		Red <input type="checkbox"/>		Grey and Black Fleck <input type="checkbox"/>		Blue and Black Fleck <input type="checkbox"/>	
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Pricing

Product	Advanced Price	Regular Price	Quantity	Total
8'x10' Carpet	\$139.00	\$179.00		
10'x20' Carpet	\$277.50	\$365.00		
8'x10' Underlay	\$139.00	\$179.00		

Please Note: All orders must accompany a completed Credit Card Authorization Form. Therefore, orders will be processed once the Form is received and dated upon receipt.
 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 July 2, 2025. After July 2, 2025, a 50% refund of the original price will be issued. After delivery, there is no refund of any rental or labour charges.

Tables & Chairs Order Form

Please Note: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

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



30" Tall Round

40" Tall Round

Low Back Chrome stools

Folding 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 Skirts 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		
Folding Chair	\$14.00	\$16.00		
Low Back Chrome Stools Black 30"	\$52.00	\$55.50		
Low Back Chrome Stools White 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: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt.
 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 July 2, 2025. After July 2, 2025, a 50% refund of the original price will be issued. After delivery, there is no refund of any rental or labour charges.

Audio Visual Order Form

Please Note: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt.		
Name Of Company:	Booth Number:	Contact Name:
Email:	Phone Number:	

32" Flat Screen Per Day



42" Flat Screen & Floor Stand



65" Flat Screen & Floor Stand



80" Flat Screen & Floor Stand



Did you know that we offer a wide selection of AV equipment? Please get in touch with Exhibitor Services for Availability and Pricing.

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 in order
- Showtime is not responsible for the internet connection loss due to the internet provider's signal loss.
- Showtime is not responsible for data loss that may occur due to equipment failure or client negligence.

Order Form

Item #	Product	Advanced Rate	Regular Rate	Quantity	Per Day	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			

Please Note: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt. 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 <APD>. After <APD>, a 50% refund of the original price will be issued. After delivery, there is no refund of any rental or labour charges.

Pre & Post Show Storage FAQ

Pre Show

What information do I need to place an order?

To order Pre-Show Storage, you will need the following:

The number of pieces.

The dimensions of the pieces.

The Carrier's name.

Tracking number(s) for the shipment.

What if I need some information?

Order with the information that you have now, and update us once you know more. Example: You don't have the final weight for your shipment. 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 yet to be delivered in the days leading up to the Pre-Show Storage deadline.

What happens if my shipment arrives after the Pre Show Storage Deadline?

We will do everything we can 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, our team will transport your shipments to the show site and deliver the items 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 the Exhibitor Move Out.

Customs documents if your shipment is leaving Canada.

What do I need to do during Exhibitor Move Out?

Before 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. Please let us know if you need plastic wrap or tape; our team will provide the items.

Once your team has packed the shipment for transport, label your items with the provided Showtime labels and check in with the Exhibitor's services team to review your paperwork and sign your shipment.

Schedule your shipment to be picked up by your Carrier using our warehouse address.

What will happen to my shipment after the Exhibitor move out?

Our team will collect the shipment from your booth and load it onto our trucks for transport.

Once your shipment arrives at our warehouse, it will be weighed and sorted for carrier pickup.

When your Carrier arrives, our team will load the shipment for transport.

When can my shipment be picked up?

Your Carrier can pick up the shipment the next business day after Exhibitor Move-out. Shipments must be picked up three business days after Exhibitor Move-out.

Pre Show Storage Order Form

Please Note: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

**PLEASE NOTE THAT THE VENUE/ SHOW SITE CANNOT 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. (Please note that Showtime is **NOT** responsible for arranging outbound carriers or completing any carrier forms or documents). All carriers must arrive during the exhibitor move-out time.

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

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 the Total Charge		25% of the Total Charge					
INBOUND SHIPPING INFORMATION (Please fill in all details)									
Carrier:									
Tracking Number:									
Please specify the type of shipment and the quantity of each type.		BOXES #	SKID/CRATE # (Size 4'x4'x4')	CASE #	BAG #				
Shipment Dimensions:									
Date Shipped:			Arrival Date:						
Address of Origin:									

SUBTOTAL		
Surcharges:		
GST 5%:		
**Cancellation Policy ** - A full refund will be issued for services cancelled before shipments to the advanced warehouse are sent/received. -Partial refunds for any shipment have been tracked but not received. - No refunds will be issued 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. Showtime is NOT responsible for collecting shipments or any customs charges. A 15% service fee will be applied to any customs or freight fees billed to Showtime.
 Shipments must arrive between July 2, 2025, and April 29, 2024. Shipments that arrive earlier or later than these dates will be subject to fees.

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

Any show materials left unattended and not collected by a carrier on the show floor after the exhibitor move-out will be returned to the advanced warehouse. 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:**

10 NAME _____ SIGNATURE _____ DATE _____

Showtime Exhibitor Services | infodesk@showtimedisplay.com | 1-800-721-0029 Option 3 Toll Free



Pre-Show Storage Label

From:

Exhibiting Company:

Booth #:

Ship To:

325 Bay Ave,

Kelowna, BC

V1Y 7S3

The Association of School Transportation Services of BC
C/O

Showtime Event & Display

Tel: 1-800-721-0029 Option 3

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 July 2, 2025 & July 11, 2025

Post Show Storage Order Form

Please Note: All orders must accompany a completed Credit Card Authorization Form. Orders will be processed once the Form is received and dated upon receipt.

Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

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 100 lbs.

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 #
Destination Address:				

SUBTOTAL	
Surcharges:	
GST 5%:	
TOTAL AMOUNT DUE:	
**Cancellation Policy ** - A full refund will be issued for services canceled before shipments to the advanced warehouse are sent/received. - No refunds will be issued 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 before the beginning of the show, a **\$50.00 CAD** surcharge fee will apply.
- Please prepay all shipping/ freight charges. Showtime is NOT responsible for collecting shipments or any customs charges. A 15% service fee will be applied to any customs or freight fees billed to Showtime.
- Outbound waybills and other shipping documents must be appropriately filled out and accompany the shipment at the Exhibitor Move. If the documents are not correctly filled out or do not accompany the shipment, we cannot guarantee that 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 unattended in the booth.

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.