

Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **Our Best to You Regina** at **The REAL District** on **November 14-16, 2024**.

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

Or you can complete your forms online.

**Place your orders before the November 1, 2024 to receive the Discounted Advance Order Prices.
Please Note All orders must be received by 5:00 pm PST November 11, 2024**

SHOW SCHEDULE

Exhibitor Move In:	WEDNESDAY	NOVEMBER 13, 2024	8:00am – 8:00pm
Show Times:	THURSDAY	NOVEMBER 14, 2024	10:00am – 9:00pm
	FRIDAY	NOVEMBER 15, 2024	10:00am – 9:00pm
	SATURDAY	NOVEMBER 16, 2024	10:00am – 6:00pm
Exhibitor Move Out:	SATURDAY	NOVEMBER 16, 2024	6:00pm

ORDER DEADLINES AND IMPORTANT DATES

Advance Order Deadline:	NOVEMBER 1, 2024
Advance Shipments may begin arriving at the Warehouse:	OCTOBER 30, 2024
Last day for Advance Shipments to arrive:	NOVEMBER 8, 2024
Ordering Deadline:	NOVEMBER 11, 2024

SHOW INFORMATION

Booth Package Includes:	
Back Wall Drape	8' High
Side Wall Drape	8' High

VENUE ADDRESS:

The REAL District
1700 Elphinstone St, Regina, SK S4P 2Z6

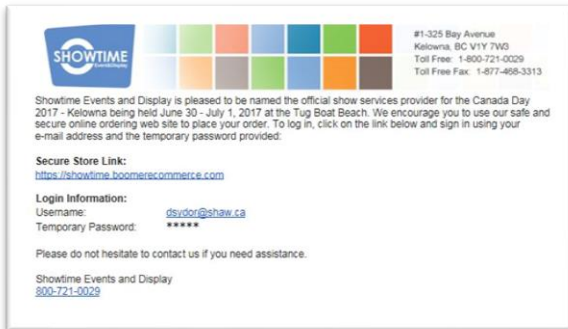
ADVANCE WAREHOUSE SHIPPING ADDRESS:

Our Best to You Regina c/o SHOWTIME
(Company Name & Booth #)
1700 Elphinstone St, Regina, SK S4P 2Z6

**PLEASE NOTE: The REAL District 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 any assistance or any additional information not covered in our Exhibitor order package, please do not hesitate to contact the Exhibitor Services team using the contact details below.

How To Save Time & Use Our Online Store!



Step 1: To gain login access please email our Exhibitor Services team at exhibitorservicesregina@showtimedisplay.com
In some cases you may have already received your login email from Show Management or a previous order.

Step 2: Please click the link provided in the login email, you will be redirected to our online store. Once you are there you will be asked to enter your email address and the password that has been provided to you in your login email.

Once that is complete you will be prompted to change the password for your account to one of your choosing.

Step 3: Once you have successfully logged into the site, please select the Show that you will be attending. You are able to view the basic information for the show such as the items included in your booth package.

Step 4: On the left-hand side of the page, there will be a list of available Departments for your show. Click on these to browse through the items available to order.

Step 5: Once you are ready to check out click “View My Cart” in the top right-hand corner and follow the check out prompts



If you have any questions please feel free to contact our Customer Service team.

Phone: toll-free at 1-800-721-0029 Option 3
Email: exhibitorservicesregina@showtimedisplay.com

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November 14-16, 2024
The REAL District
Advance Pricing Deadline: November 1, 2024
Ordering Deadline: November 11, 2024

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Tables & Chairs Order Form

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form

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

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



Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F101	Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$63.50	\$83.50		
F102	Raised Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$75.00	\$97.50		
	Unskirted table 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	40.00	60.00		
<input type="checkbox"/> Royal Blue <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Seafoam				Please pick one	
<input type="checkbox"/> Hunter Green <input type="checkbox"/> Black <input type="checkbox"/> Silver					

Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form All discounts offered are date sensitive and will not be offered after the date has passed.	Subtotal	
	GST 5%	
	PST 6%	
	Grand Total	

Carpet & Hardware Order Form

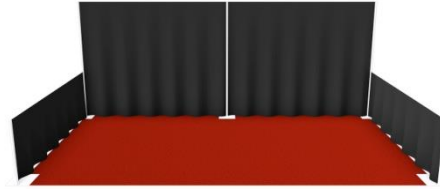
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Name Of Company:	Booth Number:	Contact Name:
Email:		Phone Number:

10'x10' Carpet



10'x20' Carpet



Carpet Colors – Please Choose One

Black



Red



Pepper



Blue



Green



Order Form

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F390	10'x10' Carpet	\$75.00			
F400	10'x20' Carpet	\$150.00			
	Baseplate	\$10.00	12.00		
	Crossbar	\$10.00	12.00		
	8' Upright	\$10.00	12.00		
F440	Drape 8' – Per Lin.ft	\$6.00	\$7.20		
F450	Drape 3' – Per Lin.ft	\$5.00	\$6.00		

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 All discounts offered are date sensitive and will not be offered after the date has passed.

Subtotal	
GST 5%	
PST 6%	
Grand Total	

LIMITS OF LIABILITY & RESPONSIBILITY

- One.** Showtime Event & Display and its subcontractors shall not be responsible for damage due to uncrated materials; materials improperly packaged, glass breakage, or concealed damage.
- Two.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Showtime or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth from loading onto a designated carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for exhibitors materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
- Three.** Showtime and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, 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 the handling of 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. If any employee of Showtime or its 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 its 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 guarantee of piece count or condition.