**KEY DATES & TIMES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Deadline</td>
<td>Wed Jun 3</td>
<td>15.00</td>
</tr>
<tr>
<td>Advance warehouse</td>
<td>Wed May 20</td>
<td>9.00-15.00</td>
</tr>
<tr>
<td>Advance receiving</td>
<td>Wed Jun 3</td>
<td>15.00</td>
</tr>
<tr>
<td>Site Receiving</td>
<td>Sun Jun 7</td>
<td>8.00-15.00</td>
</tr>
<tr>
<td>Exhibitor Move In</td>
<td>Sun Jun 7</td>
<td>12.00-17.00</td>
</tr>
<tr>
<td>Show Times</td>
<td>Sun Jun 7</td>
<td>18.00-21.00</td>
</tr>
<tr>
<td>Mon Jun 8</td>
<td>10.00-17.00</td>
<td></td>
</tr>
<tr>
<td>Tue Jun 9</td>
<td>7.00-14.00</td>
<td></td>
</tr>
<tr>
<td>Show Close / Move-out</td>
<td>Tue Jun 9</td>
<td>14.00</td>
</tr>
<tr>
<td>Post Show</td>
<td>Jun 10</td>
<td>9.00-15.00</td>
</tr>
</tbody>
</table>

**CONTACTS & CHECK LIST**

<table>
<thead>
<tr>
<th>Co.</th>
<th>Contact</th>
<th>Service</th>
</tr>
</thead>
</table>
| WSS Official Display Services | Service Coordinator  
Ph: 877-938-4891  
Fax: 604-938-4892  
email completed forms  
MH compulsory to all exhibit materials  
MH: Material Handling  
I&D Services  
Equipment Rentals |
| NALSI Official Carrier  
Customs Brokerage      | NALSI  
Mark Fowler  
Director of operations  
Ph: 778-328-2841  
email forms NALSI  
Carrier & Freight  
Customs Brokerage |
| WCC Electrical & Internet | Whistler Conference Centre  
Complete and remit online orders directly with WCC  
In booth  
Electrical outlets  
Internet services |
| FREEMAN Audio Visual   | Edward Hugill  
Technical Service Manager  
T 604-935-4402  
Order form  
In booth  
Audio Visual & IT |
| CHES BC                 | Wendy MacNicol  
chesbcconf@shaw.ca  
Show Management |

**COURTESY OF SHOW MANAGEMENT**

- 8’ x 10’ drape exhibit space
- 8’ high drape back, 3’ high drape side wall
- 1 skirted table – 6’ x 2 4” topped in white
- 2 fabric chairs

**VENUE**

Name: Whistler Conference Centre  
Exhibit Hall: Sea to Sky Ballroom  
The exhibit hall floor is carpeted

If you require anything that is not listed or would like assistance, please contact Whistler Show Services 1-877-938-4892. We look forward to being of service.
ADVANCE SHIPMENTS TO WAREHOUSE

SHIPMENTS originating within Canada from all carriers to ADV.WAREHOUSE
SHIPMENTS originating from outside Canada from all carriers with customs clearance to ADV.WAREHOUSE

SHIP TO: Include company name &booth number  (SHIP LABEL)
c/o Whistler Show Services
# 6-1208 Alpha Lake Rd, Whistler BC V0N 1B1

DIRECT SHIPMENTS TO SHOW SITE

SHIPMENTS Originating from Canada from all carriers to SHOW SITE (all carriers, couriers and private passenger vehicles.)
SHIPMENTS Originating from outside Canada from all carriers and Preferred Customs Brokerage Firms to SHOW SITE

ALL SHOW SITE FREIGHT IS SUBJECT TO HANDLING CHARGES FROM DOCK TO BOOTH SPACE.

SHIP BY: Sunday June 7 from 8.00–15.00
SHIP TO: Include company name & booth number
c/o Whistler Show Services
4010 Whistler Way, Whistler BC V0N 1B1 / upper lot loading entrance

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 MOVE-IN | ACCREDITED EXHIBITOR SITE ACCESS:

Only accredited Exhibitors with Hand Carry display materials will be allowed entry from the main entrance to the booth spaces. WSS will receive and deliver all shipments requiring handling (dollies, carts, rolling cases, pallets, etc.) from all carriers and private passenger vehicles arriving at the dock to the booth spaces. (Complete: Cartload Service form)

Accredited qualifying exhibitors requiring entry via the freight entrance are required to check in with the service desk to coordinate their LOADING ACCESS (designated dock time and temporary loading parking). 1-877-938-4891.

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. A WSS representative will be on site to assist.

OUTBOUND SHIPPING | Post Event Material Handling Services & Fees

Ensure transportation order is completed with your selected provider if other than official and clearly state to your carrier of choice that the shipment leave the Show Site on Tue Jun 9 from 15.00 –18.00, to avoid Post Event Material Handling and storage charges. Courier services are subject to an additional administration service fee of $65.00

Post Event Material Handling from WSS warehouse is to be picked up on Wed June 10, 15.00 to avoid additional storage.

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.
**SHIPPING & RECEIVING ADDRESS**

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

**RETURN** completed email: info@whistlershowservices.com

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

---

### ORDER SUMMARY & AUTHORISATION

**Complete with sums carried forward from forms**

<table>
<thead>
<tr>
<th>Material Handling and Drayage</th>
<th>Amount</th>
<th>GST 5%</th>
<th>PST 7%</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation &amp; Dismantle Labour Services</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Exhibit Transportation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Carpet &amp; Floor Covering</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Tables &amp; Chairs</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Modular Counters</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Panel and Table Top Displays</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Signs &amp; Graphics</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Hard Wall System Booths</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Floral &amp; Display Accessories</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

---

**Exhibitor Company Name:** ____________________________ **Contact Name:** ____________________________

**c/o Third party billing:** ____________________________ **Email:** ____________________________

**address:** ____________________________ **phone:** ____________________________

**city:** ____________________________ **fax:** ____________________________

**prov./state:** ____________________________ **Postal code:** ____________________________

**Card type:** Visa [ ] Amex [ ] Master Card [ ]

**Cardholder Name:** ____________________________ **Exp. date:** ______/_______

**Signature:** ____________________________ **Code**

---

**EXHIBIT QUESTIONNAIRE**

**WILL YOUR EXHIBIT BE SET UP BY:**

Whistler Show Services: [ ] Exhibitor Staff: [ ] Other: [ ]

**Estimated time required for set up**

**EAC Display Co. Name**

| Contact: | Ins. Certificate attached: [ ] |

---

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.
SHIP TO: advance warehouse

#6-1208 Alpha Lake Road
Whistler BC V0N 1B1
c/o Whistler Show Services
1-877-938-4891

EXHIBIT MATERIALS

Exhibiting Co. Name: 
Booth #: 
Event Name: 

Number __________ of __________
EXHIBIT TRANSPORTATION | QUOTE REQUEST

SERVICE CHOICE
STANDARD [ ]
EXPEDITED [ ]

From: SHIPPER NAME (exhibiting co.):

Contact:
Address:
City: PROV Code
Phone:
Show Name: Bth #

TO: CONSIGNEE (WSS, Wh to Show Site):

C/O Whistler Show Services: Show Site delivery
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

<table>
<thead>
<tr>
<th>NO. OF PKGS</th>
<th>DG</th>
<th>DESCRIPTION OF GOODS</th>
<th>WEIGHT (SUBJECT TO CORRECTION)</th>
<th>DIMENSIONS</th>
</tr>
</thead>
</table>

WHERE REQUIRED BY THE TARIFF, SHIPPER MUST COMPLETE THE TOTALS

Total # PKGS

Total weight

Total dimension of shipment

DESTINATION: OUTBOUND SHIPPING ADDRESS

Co:
Booth #:
Return Address:
City: PROV Code
Receiving Contact:
Phone:

Email quote to: ________________________________
Phone: _______________________________________
Email: _______________________________________
**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 car-

**✓ ADVANCE WAREHOUSE**

<table>
<thead>
<tr>
<th>SHIPMENT TYPE</th>
<th>DESCRIPTION</th>
<th>RATE/100LBS</th>
<th>LBS MIN</th>
<th>MIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated / Skidded</td>
<td>Crates, wrapped skids, pallets, rolling cases, fibre cases</td>
<td>$ 98.00</td>
<td>200lbs</td>
<td>$196.00</td>
</tr>
<tr>
<td>Special Handling</td>
<td>Uncrated, stacked, loose, pad wrapped, cartons, carpet pads, carpet roll,</td>
<td>$ 108.00</td>
<td>200lbs</td>
<td>$216.00</td>
</tr>
<tr>
<td></td>
<td>trussing, signs, graphics, fragile.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Parcel</td>
<td>Max 2 cartons not exceeding 40 lbs combined /12x12x12in ea</td>
<td>$ 56.00</td>
<td>ea</td>
<td>$56.00</td>
</tr>
<tr>
<td>Post Event</td>
<td>Shipments returned to Adv WH in the instance of carriers being unable to</td>
<td>$ 52.00</td>
<td>200lbs</td>
<td>$104.00</td>
</tr>
<tr>
<td></td>
<td>pick up during the posted event move-out times.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANDATORY Post Event</td>
<td>The POST EVENT HANDLING rate is mandatory when an event end time is</td>
<td>$ 52.00</td>
<td>200lbs</td>
<td>$104.00</td>
</tr>
<tr>
<td></td>
<td>scheduled after 15:00 from Monday to Friday and 8:00-24:00 on</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday and Sunday.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Support</td>
<td>All inbound and outbound courier preparation, incomplete</td>
<td>$ 65.00</td>
<td>n/a</td>
<td>$65.00</td>
</tr>
<tr>
<td></td>
<td>documentation and delivery receipt administrative fee.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUSH / Alternate Site</td>
<td>Shipments arriving at warehouse after posted dates, requiring priority</td>
<td>$ 32.00</td>
<td>n/a</td>
<td>tba</td>
</tr>
<tr>
<td></td>
<td>delivery or alternate location delivery / in addition to above posted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>base rates</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**✓ SHOW SITE**

<table>
<thead>
<tr>
<th>SHIPMENT TYPE</th>
<th>DESCRIPTION</th>
<th>RATE/100LBS</th>
<th>LBS MIN</th>
<th>MIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated / Skidded</td>
<td>Crates, wrapped skids, pallets, rolling cases, fibre cases</td>
<td>$ 80.00</td>
<td>200lbs</td>
<td>$160.00</td>
</tr>
<tr>
<td>Special Handling</td>
<td>Uncrated, stacked, loose, pad wrapped, cartons, carpet pads, carpet roll,</td>
<td>$ 98.00</td>
<td>200lbs</td>
<td>$196.00</td>
</tr>
<tr>
<td></td>
<td>trussing, signs, graphics, fragile.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Parcel</td>
<td>Max 2 separate cartons not exceeding 35lbs combined or</td>
<td>$ 46.00</td>
<td>ea</td>
<td>$46.00</td>
</tr>
<tr>
<td></td>
<td>12x12x12in ea.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartload Service</td>
<td>Labourer with cart to unload small exhibit material shipment from</td>
<td>$ 108.00</td>
<td>n/a</td>
<td>$108.00</td>
</tr>
<tr>
<td></td>
<td>private passenger vehicle and deliver to booth space.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must not exceed 10 pieces or 250lbs. One direction trip only. One</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cartload only per booth space.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Support</td>
<td>All inbound and outbound courier preparation, incomplete</td>
<td>$ 65.00</td>
<td>n/a</td>
<td>$65.00</td>
</tr>
<tr>
<td></td>
<td>documentation and delivery receipt administrative fee.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUSH / Alternate Site</td>
<td>Shipments arriving late, requiring priority delivery or alternate</td>
<td>$ 32.00</td>
<td>n/a</td>
<td>tba</td>
</tr>
<tr>
<td></td>
<td>location delivery / in addition to above posted base rates</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 settled 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. Whistler Show Services material handling responsibility of the shipment ends once the transport company has taken possession of the shipment.
Estimated weights will be invoiced based on final weight registered upon arrival. Shipments arriving at different times will not be consolidated. Kindly list all goods as crated goods, un-crated goods, display materials, pallets or

Please complete one table per shipment
To calculate charges, please round up to the next 100 lbs.
Ex.: 335 lbs= 400 lbs or 4 units x $98.00.

### 1- MATERIAL HANDLING / ADVANCE WAREHOUSE (all carriers)

<table>
<thead>
<tr>
<th>CARRIER / SHIPPING COMPANY</th>
<th>NUMBER OF PIECES</th>
<th>DESCRIPTION / DIMENSIONS</th>
<th>WEIGHT ( LBS OR KG )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crated/Skidded # of pieces</th>
<th>Total weight</th>
<th>X $98/100 lbs (min 2)</th>
<th>TOTAL min.$196.00 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Handling # of pieces</td>
<td>Total weight</td>
<td>X $108/100 lbs (min 2)</td>
<td>TOTAL min.$216.00 $</td>
</tr>
</tbody>
</table>

Please carry amount to the payment summary

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

<table>
<thead>
<tr>
<th>CARRIER / SHIPPING COMPANY</th>
<th>NUMBER OF PIECES</th>
<th>DESCRIPTION / DIMENSIONS</th>
<th>WEIGHT ( LBS OR KG )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Crated/Skidded # of pieces | Total weight | X $80/100 lbs (min 2) | TOTAL min.$160.00 $ |
| Special Handling # of pieces | Total weight | X $98/100 lbs (min 2) | TOTAL min.$196.00 $ |

Please carry amount to the payment summary

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

<table>
<thead>
<tr>
<th>INBOUND &amp; OR OUTBOUND</th>
<th>ESTIMATED ARRIVAL TIME</th>
<th># OF PIECES</th>
<th>SPECIAL REQUESTS</th>
<th>WEIGHT ( LBS OR KG )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Inbound Service 54.00 | Outbound Service 54.00 | X 54.00 (min 3) | TOTAL min.$54.00 $ |

Please carry amount to the payment summary
### 3- MATERIAL HANDLING & DRAYAGE / POST EVENT HANDLING

<table>
<thead>
<tr>
<th>CARRIER / SHIPPING COMPANY TRACKING INFORMATION</th>
<th>NUMBER OF PIECES</th>
<th>DESCRIPTION / DIMENSIONS</th>
<th>WEIGHT (LBS OR KG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated/Skidded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of pieces</td>
<td>Total weight</td>
<td>X $52.100 lbs (min 2)</td>
<td>TOTAL min.$104.00</td>
</tr>
<tr>
<td>Courier Shipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of pieces</td>
<td>Total weight</td>
<td>X 65.00</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Please carry amount to the payment summary.

### 4- MATERIAL HANDLING / RUSH - ALTERNATIVE DESTINATION

<table>
<thead>
<tr>
<th>CARRIER / SHIPPING COMPANY TRACKING INFORMATION</th>
<th># OF PIECES</th>
<th>DESCRIPTION / DIMENSIONS</th>
<th>WEIGHT (LBS OR KG)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td># of pieces</td>
<td>Total weight</td>
<td>X $32.00</td>
</tr>
</tbody>
</table>

Delivery destination details: ________________________________

### 5- MATERIAL HANDLING / SMALL PARCEL RECEIVING & DELIVERY

<table>
<thead>
<tr>
<th>CARRIER / SHIPPING COMPANY TRACKING INFORMATION</th>
<th># OF PIECES</th>
<th>DESCRIPTION / DIMENSIONS</th>
<th>WEIGHT (LBS OR KG)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td># of pieces</td>
<td>Total weight</td>
<td>X $56.00</td>
</tr>
</tbody>
</table>

Delivery destination details: ________________________________
INSTALLATION & DISMANTLE SERVICES

### INSTALLATION
- **No. of Installers**
- **Install Date**
- **Install Time**
- **Est. Duration**

### DISMANTLE
- **No. of Installers**
- **Install Date**
- **Install Time**
- **Est. Duration**

#### SUPERVISION
- **WSS**
- **Exhibitor**

### INSTALLATION RATES

<table>
<thead>
<tr>
<th>Time</th>
<th>Standard</th>
<th>Overtime</th>
<th>Overtime</th>
<th>Double Time</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>08:00 to 17:00</td>
<td>17:00 to 24:00</td>
<td>07:00 to 08:00</td>
<td>08:00 to 24:00</td>
<td>24:00 to 08:00</td>
</tr>
<tr>
<td>Mon to Fri</td>
<td>$65.00</td>
<td>$95.00</td>
<td>$95.00</td>
<td>$95.00</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>72.00</td>
<td>105.00</td>
<td>105.00</td>
<td>105.00</td>
<td>144.00</td>
</tr>
</tbody>
</table>

### SUPERVISION SERVICES
- **Whistler Show Services Supervised**: 20%
  - WSS to supervise the installers to install displays prior to exhibitor arrival and / or dismantle after show close
- **Exhibitor Supervised**: N/A
  - Exhibitor to supervise the installers provided by WSS for the installation and / or dismantle during the posted exhibitor installation date and times.

---

INBOUND INFORMATION

- **Date Shipped to Adv. Receiving**
- **# of pieces**
- **Est. Weight**
- **Carrier**
- **Custom Broker**

OUTBOUND INFORMATION

- **# of pieces**
- **Custom Broker**
- **Carrier**
- **Way bill included**
- **Outbound Shipping Address**

### DISPLAY CONTRACTOR SHOW RATES

<table>
<thead>
<tr>
<th>Pre-Show</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>$65.00</td>
<td>72.00</td>
</tr>
<tr>
<td>$95.00</td>
<td>105.00</td>
</tr>
<tr>
<td>$95.00</td>
<td>105.00</td>
</tr>
<tr>
<td>$130.00</td>
<td>144.00</td>
</tr>
</tbody>
</table>

---

Booth Description

- **Type**
- **Custom:**
- **Plans**
- **Graphic layout:**
- **Height**
- **Ladder size:**
- **Other:**

#### Electrical
- **Ordered:** (y/n)

#### Rental Carpet
- **Ordered:** (y/n)

#### Furniture & Floral
- **Ordered:** (y/n)

#### Cleaning
- **Ordered:** (y/n)

#### Lifts or Hanging Sign
- **Ordered:** (y/n)
### IN BOOTH ELECTRICAL

Complete orders directly online from Whistler Conference Centre [Whistler Conference Centre : Service Documents](#)

#### ELECTRICAL ACCESSORIES

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Pre show</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ Extension cord</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20’ Extension cord</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Bar (4 outlets)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LITI</strong>NG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double 150w Flood light on 8’ floor stand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clip on lights</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halogen arm lights (for hard wall systems)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED Lighting: cocktail round high</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DISPLAY ACCESSORIES & FLORAL

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Pre show</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STYRENE BROCHURE HOLDER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 tiered for 6” x 11” brochure</td>
<td></td>
<td>12.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>3 tiered for 8” x 11” brochure</td>
<td></td>
<td>12.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>single tier 8” x 11” brochure/wall mount or table top</td>
<td></td>
<td>10.00</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td><strong>GLASS FISH BOWL</strong> (med)</td>
<td></td>
<td>15.00</td>
<td>18.00</td>
<td></td>
</tr>
<tr>
<td><strong>DRAW DRUM BARREL</strong> (med)</td>
<td></td>
<td>65.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td><strong>FLORAL ARRANGEMENTS &amp; PLANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Fresh seasonal floral arrangement in glass vase</td>
<td></td>
<td>50.00</td>
<td>64.00</td>
<td></td>
</tr>
<tr>
<td>Large fresh seasonal floral arrangement in glass vase</td>
<td></td>
<td>125.00</td>
<td>155.00</td>
<td></td>
</tr>
<tr>
<td>Potted Flowering Plants</td>
<td></td>
<td>50.00</td>
<td>64.00</td>
<td></td>
</tr>
<tr>
<td>Live tropical or local greenery floor plants 3’ -4’ h</td>
<td></td>
<td>65.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>Live tropical or local greenery floor plants: 5’ - +</td>
<td></td>
<td>135.00</td>
<td>165.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SHIPPING & RECEIVING ADDRESS:**

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

RETURN completed | email: info@whistlershowservices.com

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

---

**TABLES AND CHAIRS**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Pre show</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestal table : 40” high (counter) white linen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pedestal Table: 29” high (regular) white linen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ skirted table: 40” high (counter) topped in white</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ skirted table: 29” high (regular) topped in white</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Blue ○ Black ○ Silver ○ White ○ Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ skirted table: 40” high (counter) topped in white</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ skirted table: 29” high (regular) topped in white</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Blue ○ Black ○ Silver ○ White ○ Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ skirted table: 40” high (counter) topped in white</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ skirted table: 29” high (regular) topped in white</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Blue ○ Black ○ Silver ○ White ○ Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables are skirted on three sides: add a fourth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Blue ○ Black ○ Silver ○ White ○ Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ x 8’ display poster board with 6’ skirted table</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Blue ○ Black ○ Silver ○ White ○ Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
## MODULAR FURNITURE | Counters & Showcases

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Pre show</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Glass Tower Showcase (.5mx.5mx 1.5m high)</td>
<td></td>
<td>395.00</td>
<td>475.00</td>
<td></td>
</tr>
<tr>
<td>2. Glass Display Case (1m wide x .75 high x .5m )</td>
<td></td>
<td>325.00</td>
<td>390.00</td>
<td></td>
</tr>
<tr>
<td>3. Multi Level Display (1m wide x 1m high x 1m)</td>
<td></td>
<td>485.00</td>
<td>580.00</td>
<td></td>
</tr>
<tr>
<td>4. Counter with sliding doors (1m x .5m x 1m h)</td>
<td></td>
<td>165.00</td>
<td>198.00</td>
<td></td>
</tr>
<tr>
<td>5. Counter (1.5mx .5m x75 h)</td>
<td></td>
<td>175.00</td>
<td>210.00</td>
<td></td>
</tr>
<tr>
<td>6. Counter (2mx .5m x 1m h)</td>
<td></td>
<td>215.00</td>
<td>258.00</td>
<td></td>
</tr>
<tr>
<td>7. Keyboard extension 5m x 1m</td>
<td></td>
<td>45.00</td>
<td>54.00</td>
<td></td>
</tr>
<tr>
<td>8. Gondola Shelving with 3 shelves and base</td>
<td></td>
<td>275.00</td>
<td>330.00</td>
<td></td>
</tr>
<tr>
<td>9. Slat wall with base (3m x 1.5mx .5m)</td>
<td></td>
<td>455.00</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>10. Curved counter custom sizes (from:)</td>
<td></td>
<td>425.00</td>
<td>510.00</td>
<td></td>
</tr>
<tr>
<td>11. Aluminum Folding Literature Rack</td>
<td></td>
<td>80.00</td>
<td>90.00</td>
<td></td>
</tr>
</tbody>
</table>
### LOUNGE FURNITURE

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

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:

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## HARD WALL DISPLAY SYSTEM

### Item Description

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Pre show</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Package A: includes aluminum structure, white hard walls, company name in block lettering, grey carpet</td>
<td></td>
<td>1,200.00</td>
<td>1,440.00</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td>1,875.00</td>
<td>2,250.00</td>
<td></td>
</tr>
</tbody>
</table>

### Dimensions

<table>
<thead>
<tr>
<th>Back wall</th>
<th>Header Sign</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ x 10’</td>
<td>2.75 m x 3m</td>
<td></td>
</tr>
<tr>
<td>10’ x 10’</td>
<td>3m x 3m</td>
<td></td>
</tr>
<tr>
<td>3’</td>
<td>1m</td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td>2.75 m</td>
<td></td>
</tr>
</tbody>
</table>

### Item Description

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Pre show</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Package A: includes aluminum structure, white hard walls, company name in block lettering, grey carpet</td>
<td></td>
<td>2,200.00</td>
<td>2,440.00</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td>2,875.00</td>
<td>3,250.00</td>
<td></td>
</tr>
</tbody>
</table>

### Dimensions

<table>
<thead>
<tr>
<th>Back wall</th>
<th>Header Sign</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ x 20’</td>
<td>2.75 m x 6m</td>
<td></td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>3m x 6m</td>
<td></td>
</tr>
<tr>
<td>3’</td>
<td>1m</td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td>2.75 m</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Type</th>
<th>Installation Details</th>
<th>Quantity</th>
<th>Materials</th>
<th>Colours background</th>
<th>Select</th>
</tr>
</thead>
</table>

**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:**

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Width</th>
<th>Length</th>
<th>Height</th>
<th>Weight</th>
<th>Type</th>
<th>Structural</th>
<th>Sign System</th>
<th>Installation Details</th>
<th>Quantity</th>
<th>Does your sign require assembly</th>
<th>Materials</th>
<th>Desired placement</th>
<th>Other Details</th>
<th>Select</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>QUOTE REQUESTED</th>
</tr>
</thead>
</table>

---

**SHIPPING & RECEIVING ADDRESS:**

<table>
<thead>
<tr>
<th>#6-1208 Alpha Lake Rd.</th>
<th>Whistler, BC</th>
<th>V0N 1B1</th>
</tr>
</thead>
</table>
### CARPET & FLOOR COVERING

<table>
<thead>
<tr>
<th>QTY</th>
<th>Colour (Select) ✓</th>
<th>SIZE</th>
<th>RATE</th>
<th>SUB TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>8' or 10' x 10' Classic Carpet</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8' or 10' x 20' Classic Carpet</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8' or 10' x 30' Classic Carpet</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16' or 20' x 20' Classic Carpet</td>
<td>x</td>
<td>=</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>Under pad (UP) or Plastic covering (PC) ✓</th>
<th>SIZE</th>
<th>RATE</th>
<th>SUB TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Under pad</td>
<td>PC</td>
<td>8' or 10' x 10' Classic Carpet</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Under pad</td>
<td>PC</td>
<td>8' or 10' x 20' Classic Carpet</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Under pad</td>
<td>PC</td>
<td>8' or 10' x 30' Classic Carpet</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Under pad</td>
<td>PC</td>
<td>16' or 20' x 20' Classic Carpet</td>
<td>x</td>
</tr>
</tbody>
</table>

### CLASSIC CARPET RATES

<table>
<thead>
<tr>
<th></th>
<th>Pre Order</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet 8' or 10' x10'</td>
<td>175.00</td>
<td>198.00</td>
</tr>
<tr>
<td>Carpet 8' or 10' x 20'</td>
<td>300.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Carpet 8' x or 10' x 30'</td>
<td>468.00</td>
<td>545.00</td>
</tr>
<tr>
<td>Carpet 16' or 20' x 20'</td>
<td>598.00</td>
<td>725.00</td>
</tr>
</tbody>
</table>

### UNDER PAD | 1/2"

<table>
<thead>
<tr>
<th></th>
<th>Pre Order</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet 8' or 10' x10&quot;</td>
<td>80.00</td>
<td>96.00</td>
</tr>
<tr>
<td>Carpet 8' x or 10' x 20&quot;</td>
<td>160.00</td>
<td>192.00</td>
</tr>
<tr>
<td>Carpet 8' x or 10' x 30&quot;</td>
<td>240.00</td>
<td>288.00</td>
</tr>
<tr>
<td>Carpet 16' or 20' x 20&quot;</td>
<td>320.00</td>
<td>384.00</td>
</tr>
</tbody>
</table>

### INTERLOCKING FLOOR

<table>
<thead>
<tr>
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<th>Pre Order</th>
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</thead>
<tbody>
<tr>
<td>8' or 10' x10&quot;</td>
<td>185.00</td>
<td>225.00</td>
</tr>
<tr>
<td>8' x or 10' x 20&quot;</td>
<td>375.00</td>
<td>450.00</td>
</tr>
<tr>
<td>8' x or 10' x 30&quot;</td>
<td>560.00</td>
<td>675.00</td>
</tr>
<tr>
<td>16' or 20' x 20&quot;</td>
<td>750.00</td>
<td>900.00</td>
</tr>
</tbody>
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Plastic Covering | visqueen

<table>
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<tr>
<th></th>
<th>Pre Order</th>
<th>Standard</th>
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</thead>
<tbody>
<tr>
<td>Carpet 8' or 10' x10&quot;</td>
<td>55.00</td>
<td>66.00</td>
</tr>
<tr>
<td>Carpet 8' x or 10' x 20&quot;</td>
<td>110.00</td>
<td>132.00</td>
</tr>
<tr>
<td>Carpet 8' x or 10' x 30&quot;</td>
<td>165.00</td>
<td>198.00</td>
</tr>
<tr>
<td>Carpet 16' or 20' x 20&quot;</td>
<td>220.00</td>
<td>264.00</td>
</tr>
</tbody>
</table>
SHIPPING & RECEIVING ADDRESS:
| #6-1208 Alpha Lake Rd. | Whistler, BC V0N 1B1 |
| email: info@whistlershowservices.com |
| PH: 877-938-4891 | fax: 604-938-4892 |

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 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 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/crrier 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.