



CANADIAN OUTDOOR HOSPITALITY CONFERENCE

**SHERATON VANCOUVER
AIRPORT HOTEL**

2026
EXHIBITOR KIT

WELCOME MESSAGE

Hosted by the Canadian Camping and RV Association (CCRVA), in partnership with the British Columbia Lodging and Campgrounds Association (BCLCA).



Dear Exhibitor,

Welcome to CampEx 2026, the Canadian Outdoor Hospitality Conference and Expo.

We are pleased to have you join us as an exhibitor at this national gathering of campground owners, operators, and industry partners from across Canada. Your participation is a critical component of the event's success, bringing products, services, and solutions directly to the decision-makers shaping the future of our industry.

CampEx is designed to be more than a trade show. It is a focused, business-driven environment where meaningful connections are made, practical solutions are explored, and long-term partnerships are built. As an exhibitor, you are positioned at the center of that experience.

This exhibitor kit has been developed to provide you with the information and tools needed to plan effectively and execute a strong presence at the event. From logistics and timelines to on-site opportunities, our goal is to ensure you are set up for a seamless and productive experience.

We are proud to host CampEx 2026 in British Columbia, in partnership with the British Columbia Lodging and Campgrounds Association. We would like to recognize Jamie Cox, Executive Director of BCLCA, and their team for their leadership and collaboration in bringing this event to the province.

We look forward to working with you in the months ahead and to welcoming you onsite in November.



Cara Cismadla

PRESIDENT | PRÉSIDENTE





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About the Canadian Outdoor Hospitality Conference & Expo

CampEx: Canadian Outdoor Hospitality Conference & Expo is the national event for campground owners, operators, suppliers, and industry stakeholders from across Canada. Designed to deliver practical business value, CampEx brings together the people shaping the future of outdoor hospitality for focused education, meaningful connections, and high-impact conversations. Hosted in Richmond, British Columbia, this event combines a comprehensive conference program with a dynamic trade show environment, creating a space where ideas are exchanged, partnerships are built, and real opportunities for growth are realized.

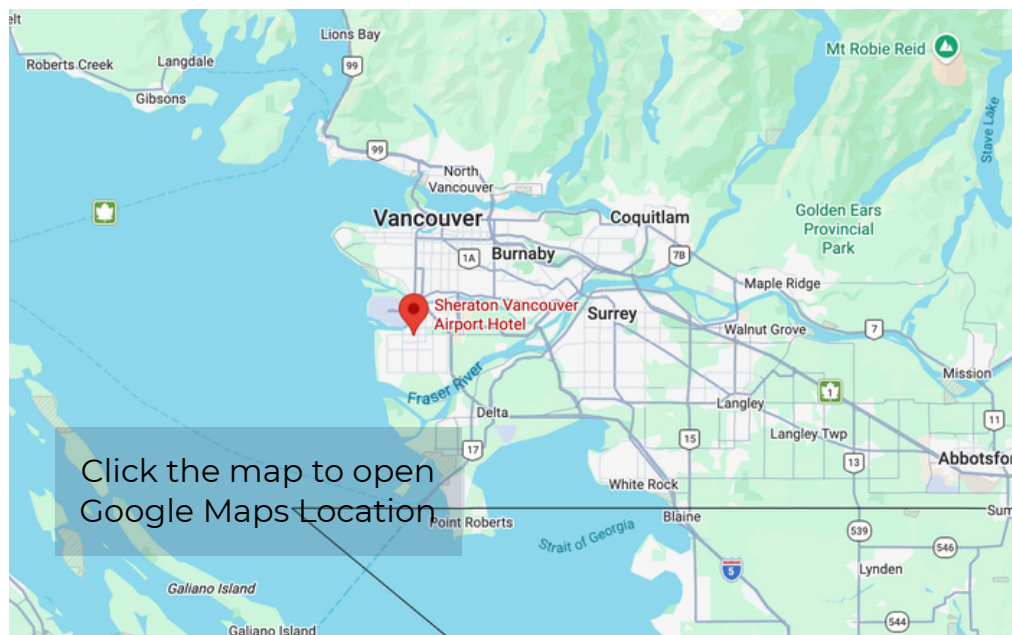
EVENT DETAILS



EVENT WEBSITE



- **Date:** November 1-4, 2026 (Trade Show is Nov. 1 & 2)
- **Location:** Sheraton Vancouver Airport Hotel
- **Organizers:** Canadian Camping & RV Association





Important Deadlines

Hotel Booking Cut-Off	October 2, 2026	Deadline to book accommodations within the COHCE room block, subject to remaining availability.
Show In Motion Discount / Advance Order Deadline	October 8, 2026	Submit Show In Motion service orders by this deadline to access advance/discounted pricing.
CampEx Booth Registration Deadline	October 9, 2026	Final deadline to reserve available CampEx exhibit space.
Show In Motion Advance Warehouse Opens	October 9, 2026	Exhibitor freight may begin arriving at the Show In Motion advance warehouse.
Exhibitor Meal Count Deadline	October 15, 2026	Final deadline to confirm all exhibitor personnel and meal requirements.
Attendee Kit Swag Delivery Deadline	October 15, 2026	All approved attendee-kit promotional items must be received by CCRVA no later than this date.
Silent Auction Donation Deadline — Care Camps	October 26, 2026	Contact Darlene Oswald at office@bclca.com to arrange your donation.
Final Booth & Sponsorship Payments Due	October 26, 2026	All outstanding CampEx booth and sponsorship balances must be paid in full.
Exhibitor Insurance Submission Deadline	October 26, 2026	Required exhibitor insurance documentation must be submitted to CCRVA no later than this date.
Show In Motion Advance Warehouse Receiving Deadline	October 28, 2026	Exhibitor freight using the advance warehouse must arrive no later than this date.
CampEx Move-In	November 1, 2026	Exhibitor setup period. Booths must be completely set up by 4 pm.
CampEx Opens	November 1, 2026	Opening reception at 6 pm
CampEx Opens	November 2, 2026	10 am - 4 pm



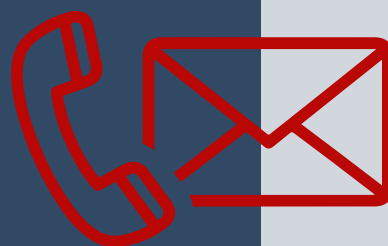
EXHIBITOR CONTACTS

For questions regarding:

- ✓ Booth Registration
- ✓ Sponsorship
- ✓ Exhibitor Registrations
- ✓ Marketing Materials
- ✓ Event Programming
- ✓ CampEx Participation
- ✓ General Event Questions

EVENT MANAGEMENT

Cara Csizmadia, President
cara@campincanada.ca
403-690-5642



SHOW SERVICES

Exhibitors should refer to the complete
Show In Motion Exhibitor Services Manual
included as **Appendix A** for information
regarding:

- ✓ Shipping
- ✓ Material Handling
- ✓ Drayage
- ✓ Electrical Requirements
- ✓ Internet/Wi-Fi
- ✓ Additional Furnishings
- ✓ Booth Services
- ✓ Onsite Services



orders@showinmotion.com or 236-422-1440

- ✓ Advance Warehouse Shipments
- ✓ Order Deadlines
- ✓ Associated Charges
- ✓ Direct-to-show Shipments

**All Show In Motion terms, instructions, forms and deadlines contained in
Appendix A form part of this Exhibitor Kit.**



Exhibitor Booth Packages & Pricing

Choose from the following booth options:

Booth Size	Member Price	Non-Member Price	Included Benefits
10' x 10' Booth *Max. 4 Staff	\$2,000 CAD	\$2,500 CAD	Pipe and drape, one table, two chairs, registration for two exhibitor representatives for November 1-2 and included meals.
20' x 10' Booth *Max. 6 Staff	\$3,500 CAD	\$4,500 CAD	Pipe and drape, two tables, four chairs, registration for two exhibitor representatives for November 1-2 and included meals.

EXHIBITOR PASS INCLUSIONS

- Access to Trade Show Space for November 1 & 2
- Reception on November 1
- Breakfast, lunch & dinner on November 2

***Note:** Access to the Canadian Outdoor Hospitality Conference sessions, presentations, networking gatherings, and any other components of the event outside of what is listed above are NOT included in an exhibitor pass. Sponsorship or delegate badge purchase is required for vendors to access full conference participation.

ADDITIONAL COSTS

- Extra exhibitor pass: \$250/person
- Power and Wi-Fi: fee charges outlined in Appendix A
- Custom booth setup: Contact us for pricing
- Extended Exhibitor Pass: \$475/person. Includes access to all education, networking, and meals for November 3 & 4.

***Note:** All meals during the event are provided via private catering. Onsite restaurants are available. Included meal access is available only to registered attendees and exhibitors wearing official event badges.

EXHIBITOR REGISTRATION:

- ✓ Every person staffing an exhibit must be properly registered.
- ✓ All exhibitors must register onsite with the show organizer before setting up their booths.
- ✓ Exhibitor badges must be worn at all times for security and access purposes.
- ✓ Exhibitors must provide CCRVA with the names and required registration information for all booth personnel by the established deadline. Details for badge registration will be emailed to you following payment of your booth/sponsorship purchase.
- ✓ Booth registrations are intended for individuals actively representing the exhibiting company at CampEx. Exhibitor credentials may not be transferred to unregistered individuals.

NOT INCLUDED WITH YOUR BOOTH

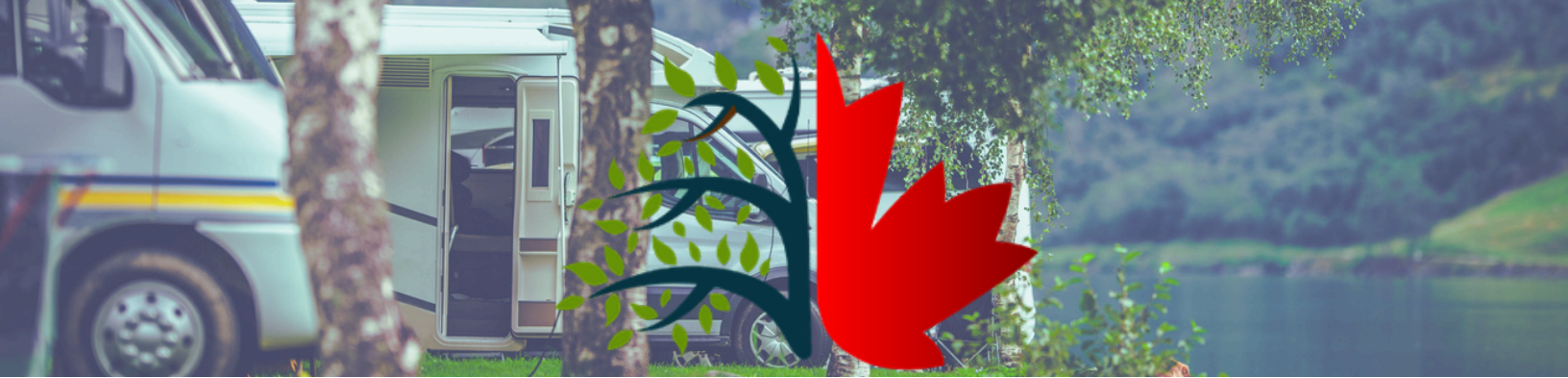
Unless specifically included in your sponsorship or exhibitor agreement, exhibitors are responsible for arranging and paying for additional requirements, including:

- Electrical service
- Internet/Wi-Fi
- Shipping
- Material handling/drayage
- Additional furniture
- Specialized booth equipment
- Freight
- Storage
- Custom signage
- Additional services requested through Show In Motion

Please consult the Show In Motion manual in Appendix A before shipping anything to the venue.

Show Move-In & Move-Out Schedule

Date	Move-In/Move-Out Activity	Time
November 1, 2026	Exhibitor Move-In & Set Up	12:00 PM - 4:00 PM
November 1, 2026	Trade Show Open	6:00 PM - 9:00 PM
November 2, 2026	Trade Show Open	10:00 AM - 4:00 PM
November 2, 2026	Exhibitor Move Out	4:00 PM - 7:00 PM



On-Site Services & Logistics

- ✓ **Exhibitor Services Desk:** Assistance with booth setup, troubleshooting, and exhibitor materials.
- ✓ **Wi-Fi & Power:** Available from Show In Motion. See Appendix A.
- ✓ **Food & Beverage:** Exhibitor badges include access to the Opening Reception on November 1 and breakfast, lunch and dinner on November 2.
- ✓ **Security:** 24-hour security will be on-site, but exhibitors are responsible for securing valuables.

SAFETY & SECURITY GUIDELINES

- All exhibitors must comply with venue safety regulations.
- No open flames, propane tanks, or hazardous materials permitted.
- Extension cords must be CSA-approved and taped securely to avoid tripping hazards.

Terms & Conditions

- ✓ Booth fees are non-refundable after October 15, 2026.
- ✓ Exhibitors must vacate booths by 7:00 PM on November 2, 2026; any materials left behind will be discarded at the exhibitor's expense.
- ✓ Exhibitors must comply with the Canadian Outdoor Hospitality Conference's event policies and conduct guidelines listed below.

ATTENDEE KIT SWAG

Quantity: 200 items

Must be received by: October 15, 2026

Ship to:

Canadian Camping and RV Association
Attn: Darlene Oswald — COHCE 2026
451 Lehman Place
Port Moody, BC V3H 3Z7

Policies & Conduct Guidelines

To ensure a professional, inclusive, and productive environment at CampEx: Canadian Outdoor Hospitality Conference, all exhibitors are required to read, understand, and agree to the following policies and guidelines. By signing this form, you confirm your commitment to upholding these standards throughout the duration of the event, and understand that violators may be prohibited from participating in future association-sanctioned events.

PROFESSIONAL CONDUCT:

- ✓ All exhibitors must conduct themselves in a respectful, courteous, and professional manner.
- ✓ Aggressive behaviour, harassment, discrimination, or disruptive conduct of any kind will not be tolerated.
- ✓ Exhibitors must treat attendees, staff, volunteers, and fellow vendors with respect at all times.
- ✓ All exhibitors are invited to attend the full conference as either paying delegates or part of their sponsorship package, including all education sessions and networking events. Association-specific industry meetings are reserved for regular members in good standing of the respective organizations, and will be available on an invite-only basis. Sessions of this nature will be clearly noted on the agenda.

BOOTH PRESENTATION AND SETUP:

- ✓ Exhibitors must confine all promotional activities to their assigned booth space.
- ✓ No exhibitor may block sightlines to neighboring booths or cause interference with other displays.
- ✓ Pipe and drape will be provided. Beyond that, exhibitors are responsible for their own booth presentation using provided tables and chairs.
- ✓ Booth setup must be completed during the designated setup window (Nov 1, 2026, 12:00–4:00 PM).
- ✓ Teardown may not begin before the official close of the trade show (Nov 2, 2026, 4:00 PM), and must be completed by 7:00 PM. Violators may be prohibited from participating in future association-sanctioned events.



AUDIO/VISUAL EQUIPMENT:

- ✓ A/V equipment used in exhibitor booths must be self-supplied or secured from Show In Motion.
- ✓ Volume levels must be kept to a minimum to avoid disrupting neighboring booths or conference programming.

SAFETY AND ACCESSIBILITY ● ●

- Booths must be kept safe, clutter-free, and compliant with all fire and safety regulations.
- All extension cords used must be CSA-approved and secured to avoid tripping hazards.
- If any special accessibility or spatial accommodations are needed, they must be communicated before booth registration is finalized

INSURANCE & LIABILITY:

- ✓ All exhibitors must carry a minimum of \$2,000,000 commercial general liability insurance. Proof of insurance is required to be submitted to show organizers by October 26, 2026.
- ✓ Exhibitors are fully responsible for the safety and security of their materials and booth space.
- ✓ The event organizers, BCLCA and CCRVA, as well as the venue, are not liable for lost, damaged, or stolen property.

SHIPPING & FREIGHT ● ●

- View Appendix A for all logistics details.
- Show In Motion's advance shipping warehouse opens October 9, 2026.
- Exhibitors must coordinate directly with Show In Motion for delivery and onsite storage. Contact: orders@showinmotion.com or 236-422-1440
- The venue will not sign for any exhibitor deliveries under any circumstance.

MEALS & CATERING:

- ✓ All meals are provided by event catering. Onsite restaurants are available but hours are variable.
- ✓ Access to meals is provided exclusively to registered attendees and exhibitors with event badges, on the dates and times as outlined previously in this kit.

BRANDING & PROMOTIONS:

- ✓ Exhibitors may not distribute promotional materials outside of their assigned booth area.
- ✓ Sponsorship benefits (e.g., signage or speaking slots) are limited to those with confirmed sponsorship agreements.



CORE VALUES & INCLUSIVITY

This event is governed by the core values of the CCRVA and BCLCA:

- **Leadership** – Through knowledge sharing and innovation.
- **Community** – Welcoming diverse opinions and inclusive participation.
- **Passion** – Supporting an industry we believe in.
- **Environment** – Encouraging responsible and respectful use of shared resources.

Failure to comply with these guidelines may result in immediate removal from the event without refund.

Agreement & Acknowledgement

By signing below, I confirm that:

- I am authorized to sign on behalf of the exhibiting organization.
- I have reviewed the CampEx 2026 Exhibitor Kit.
- I understand the exhibitor requirements and responsibilities.
- I agree that our organization and representatives will comply with the Exhibitor Agreement and Code of Conduct.
- I have reviewed the Accessibility Needs Declaration.
- I understand that the Show In Motion Exhibitor Services Manual forms part of the exhibitor information and requirements.

Name: _____

Company: _____

Phone: _____

Signature: _____

Date: _____

Accessibility

We are committed to making the Canadian Outdoor Hospitality Conference and Expo accessible and inclusive for all exhibitors. If you have any specific needs or physical requirements, including but not limited to wheelchair access, mobility accommodations, or unique spatial arrangements, please notify us prior to booking your exhibitor space.

We understand that every individual's needs are different, and early communication allows us to make necessary arrangements to support your full participation in the event. Our team is happy to work with you to ensure that your booth space and surrounding area meet your accessibility requirements in a respectful and professional manner.

Please complete the declaration below:

Accessibility Needs Declaration

☐

I do NOT require any accessibility accommodations or unique booth setup requirements.

☐

I DO require specific accessibility accommodations and will provide details to the organizers.

Name: _____

Company: _____

Phone: _____

Email: _____

Signature: _____

Date: _____



Marketing & Sponsorship Opportunities

Sponsorship at CampEx: Canadian Outdoor Hospitality Conference provides valuable exposure, premium networking opportunities, and alignment with a trusted national industry event. All sponsorship tiers include:

- One (1) 10' x 10' booth package
- Full access to all meals and convention sessions for the sponsored number of representatives
- Recognition in event signage, digital and print materials
- Recognition during sponsored sessions or breaks (where applicable).

SPONSOR LEVELS



EVENT WEBSITE

PLATINUM \$10,000

- ✓ Premier logo placement on all event signage and promotional materials
- ✓ Recognition during the opening remarks and closing session
- ✓ Exclusive sponsorship of a main stage or education session (subject to availability)
- ✓ Sponsorship of one meal or networking break (includes on-site signage and verbal recognition; limited quantities available)
- ✓ Opportunity to lead a roundtable or participate in a panel discussion (subject to agenda availability)
- ✓ One (1) promotional email to attendees before the event
- ✓ Six (6) social media or e-newsletter (email) mentions via @bclca and/or @campincanada channels
- ✓ Full registration for up to 4 staff
- ✓ One (1) custom post-event thank-you feature article

GOLD \$7,500

- ✓ Logo featured prominently on signage, program, and website
- ✓ Sponsorship of one meal or networking break (includes on-site signage and verbal recognition)
- ✓ Opportunity to participate in a panel discussion (limited space available, assigned in order of sponsor commitment and by sponsor level, subject to agenda availability).
- ✓ Four (4) social media or e-newsletter (email) mentions via @bclca and/or @campincanada channels
- ✓ Full registration for up to 2 staff

SILVER \$5,000

- ✓ Logo included on event signage and website
- ✓ Sponsorship of a coffee break (limited quantities available; includes on-site signage)
- ✓ Two (2) social media mentions or e-newsletter (email) mentions via @bclca and/or @campincanada channels
- ✓ Full registration for up to 2 staff

BRONZE \$2,500

- ✓ Logo listed on event signage and sponsor board
- ✓ One (1) social media mention via @campincanada channels
- ✓ Full registration for 1 staff



**CONTACT
US TO
SPONSOR
TODAY!**



Exhibitor Marketing Assets

CCRVA will promote participating CampEx exhibitors through event marketing materials and the event program. To ensure your organization is represented accurately, every exhibitor must submit the requested marketing assets by the communicated deadline.

- | | |
|---|---|
| ☒ Official company name | ☒ Company Mailing Address |
| ☒ Company Logo | ☒ Short Company Description |
| ☒ High-Res Logo File | ☒ Company social-media handles/links, where applicable |
| ☒ Company Website | ☒ Primary product/service categories |
| ☒ Primary Company Contact | ☒ Brief description of the products or services being showcased at CampEx |
| ☒ Contact Email | ☒ Preferred public-facing contact information |
| ☒ Contact Phone | ☒ Additional Marketing Assets |

Logos should preferably be supplied in transparent PNG, SVG, EPS or other high-resolution/vector format. CCRVA reserves the right to edit submitted descriptions for length, grammar, consistency and formatting.

HELP US MARKET CAMPEX

CampEx performs best when exhibitors and event organizers work together to bring campground owners and operators into the trade show. Exhibitors are encouraged to promote their participation through:

- Company social media
- Customer newsletters
- Email marketing
- Sales teams
- Account representatives
- Websites
- Direct customer outreach

We encourage you to tell your campground customers: "Meet Us at CampEx 2026."



CampEx exhibitors and sponsors are invited to contribute a product, service, experience, gift certificate or other item to the Silent Auction in support of Care Camps.

- Consider contributing an item to the Care Camps Silent Auction
- Contact Darlene Oswald at office@bclca.com to arrange your donation
- Ensure your donation is confirmed and/or received no later than October 26, 2026

Exhibitor Checklist

Use this checklist together with your CampEx Exhibitor Information email, the Exhibitor Kit, and the Show In Motion Exhibitor Services Manual (Appendix A). Your CampEx email contains your company's unique Exhibitor Portal access code and company-specific registration information.

KEEP YOUR CAMPEX EXHIBITOR EMAIL!

CCRVA will send your primary exhibitor contact a CampEx Exhibitor Information email containing your unique company Exhibitor Portal access code and company-specific registration information. Keep this email accessible and complete the required actions outlined in it by the applicable deadlines.

UPON RECEIPT OF THIS KIT:

- ☐ Review this complete Exhibitor Kit
- ☐ Review the complete Show In Motion Exhibitor Services Manual (Appendix A)
- ☐ Save your unique company Exhibitor Portal access code provided by CCRVA
- ☐ Confirm your company name and booth size
- ☐ Confirm your invoice/payment status
- ☐ Identify your primary CampEx contact within your organization
- ☐ Identify all staff who will attend CampEx
- ☐ Review the staff registrations included with your booth package and maximum booth-personnel limits
- ☐ Determine whether additional \$250 exhibitor passes are required
- ☐ Determine whether any staff require \$475 Extended Exhibitor Passes for November 3–4
- ☐ Add all CampEx deadlines from the Important Deadlines page to your calendar

EXHIBITOR REGISTRATION, TRAVEL & ACCOMMODATION

- ☐ Log into the Exhibitor Portal using the unique company access code provided in your email
- ☐ Register all booth personnel by October 15
- ☐ Purchase any required additional exhibitor passes
- ☐ Purchase any required Extended Exhibitor Passes
- ☐ Book hotel accommodations by the October 2 cut-off
- ☐ Confirm travel arrangements
- ☐ Advise CCRVA of any accessibility requirements
- ☐ Ensure every attending representative understands that an official badge is required for CampEx access and included meals

MARKETING & ATTENDEE ENGAGEMENT

- ☐ Submit your company logo
- ☐ Submit your company description
- ☐ Submit your website and public contact information
- ☐ Submit your product/service information
- ☐ Confirm your company name is spelled correctly in event materials
- ☐ Review your exhibitor profile at cohce.ca
- ☐ Share your CampEx participation through company social media, newsletters, customer communications and/or sales channels
- ☐ If participating in attendee kits, prepare 200 promotional/swag items
- ☐ Ship 200 attendee-kit items to Darlene Oswald for receipt no later than October 15
- ☐ Care Camps Silent Auction: Contact Darlene Oswald at office@bclca.com to arrange a donation by October 26, if participating

BOOTH PLANNING & SHOW SERVICES

- ☐ Determine electrical requirements
- ☐ Determine internet/Wi-Fi requirements
- ☐ Determine additional furniture requirements
- ☐ Determine any other booth-service requirements
- ☐ Review Show In Motion ordering options and deadlines
- ☐ Place applicable Show In Motion orders by the October 8 advance/discount deadline where possible
- ☐ Plan booth layout
- ☐ Prepare signage and displays
- ☐ Prepare marketing collateral
- ☐ Prepare products and/or demonstrations
- ☐ Confirm all booth materials comply with CampEx, venue and Show In Motion requirements

SHIPPING & FREIGHT

- ☐ Review the complete Show In Motion shipping and material-handling instructions
- ☐ Do not ship exhibitor freight directly to the Sheraton Vancouver Airport Hotel
- ☐ Confirm whether you will use the Show In Motion advance warehouse
- ☐ Confirm applicable freight and material-handling arrangements
- ☐ Label all shipments according to Show In Motion instructions
- ☐ Schedule outbound shipment early enough to meet applicable receiving deadlines
- ☐ Ensure advance warehouse freight is received by October 28
- ☐ Prepare return-shipping documentation and labels before arriving at CampEx
- ☐ Confirm your return-shipping arrangements



INSURANCE, AGREEMENTS & COMPLIANCE

- ☐ Review the Exhibitor Agreement & Acknowledgement
- ☐ Review the Exhibitor Code of Conduct
- ☐ Review the Accessibility Needs Declaration
- ☐ Obtain required \$2 million commercial general liability insurance documentation
- ☐ Submit Certificate of Insurance to cara@campincanada.ca by October 26
- ☐ Complete and return the Exhibitor Agreement & Acknowledgement by October 26
- ☐ Complete and return the Accessibility Needs Declaration by October 26
- ☐ Ensure all attending staff understand the Exhibitor Code of Conduct and event requirements

Thank you for your support and participation in CampEx 2026. We hope this Exhibitor Kit provides everything you need to arrive well prepared and ready for a successful event.

We are excited to welcome you to Richmond this November and sincerely appreciate your investment in CampEx and Canada's outdoor hospitality industry. We look forward to a great event together.

For exhibitor inquiries, booth reservations, and sponsorship opportunities, please contact:

Cara Csizmadia

PRESIDENT

Canadian Camping & RV Association

Email: cara@campincanada.ca

Phone: 403-690-5642



CANADIAN OUTDOOR HOSPITALITY CONFERENCE

Let's work together

Get in touch with us about sponsorship opportunities today

EXHIBITOR SERVICE MANUAL



NOVEMBER 1 - 3, 2026

SHERATON VANCOUVER AIRPORT HOTEL





CANADIAN OUTDOOR HOSPITALITY CONVENTION & EXPO

NOVEMBER 1 – 3, 2026
SHERATON VANCOUVER AIRPORT HOTEL

Dear Exhibitor,

Together with show management we have compiled this Exhibitor Services Manual with the hopes of providing you with all of the necessary information and service order forms that you will need for a successful conference experience.

If you have any questions regarding any of our services, have any requirements not detailed in this service manual or need any assistance with planning your exhibit, please do not hesitate to contact us using the information provided on enclosed Contact Info & Quick Facts form.

We are here to answer all of your questions, provide you with all of your display needs and ensure that your participation in this conference is successful and hassle free.

Each exhibit booth will be supplied with the following courtesy of show management;

- 8' high drape back wall
- 4' high drape side wings
- 1 – 6' skirted display table
- 2 side chairs

Please note that the Sheraton Vancouver Airport Hotel enforces a strict ban on direct to show shipments and will not accept any deliveries of exhibit materials. Shipments sent direct to show site will be refused. All exhibit material, regardless of size or description, must be sent to the address shown on the attached shipping label. We will receive your exhibit materials beginning Friday, October 9 and all materials will be delivered and waiting for you in your booth.

Please take time to review this manual thoroughly. To receive discount pricing your order, along with payment in full must be received by the date indicated on each form.

We realize that exhibiting in a trade show can be complicated. Please do not hesitate to call us with any questions or concerns.

We look forward to being of service to you at the Canadian Outdoor Hospitality Convention & Expo.

21 - 8528 - 123 STREET
SURREY BC
CANADA - V3W 3V6

PHONE 604 599 1440
FAX 604 599 1438

324 WESTMINSTER AVENUE WEST
PENTICTON BC
CANADA - V2A 1K2

PHONE 236 422 1440
FAX 236 422 1438

www.showinmotion.com

**CONTACT INFO
AND QUICK FACTS**

HOW TO REACH US

- TELEPHONE - (236) 422-1440
- EMAIL - Orders@showinmotion.com

For General & Rental Inquiries Please Contact
Jaclyn Klassen (Orders@showinmotion.com)

For Specific Freight and Shipping Inquiries Please Contact
Brian Huggan (Brian@showinmotion.com)

For Electrical Inquiries Please Contact
the Sheraton Vancouver Airport Hotel (604) 273-7878

MOVE IN / MOVE OUT & SHOW HOURS

Exhibitor Move In:	Sunday, November 1, 2026 Time: 11:00 AM - 4:00 PM
Exhibit Hours:	Sunday, November 1, 2026 Time: 6:00 PM - 9:00 PM Monday, November 2, 2026 Time: 9:00 AM - 4:00 PM Tuesday, November 3, 2026 Time: 9:00 AM - 4:00 PM
Exhibitor Move Out:	Tuesday, November 3, 2026 Time: 4:00 PM - 7:00 PM

EXHIBIT SHIPPING ADDRESS

"Your Company Name"
CANADIAN OUTDOOR HOSPITALITY
c/o Show In Motion
21 - 8528 - 123 Street
Surrey, BC, V3W 3V6
Canada



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

CREDIT CARD AUTHORIZATION



IF YOU ARE USING THE SERVICES OF SHOW IN MOTION, THIS FORM MUST BE COMPLETED AND RETURNED TOGETHER WITH A PHOTOCOPY OF THE FRONT OF THE CREDIT CARD BEING PROVIDED.
NO ORDERS WILL BE ACCEPTED UNLESS ALL INFORMATION IS PROVIDED.

BY SIGNING THIS FORM YOU AGREE THAT YOUR ORDER WILL BE GOVERNED AND BOUND BY BOTH THE SHOW IN MOTION PAYMENT POLICY AND TERMS AND CONDITIONS OF CONTRACT AS SPECIFIED IN THE EXHIBITOR MANUAL AND HAVE ADVISED YOUR SHOW SITE REPRESENTATIVE(S) ACCORDINGLY. YOU ARE ENTERING INTO A CONTRACT. PLEASE READ THESE DOCUMENTS THOROUGHLY.

WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR INITIAL ORDER AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE OR SERVICES RENDERED TO YOUR COMPANY AT THIS EVENT. THESE CHARGES MAY INCLUDE LABOR, MATERIALS HANDLING OR ANY CHARGES WHICH SHOW IN MOTION MAY BE OBLIGATED TO PAY ON YOUR BEHALF INCLUDING, WITHOUT LIMITATION, ANY SHIPPING CHARGES.

WE RESERVE THE RIGHT TO ADJUST ORDERS NOT CALCULATED CORRECTLY. THESE CORRECTIONS MAY INCLUDE MATERIALS HANDLING CALCULATIONS AND POST DEADLINE PRICING.

THIS COMPLETED FORM MUST ACCOMPANY ALL OTHER COMPLETED SERVICE REQUEST FORMS.

COMPANY: _____ BOOTH #: _____
ADDRESS: _____ PHONE #: _____
CITY & PROVINCE: _____ FAX #: _____
POSTAL / ZIP CODE: _____ EMAIL: _____

PLEASE COMPLETE CLEARLY THE FOLLOWING INFORMATION;

MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐

ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE : _____ CCV CODE : _____

I, _____ of _____ do
(Cardholder name) (Exhibiting Company)

hereby authorize Show In Motion Services, Inc. to charge my credit card for expenses related to the above named event. I agree that in placing this order I have accepted Show In Motions' Payment Policy and Terms & Conditions of Contract. I acknowledge that my calculations for materials handling, labor and outbound freight are estimates only and understand that the total amount of the charges to my credit card is subject to final verification by Show In Motion at the conclusion of the event allowing for my estimation of labor and / or materials handling charges and / or pre-show discounts. I further understand and agree that, as the representative for the exhibiting company, I am ultimately responsible for payment of all charges and agree to be bound by all terms and conditions as described on this form and the Payment Policy Form.

BILLING ADDRESS: _____

CARDHOLDERS SIGNATURE: _____

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

SHIPPING INSTRUCTIONS AND ADDRESSES



THE SHERATON VANCOUVER AIRPORT HOTEL ADHERES TO A STRICT NO SHIPMENTS POLICY AND DOES NOT ALLOW DIRECT TO SHOW DELIVERIES OF ANY KIND. ALL EXHIBIT MATERIALS MUST BE SHIPPED TO THE ADDRESS SHOWN BELOW.

SHIPMENTS MAY BE SENT TO THE ADVANCE WAREHOUSE BEGINNING FRIDAY, OCTOBER 9.

SHIPMENTS ARRIVING AFTER FRIDAY, OCTOBER 23 WILL NOT BE ELIGIBLE FOR PRE-SHOW DISCOUNTS.

PLEASE ENSURE YOUR MATERIALS ARRIVE NO LATER THAN WEDNESDAY, OCTOBER 28 TO AVOID POTENTIAL DELAYS AND OFF TARGET DESIGNATION.

PLEASE ENSURE THAT ALL MATERIALS SHIPPED TO THIS EVENT ARE PROPERLY BOXED, PADDED AND / OR SHRINK WRAPPED TO A PALLET IN ORDER TO AVOID ADDITIONAL HANDLING CHARGES.

ALL MATERIAL HANDLING SERVICES PROVIDED BY SHOW IN MOTION ARE IN ACCORDANCE WITH THE CONDITIONS SPECIFIED ON THE ATTACHED MATERIALS HANDLING AND TERMS & CONDITIONS FORMS.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE RETURN SHIPPING ARRANGEMENTS WITH THE PREFERRED CARRIER OF THEIR CHOICE.

ALL OUTBOUND FREIGHT MUST BE SHIPPED DIRECTLY FROM SHOW SITE IMMEDIATELY FOLLOWING THE CLOSE OF SHOW UNLESS POST SHOW FREIGHT AND STORAGE SERVICES HAVE BEEN ORDERED THROUGH SHOW IN MOTION.

YOUR COMPLETED MATERIALS HANDLING AND CREDIT CARD AUTHORIZATION FORMS MUST BE SENT TO SHOW IN MOTION.

MATERIALS HANDLING SERVICES INCLUDES THE FOLLOWING;

- ADVANCE RECEIVING YOUR MATERIALS BEGINNING OCTOBER 9
- DELIVERING YOUR MATERIAL TO THE SHERATON VANCOUVER AIRPORT HOTEL
- PLACEMENT OF YOUR EXHIBIT MATERIAL IN YOUR BOOTH (SUBJECT TO FACILITY RESTRICTIONS).
- REMOVAL OF EMPTY CRATES AND BOXES FOR STORAGE DURING EXHIBIT HOURS.
- RETURN OF EMPTY CRATES AND BOXES AT CLOSE OF SHOW.
- LOADING OF YOUR MATERIAL ON TO DESIGNATED TRUCK FOR RE-SHIPMENT.

PLEASE REMOVE ALL OLD LABELS AND ENSURE THAT ALL FREIGHT DESTINED FOR THIS EVENT IS LABELED WITH THE FOLLOWING INFORMATION. USE ATTACHED SHIPPING LABEL TO AVOID ADDITIONAL CHARGES AND DELAYS.

**CANADIAN OUTDOOR HOSPITALITY CONVENTION
c/o SHOW IN MOTION
21 - 8528 - 123 STREET
SURREY, BC, V3W 3V6
CANADA**



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

PRE & POST SHOW SHIPPING & STORAGE FAQ'S



SHIPMENTS DIRECT TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED. ALL EXHIBIT MATERIALS MUST BE SENT TO THE ADDRESS SHOWN ON THE ATTACHED SHIPPING LABEL. UNLESS POST SHOW MATERIALS HANDLING SERVICE IS ORDERED, YOUR EXHIBIT MATERIALS MUST BE REMOVED FROM THE EXHIBIT FLOOR NO LATER THAN 7:00 PM ON TUESDAY, NOVEMBER 3.

PRE-SHOW SHIPMENTS

What information do I need to place an order?

- To place your order you should provide us with;
 - The number of pieces in your shipment
 - The dimensions of each piece
 - Your Carrier's name
 - The tracking number(s) for your shipment
 - Your completed Materials Handling Order form
 - Your completed Credit Card Authorization form.

What if I don't know all of the details of my shipment?

- Place your order with the information that you have now and update us once you know more. For example, if you don't know the exact number of pieces you will be shipping, please provide your best estimate. We will update your order once your shipment has been received at our warehouse.

Why do you need my Carrier's info and tracking number?

- Having this information will help us track and locate your shipment if it delayed and to alert you.

When can I send my exhibit materials to you?

- You may send your materials to us beginning 30 days prior to the exhibit date of your event.

What happens if my shipment arrives before the deadlines?

- We understand the time sensitive nature of the industry. We will receive your exhibit materials whenever they arrive (even after move in has begun) and will deliver your shipment to your booth as quickly as possible. However, additional charges may be incurred if additional services are necessary.

What happens to my shipment once it is delivered to you?

- Your shipment will be received, weighed and placed in to secure storage. On the day of move-in your materials will be removed from storage, transported to show site and delivered right to your booth.

POST-SHOW SHIPMENTS

What information do I need to use your Post Show Materials Handling & Storage services?

- To place your order we will require;
 - Completed waybill from your carrier
 - Address labels (you may get these from the Exhibitor Service Center in the exhibit hall.
 - Customs documents if required for International shipment
 - Your completed Post Show Materials Handling Order form.

What do I need to do during move-out?

- A Show In Motion representative will connect with you before the show ends to confirm your instructions.
- Empty boxes and crates (if removed for storage) will be returned to your booth.
- Pack up your materials for return shipment. If supplies are needed you may get these from the Exhibitor Service Center.
- Ensure that each piece of your shipment has been labeled to the final destination.
- Schedule your shipment for pick up by your Carrier
- Leave your materials in your booth location.

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

- Your shipment will be collected from your booth and loaded on to our truck for delivery back to the advance warehouse.
- Once back at our warehouse your shipment will be weighed and sorted.
- When your Carrier arrives your shipment will be loaded on to your Carrier's truck for return shipment to you.

When can my shipment be picked up?

- Your shipment may be picked up the first business day after Exhibitor move-out.

PRE-SHOW SHIPPING & STORAGE LABEL

**EXHIBIT MATERIAL
DO NOT DELAY
RUSH !**

EXHIBITING
COMPANY:

SHIP TO: C/O SHOW IN MOTION
21 - 8528 - 123 STREET
SURREY, BC, CANADA
V3W 3V6
(TEL) 236-422-1440
(EMAIL) Orders@showinmotion.com

CDN. OUTDOOR HOSPITALITY

BOOTH # : _____

CARRIER : _____

NUMBER _____ OF _____



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

PRE-SHOW STORAGE & MATERIALS HANDLING ORDER FORM & INVOICE



DIRECT TO SHOW SHIPMENTS OF ANY EXHIBIT MATERIAL ARE NOT PERMITTED AND WILL BE REFUSED

All exhibit materials must be sent to the advanced receiving warehouse using the attached shipping label. We will receive your exhibit materials beginning Friday, October 9. Shipments received after Friday, October 23 will not be eligible for pre-show discounts. Please ensure that your exhibit materials arrive no later than Wednesday, October 28 to avoid any potential delays or off target designation.

SERVICE INCLUDES:

- Receiving and advance storage of your display material beginning October 9
- Delivery of your display material to show site and placement of material, crates and boxes directly in your booth.
- Removal and storage of empty boxes and crates during show.
- Return of all empty boxes and crates to your booth following close of show and re-loading of display material on to outbound carrier(s) from show site.

CRATED: Exhibit material that is skidded or is in any type of shipping crate that can be unloaded with a forklift at dock height with no additional handling required. All dimensions of each piece must be less than 60".

SPECIAL HANDLING: Exhibit material delivered in such a manner that it requires additional handling such as ground level unloading, stacked or constricted space unloading, designated piece unloading, loads mixed with carpet and / or pad wrapped material, multiple shipments, pad only shipments and shipments that require additional time, equipment or labor to unload. FEDEX, UPS, Purolator, DHL and all van lines are included in this category due to their delivery procedures. Crated or skidded material with any one dimension greater than 60".

OVERTIME: Any shipment that is moved in to (inbound) or out of (outbound) the exhibit hall between 5:00 PM and 8:00 AM, Monday to Friday, all day Saturday, all day Sunday and all holidays. These hours will differ from exhibitor move-in hours, accounting for facility access, elevator availability, etc.

OFF TARGET SHIPMENT: Any shipment that is recieved prior to October 9 or after October 28.

SERVICE DESCRIPTION	PRE-DEADLINE	POST DEADLINE	MINIMUM CHARGES	
Crated or Skidded Shipment	\$ 1.00 / Pound	\$ 1.40 / Pound	\$ 300.00 (Pre-Deadline)	\$ 420.00 (Post Deadline)
Special Handling Shipment	\$ 1.30 / Pound	\$ 1.80 / Pound	\$ 300.00 (Pre Deadline)	\$ 420.00 (Post Deadline)
Small Package Shipment	\$ 85.00 Total	\$ 115.00 Total	\$ 85.00 (Pre Deadline)	\$ 115.00 (Post Deadline)
Overtime Charge	\$.25 / Pound	\$.35 / Pound	\$ 60.00 (Pre Deadline)	\$ 84.00 (Post Deadline)
Off Target Shipment	\$.25 / Pound	\$.35 / Pound	\$ 60.00 (Pre Deadline)	\$ 84.00 (Post Deadline)

When recording weight you must round up to the next one hundred (100) pounds. Example 445 lbs = 500 lbs.

Shipments arriving from different carriers and / or on different dates and times and / or on different waybills or tracking numbers will be billed individually.

Dimensional weight will be charged on all shipments arriving without a carrier waybill / BOL.

Dimensional weight is calculated as follows: L x W x H / 1728 x 10

			TOTAL WEIGHT	
MATERIAL SHIPPED FROM (CITY)			SUB TOTAL	
# OF BOXES	# OF CRATES OR SKIDS	TOTAL # OF PIECES	15 % SERVICE CHARGE	
CARRIER			SUB-TOTAL	
PRO OR WAYBILL NUMBER			7 % PST	
CUSTOMS BROKER (IF APPLICABLE)			5 % GST	
I AGREE THAT IN PLACING THIS ORDER I HAVE READ AND ACCEPT SHOW IN MOTIONS' PAYMENT POLICY AND TERMS & CONDITIONS OF CONTRACT.			TOTAL	

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: OCTOBER 8, 2026

YOUR COMPLETED CREDIT CARD AUTHORIZATION FORM MUST ACCOMPANY THIS ORDER FORM.



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

PRIORITY EMPTY RETURN ORDER FORM AND INVOICE



Depending on the size of the show and the logistics of the facility, the standard return time for crates, containers and cases can be anywhere from 1 - 3 hours.

This service provides for the expedited Priority Return of your empty containers.

Exhibitors ordering this service can expect their crates and other empties returned to their booth within 15 minutes of the close of show.

This service must be ordered prior to your empty containers being removed from the exhibit floor and entered in to storage.

If you would like to take advantage of this service, please complete the information below and return this form to Show In Motion.

RATES		PRICE PER CONTAINER	PRICE PER CONTAINER
		Discount Rate	Standard Rate
Priority Empty Container Return		\$ 85.00	\$ 119.00
Estimated Number of Pieces.....			
PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED ONCE YOUR EMPTY CONTAINERS HAVE BEEN REMOVED FROM THE EXHIBIT HALL FOR STORAGE.		SUB-TOTAL	
		15 % SERVICE CHARGE	
		7 % PST	
		5 % GST	
		TOTAL	

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COMPANY: _____ BOOTH #: _____
AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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OCTOBER 8, 2026

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CARD AUTHORIZATION FORM
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ORDER FORM.**



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

POST SHOW MATERIALS HANDLING & STORAGE ORDER FORM & INVOICE



In accordance with the storage and freight policies of both the facility and the regulations of this event, all outbound materials must be removed from the exhibit hall immediately following the close of the exhibit. Exhibit materials must be removed from the show floor no later than 7:00 PM on Tuesday, November 3 to avoid forced freight designation.

If these policies are inconvenient for you and / or your carrier we are pleased to offer you the option of having your exhibit material returned to our warehouse to await pick-up from your carrier at a convenient time during normal business hours.

If you would like to order this service please complete the required information below and return this form to Show In Motion along with your other service request forms.

This service is offered in conjunction with our standard Materials Handling Service. You must complete and return the attached Materials Handling Order Form as well.

SERVICE RATES

\$.90 / Pound - Discount Rate
\$ 1.15 / Pound - Standard Rate
\$ 250 Minimum Discount Rate Charge
\$ 350 Minimum Standard Rate Charge
Rates Based on Billable Incoming Weight

PICK-UP INFORMATION

ADDRESS: # 21 - 8528 - 123 STREET
SURREY, BC, V3W 3V6
HOURS: 9:00 AM - 3:00 PM (PACIFIC TIME)
MONDAY - FRIDAY

**PLEASE ENSURE THAT YOUR COMPLETED WAYBILL OR
BILL OF LADING IS LEFT IN YOUR BOOTH WITH YOUR
OUTBOUND SHIPMENT OR IS EMAILED TO
Brian@showinmotion.com**

**PLEASE NOTE THAT YOU MUST MAKE PICK-UP
ARRANGEMENTS WITH YOUR CARRIER. DUE TO COMMON
CARRIER POLICIES AND PROCEDURES, WE ARE UNABLE
TO DO THIS ON YOUR BEHALF.**

**PLEASE NOTE THAT EXHIBIT MATERIAL REMAINING ON
SITE BEYOND THE DESIGNATED MOVE-OUT TIME WILL BE
FORCED TO OUR WAREHOUSE AT THE ABOVE PREVAILING
RATES.**

**ESTIMATED
WEIGHT**
**ESTIMATED
SUB-TOTAL**
**15 % SERVICE
CHARGE**
7 % PST
5 % GST
TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
OCTOBER 8, 2026**

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
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ORDER FORM.**



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

BOOTH CLEANING SERVICES ORDER FORM AND INVOICE



As the official service contractor, Show In Motion has exclusive jurisdiction over all cleaning services. This jurisdiction prohibits other service contractors, including exhibitor appointed contractors, from providing these services.

The cleaning services provided by the exhibit hall include a general sweeping of the aisles only.

All carpets ordered from Show In Motion will be installed in clean condition, however you may wish to order cleaning service prior to show opening to remove any debris caused during set-up.

Our standard booth cleaning service includes daily vacuuming of carpet, emptying of all waste baskets and a general cleaning and dusting of exhibit and furnishings.

Our Porter Service includes emptying of all waste baskets, wipe down of counters and removal of glasses and coffee cups at 2 hour intervals.

Booth Cleaning and porter services are not offered for partial or select days. If you are ordering these services you must order them for all days of your event.

100 square foot minimum charge.

<u>STANDARD BOOTH CLEANING</u>	DISCOUNT RATE	STANDARD RATE	AMOUNT
TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE	\$.60	\$.84	
<u>BOOTH CLEANING FIRST DAY ONLY</u>			
TOTAL SQUARE FEET _____ X 1 DAY X RATE	\$.70	\$.98	
<u>PORTER SERVICE</u>			
TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE	\$ 1.00	\$ 1.40	
SUB-TOTAL			
15 % SERVICE CHARGE			
7 % PST			
5 % GST			
TOTAL			

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
OCTOBER 8, 2026**

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TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

COMPUTER & A/V LEASE ORDER FORM AND INVOICE



ITEM	PRICE	PRICE	QUANTITY	AMOUNT
	Discount Rate Daily Rate	Standard Rate Daily Rate		
MONITORS				
32" 4K UHD Includes Table Top base	180.00	250.00		
42" 4K UHD LED LCD Includes Table Top Base	350.00	490.00		
55" 4K UHD QLED LCD Includes Table Top Base	600.00	840.00		
70" 4K UHD QLED LCD Includes Table Top Base	725.00	990.00		
MISCELLANEOUS				
Touch Screen Kiosk (Custom Graphics Package Available)	450.00	630.00		
40" Charging Station (Custom Graphics Package Available)	350.00	490.00		
Monitor Floor Stand (Dual Post)	75.00	105.00		
BOSE S1 Pro Portable Bluetooth Speaker	150.00	210.00		
Black Skirted A/V Cart	50.00	70.00		
Triple Head Extension Cord	30.00	42.00		
Surge Protected Power Bar	30.00	42.00		
COMPUTER SYSTEMS (MONITOR NOT INCLUDED)				
Lenovo ThinkPad 15.6" 4K UHD Intel Core i7 512 GB SSD	400.00	560.00		
MacBook Pro 14" - Apple M1 Pro Chip 16GB TB SSD	400.00	560.00		
PRINTERS				
HP LaserJet Pro Black & White, 1200 dpi, 42 ppm, 512 Ram	180.00	250.00		
HP Color LaserJet Pro MFP, 40ppm, 1200, 1GB Ram	240.00	336.00		
Premium Laser Printer Paper (500 sheets)	20.00	28.00		
BASIC INSTALLATION LABOR				\$ 50.00
SUB-TOTAL				
15 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

Custom Audio and Visual Packages Available on Request.

Please Call Us For Further Details.

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
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OCTOBER 8, 2026

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CARPET & PADDING LEASE ORDER FORM AND INVOICE



32 OZ. DESIGNER SELECT CARPET

Guaranteed new, premium quality carpet.

Available in a variety of designer colors.

Black ☐ Pewter ☐ Charcoal ☐

Navy ☐ Silver ☐ Royal Blue ☐

Red ☐ Emerald ☐ Purple ☐

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 3.00 (Sq. Ft.)	\$ 4.20 (Sq. Ft.)		

20 OZ. STANDARD CARPET

Available in 4 standard colors.

Blue ☐ Forest Green ☐

Red ☐ Purple ☐

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 2.25 (Sq. Ft.)	\$ 3.15 (Sq. Ft.)		

LAMINATE PLANK FLOORING

Available in 4 standard colors.

Dark Maple ☐ Dark Oak ☐

Light Maple ☐ Washed Gray ☐

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 7.25 (Sq. Ft.)	\$ 9.50 (Sq. Ft.)		

5/8" REBOND FOAM PADDING

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 2.00 (Sq. Ft.)	\$ 2.80 (Sq. Ft.)		

VISQUEEN PLASTIC COVERING

Booth Size: _____' x _____' = _____ Square Feet

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
\$ 1.00 (Sq. Ft.)	\$ 1.40 (Sq. Ft.)		

100 SQUARE FOOT MINIMUM ON ALL ORDERS

OTHER SIZES IN 10' X 10' INCREMENTS ONLY

ALL PRICES INCLUDE INSTALLATION & TAPING
AND INITIAL VACUUMING

SURCHARGES FOR ANY DAMAGE AFTER INSTALLATION

SUB-TOTAL

**15 % SERVICE
CHARGE**

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
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OCTOBER 8, 2026

**YOUR COMPLETED CREDIT
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ORDER FORM.**



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

TABLES AND CHAIRS LEASE ORDER FORM AND INVOICE



DISPLAY ITEMS	PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
TABLES & RISERS				
Covered & Skirted Display Table (2' X 4')	\$ 80.00	\$ 100.00		
Covered & Skirted Display Table (2' X 6')	80.00	100.00		
Covered & Skirted Display Table (2' X 8')	80.00	100.00		
4th. Side Of Table Skirted	25.00	33.00		
Extension To 40" Height - Add	20.00	25.00		
Blue, Teal, Green, Red, Black, Silver, Purple, Gold or White (Circle Preference)				
30" High Pedestal Table with Spandex - Black or White	85.00	100.00		
40" High Pedestal Table with Spandex - Black or White	85.00	100.00		
STOOLS AND CHAIRS				
White Leather Crescent Stool	150.00	195.00		
White & Chrome Wire Back Stool	150.00	195.00		
White Leather Highback Mobler Stool	120.00	156.00		
Black Leather Highback Mobler Stool	120.00	156.00		
Deluxe Highback Bar Stool - White	75.00	97.00		
Deluxe High Back Bar Stool - Black	75.00	97.00		
Wood & Chrome Stool	75.00	97.00		
Deluxe Executive Armchair (Black Leather Sled Base)	50.00	60.00		
Upholstered Arm Chair (Black Fabric)	30.00	37.00		
Upholstered Side Chair (No Arms)	25.00	31.00		
Black Padded Folding Chair	20.00	25.00		
COMPLIMENTS (See Accessories Sheet Also)				
8' High Drapery (Color Preference: _____)	7.00 / FT.	9.00 / FT.		
Plexi Glass Ballot	40.00	50.00		
Tripod Easel	20.00	25.00		
Waste Paper Basket (Black Wire Mesh)	15.00	19.00		
SUB-TOTAL				
15 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

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**YOUR COMPLETED CREDIT
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SPECIALTY FURNITURE

White Crescent Stool



White & Chrome
Wire Back Stool

White Mobler Stool



High Back Bar Stool

Black and Silver Stool



Deluxe High Back Stool



Wood and Chrome Stool



Brushed Steel & Glass Top
Bistro Table



White Geo Coffee Table



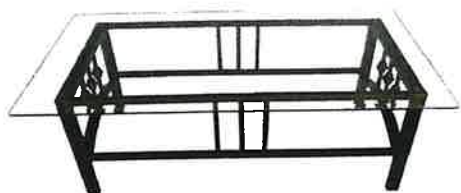
Black Geo Coffee Table



24" Square Table
White Top



24" Round Table
White Top



Gun Metal Coffee Table - Smoked Top



Gun Metal End Table
Smoked Top



Round Coffee Table



Black Geo End Table



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

SPECIALTY FURNITURE SOFT SEATING LEASE ORDER FORM & INVOICE



ITEM	PRICE	PRICE	QUANTITY	AMOUNT
	Discount Rate	Standard Rate		
White Crescent Leather Stool	150.00	195.00		
White Leather & Chrome Wire Back Stool	150.00	195.00		
White Leather Mobler Stool	150.00	195.00		
Black High Back Bar Stool	150.00	195.00		
Black & Silver High Back Bar Stool	100.00	130.00		
Black Leather Deluxe High Back Stool	120.00	156.00		
Wood & Chrome Bar Stool	90.00	117.00		
Brushed Steel & Glass Top Bistro Table	400.00	560.00		
White Geo Coffee Table	200.00	280.00		
Black Geo Coffee Table	200.00	280.00		
24" Square Bistro Table - White Top	200.00	280.00		
24" Round Bistro Table - White Top	200.00	280.00		
32" Round Coffee Table - Black Top	225.00	315.00		
32" Round Coffee Table - White Top	225.00	315.00		
39" Round Coffee Table - Black Top	250.00	350.00		
39" Round Coffee Table - White Top	250.00	350.00		
Gun Metal & Smoked Glass Coffee Table	200.00	280.00		
Gun Metal & Smoked Glass End Table	200.00	280.00		
Black Geo End Table	200.00	280.00		
Chrome Bar with White Plexi Panels (30" x 42" x 72")	300.00	390.00		
Barn Door Bar (72" x 42" x 30")	600.00	780.00		
Bar Sized Refrigerator (4.5 cubic feet)	200.00	260.00		
Old Fashioned Style Popcorn Machine	250.00	325.00		
SUB-TOTAL				
15 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

PHOTOS OF ALL ITEMS ARE AVAILABLE AT
www.showinmotion.com

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COMPANY: _____ BOOTH #: _____
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EMAIL: Orders@showinmotion.com

SPECIALTY FURNITURE SOFT SEATING



Vancouver Sofa
80" x 28" x 29"



Vancouver Sofa
80" x 28" x 29"



Yaletown Sofa
71" x 21" x 29"



Vancouver Love Seat
57" x 28" x 28"



Vancouver Love Seat
57" x 28" x 28"



Yaletown Love Seat
57" x 21" x 29"



Vancouver Club Chair
33" x 28" x 29"



Vancouver Club Chair
33" x 28" x 29"



Yaletown Single Chair
21" x 29" x 28"



Yaletown Sofa
71" x 21" x 29"



Yaletown Love Seat
57" x 21" x 29"



Yaletown Single Chair
21" x 29" x 28"

Prices for all items shown are detailed on the Specialty Furniture and Tables & Chairs Lease Order Forms.



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

SPECIALTY FURNITURE SOFT SEATING



Contemporary Bench
72" x 18" x 20"



Contemporary Bench
72" x 18" x 20"



White Curved Bench
72" x 18" x 18"



Sectional Ottoman
29" x 18" x 29"



Sectional Ottoman
29" x 16" x 29"



Round Back Tub Chair
28" x 27" x 28"



Contemporary Cube
18" x 18" x 18"



Contemporary Cube
18" x 18" x 18"

Prices for all items shown are detailed on the Specialty Furniture and Tables & Chairs Lease Order Forms.



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

SPECIALTY FURNITURE SOFT SEATING ORDER FORM & INVOICE



ITEM	PRICE	PRICE	QUANTITY	AMOUNT
	Discount Rate	Standard Rate		
Vancouver Sofa - Black	400.00	560.00		
Vancouver Sofa - White	400.00	560.00		
Vancouver Love Seat - Black	350.00	490.00		
Vancouver Love Seat - White	350.00	490.00		
Vancouver Club Chair - Black	300.00	420.00		
Vancouver Club Chair - White	300.00	420.00		
Yaletown Sofa - Black	450.00	630.00		
Yaletown Sofa - White	450.00	630.00		
Yaletown Love Seat - Black	400.00	560.00		
Yaletown Love Seat - White	400.00	560.00		
Yaletown Single Chair - Black	300.00	420.00		
Yaletown Single Chair - White	300.00	420.00		
Overstuffed Leather Sofa - Black	350.00	490.00		
Overstuffed Leather Love Seat - Black	300.00	420.00		
Overstuffed Leather Club Chair - Black	250.00	350.00		
Contemporary Bench - Black	200.00	280.00		
Contemporary Bench - White	200.00	280.00		
Curved Bench - White	250.00	350.00		
Sectional Ottoman - Black	350.00	490.00		
Sectional Ottoman - White	350.00	490.00		
Round Back Tub Chair - White	250.00	350.00		
Contemporary Cube - Black	120.00	170.00		
Contemporary Cube - White	120.00	170.00		
SUB-TOTAL				
15 % SERVICE CHARGE				
7 % PST				
5 % GST				
TOTAL				

PHOTOS OF ALL ITEMS ARE AVAILABLE AT
www.showinmotion.com

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
OCTOBER 8, 2026

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**

STANDARD DISPLAY FURNISHINGS

Black Counter
40" x 40" x 20"



White Counter
40" x 40" x 20"

Computer Counter
20" x 20" x 40"



Chrome Sign Holder



Pedestal Table
Black or White
Spandex Cover



Upholstered
Arm Chair



Upholstered
Side Chair



Waste Paper Basket



Literature Rack

Bag Holder



Deluxe Executive
Arm Chair

Ballot Box



Brass Ballot Drum



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

CUSTOM ACCESSORIES LEASE ORDER FORM AND INVOICE



COUNTER \$ 400 SLIDING DOORS INSIDE SHELF 20" X 40" X 40" ☐ LOCK ADD \$ 25.00 ☐ WHITE OR ☐ BLACK	QTY.	JEWELLERY CASE \$ 600 ONE SHELF 20" X 40" X 70" ☐ LOCK ADD \$ 25.00 HALOGEN ☐ LIGHT ADD \$ 50.00	QTY.	SHOW CASE \$ 650 TWO SHELVES 20" X 40" X 70" ☐ LOCK ADD \$ 25.00 HALOGEN ☐ LIGHT ADD \$ 50.00	QTY.	COMPUTER COUNTER \$ 450 10" KEYBOARD TRAY SLIDING DOORS INSIDE SHELF 20" X 40" X 40" ☐ LOCK ADD \$ 20.00	QTY.
POSTER BOARD \$ 200 4' X 8' VERTICAL OR HORIZONTAL (SHOWN)		CHROME BAG HOLDER \$ 100 		LITERATURE RACK \$ 150 BLACK DOUBLE SIDED		MONITOR STAND \$ 400 20" X 20" X 40" 20" X 20" X 54" OPTIONAL KEYBOARD TRAY AVAILABLE ADD \$ 25.00	
SIGN HOLDER \$ 50 22" X 28" CHROME ☐ OR BLACK ☐		TRACK LIGHTING 3 HEAD - \$ 120 5 HEAD - \$ 150		TOWER COMBO \$ 550 2 SHELVES INSIDE SHELF 20" X 40" X 96" COMPANY NAME OR PRODUCT SIGN INCLUDED		SHELF UNITS 2 SHELVES 26" \$125 3 SHELVES 40" \$150 4 SHELVES 54" \$175	
BROCHURE RACK \$ 15 ☐ 4" X 9" OR ☐ 9" X 11" ☐ COUNTER TOP ☐ WALL MOUNT		BAR FRIDGE \$ 175 1.7 CUBIC FEET WHITE		END TABLE \$ 160 BLACK & GLASS GUN METAL & GLASS		COFFEE TABLE \$ 160 BLACK & GLASS GUN METAL & GLASS	

SPECIAL INSTRUCTIONS:

SUB-TOTAL
STANDARD RATE
(ADD 40%)
15 % SERVICE
CHARGE
7 % PST
5 % GST
TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
 AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
 TO ALL ORDERS RECEIVED AFTER
 4:00 PM PACIFIC TIME ON:
 OCTOBER 8, 2026**

**YOUR COMPLETED CREDIT
 CARD AUTHORIZATION FORM
 MUST ACCOMPANY THIS
 ORDER FORM.**



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

POP UP AND BANNER STAND ORDER FORM & INVOICE



**CUSTOM
BANNER STAND**
36" X 79" - \$ 550
47" X 79" - \$ 650
(PURCHASE)



**CUSTOM
BANNER STAND**
36" X 79" - \$ 350
47" X 79" - \$ 375
(RENTAL)

TENSION FABRIC DISPLAY
10' WIDE X 8' HIGH
WITH YOUR FULL COLOR GRAPHICS
FRAME & CARRY CASE
\$2100 (PURCHASE)

GRAPHIC ONLY WITH FRAME RENTAL
\$1250 (RENTAL)



**CUSTOM PLEATED
TABLE COVERS**
6' PLEATED - \$ 465
8' PLEATED - \$ 495



**CUSTOM FITTED
TABLE COVERS**
6' FITTED - \$ 495
8' FITTED - \$ 560

	DISCOUNT RATE	STANDARD RATE	QUANTITY	AMOUNT
TENSION FABRIC DISPLAY - PURCHASE	\$ 2,100	\$ 2,825		
TENSION FABRIC DISPLAY - RENTAL	\$ 1,250	\$ 1,675		
CUSTOM BANNER STAND - 36" X 79" - PURCHASE	\$ 550	\$ 745		
CUSTOM BANNER STAND - 47" X 79" - PURCHASE	\$ 650	\$ 875		
CUSTOM BANNER STAND - 36" X 79" - RENTAL	\$ 350	\$ 475		
CUSTOM BANNER STAND - 47" X 79" - RENTAL	\$ 375	\$ 500		
CUSTOM PLEATED TABLE COVER - 6'	\$ 465	\$ 625		
CUSTOM PLEATED TABLE COVER - 8'	\$ 495	\$ 675		
CUSTOM FITTED TABLE COVER - 6'	\$ 495	\$ 675		
CUSTOM FITTED TABLE COVER - 8'	\$ 560	\$ 756		

**PRINT READY DEFINITION - FILES ARE READY TO GO
DIRECTLY TO PRODUCTION. NO PROOFS OR EDITS REQUIRED**

Acceptable File Formats: PDF, Adobe Illustrator AI, EPS
Minimum 300 dpi at 100% final finished size
1/4" bleed

All fonts must be converted to outlines, curves or paths
Logos must be imported / placed as vector and must be CMYK / Pantone

Download templates at www.showinmotion.com/dropbox

SUB-TOTAL	
15 % S/C	
7 % PST	
5 % GST	
TOTAL	

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ **BOOTH #:** _____

AUTHORIZED BY: _____ **AUTHORIZED SIGNATURE:** _____

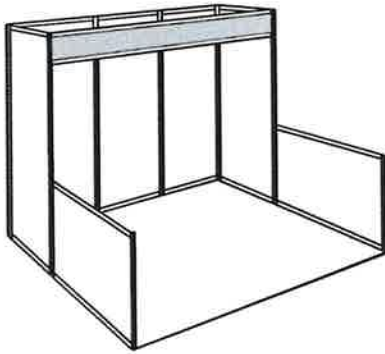
**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
OCTOBER 8, 2026**

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**

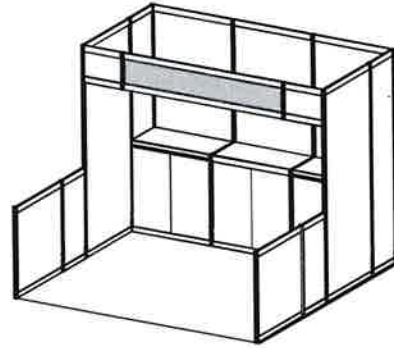


TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

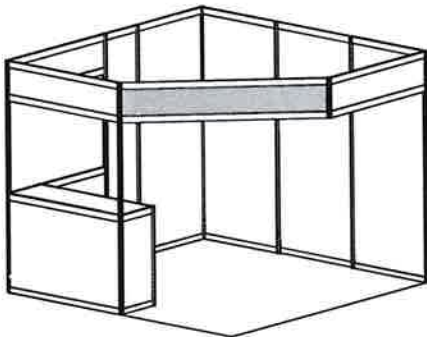
10' x 10' HARDWALL SYSTEM RENTALS



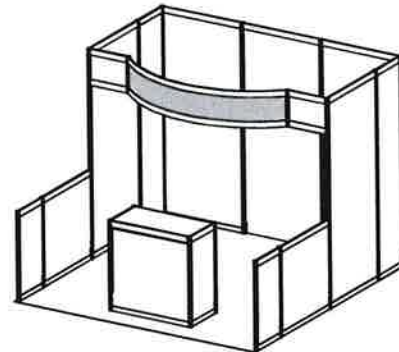
MODEL # 101



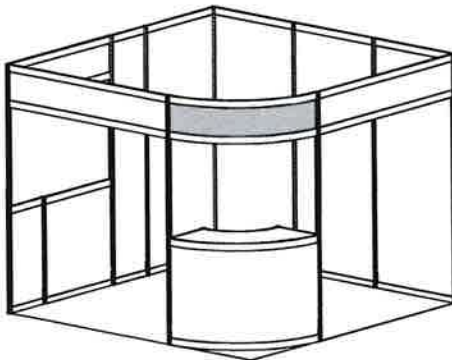
MODEL # 102



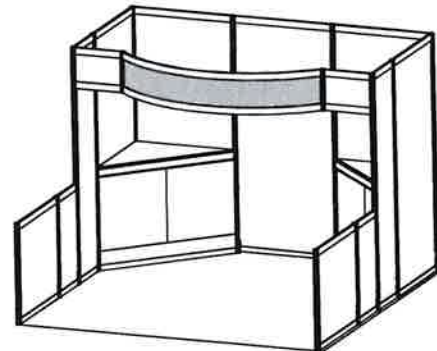
MODEL # 103



MODEL # 104



MODEL # 105



MODEL # 106

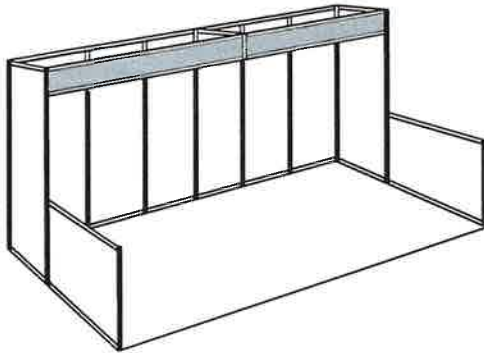
GRAY INDICATES STANDARD FASCIA SIGN

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS

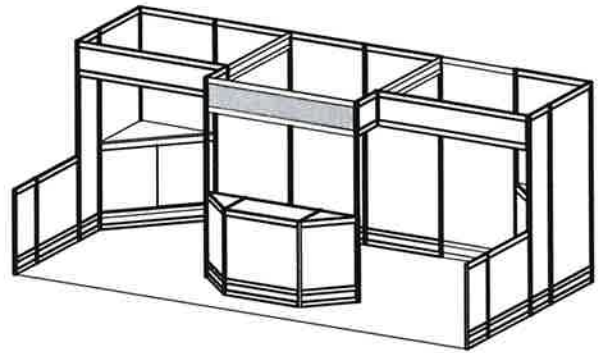


TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

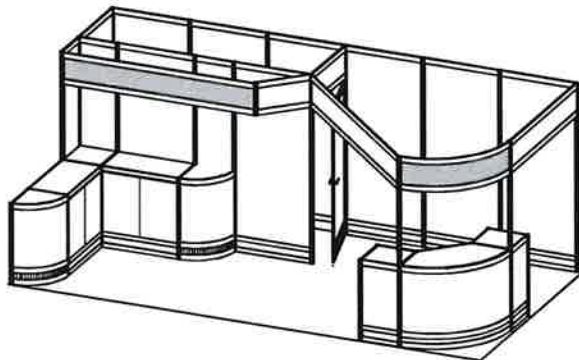
10' x 20' HARDWALL SYSTEM RENTALS



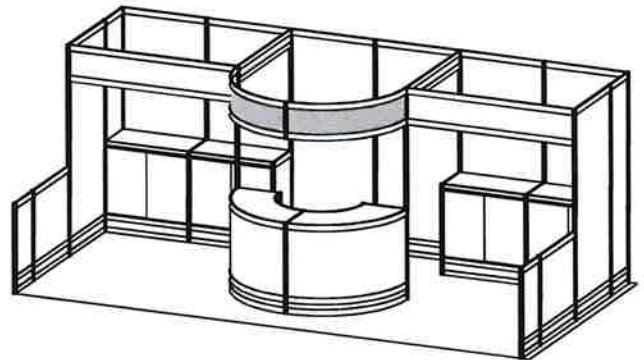
MODEL # 201



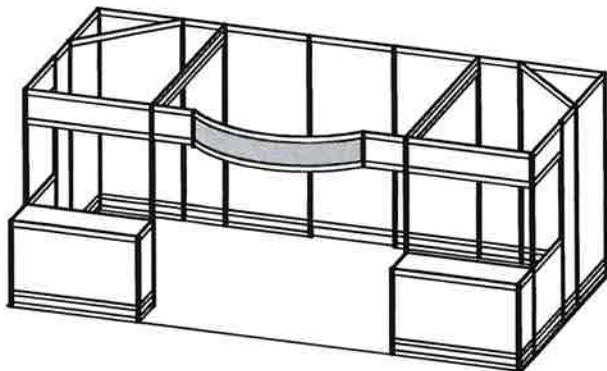
MODEL # 202



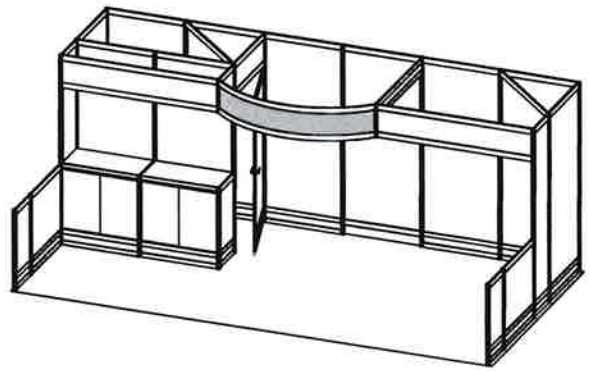
MODEL # 203



MODEL # 204



MODEL # 205



MODEL # 206

GRAY INDICATES STANDARD FASCIA SIGN(S)

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

HARDWALL BOOTH LEASE ORDER FORM AND INVOICE



Packages include your choice of infill panel and carpet colors, company or product identification sign, complete installation and dismantling.

Packages do not include booth cleaning, lighting fixtures or electrical circuits.

FONT COLOR
BLACK ☐ BLUE ☐ RED ☐

INFILL PANEL COLOR
BLACK ☐ GRAY ☐ WHITE ☐

CARPET COLOR
BLUE ☐ SILVER ☐ GREEN ☐

MODEL NUMBER	DISCOUNT RATE	STANDARD RATE	AMOUNT
MODEL # 101	\$ 1100.00	\$ 1540.00	
MODEL # 102	\$ 2325.00	\$ 3255.00	
MODEL # 103	\$ 1700.00	\$ 2380.00	
MODEL # 104	\$ 1975.00	\$ 2765.00	
MODEL # 105	\$ 1775.00	\$ 2485.00	
MODEL # 106	\$ 2425.00	\$ 3395.00	
MODEL # 201	\$ 1400.00	\$ 1960.00	
MODEL # 202	\$ 3275.00	\$ 4585.00	
MODEL # 203	\$ 4885.00	\$ 6840.00	
MODEL # 204	\$ 4350.00	\$ 6090.00	
MODEL # 205	\$ 3510.00	\$ 4914.00	
MODEL # 206	\$ 4025.00	\$ 5635.00	
— AVAILABLE OPTIONS —			
SHELF - .25M DEEP X 1.0M WIDE	\$ 75.00	\$105.00	
SLAT WALL PANELS - 1.0M WIDE X 2.5M HIGH	\$ 100.00	\$ 140.00	
GRID PANELS - .6M WIDE X 2.5M HIGH	\$ 75.00	\$ 105.00	

MODELS # 101,102,103, 104, 105,106, 202, 205 AND 206
IDENTIFICATION SIGN TO READ:

MODELS # 201, 203 AND 204 IDENTIFICATION SIGN TO READ:

LEFT: _____

RIGHT: _____

SUB-TOTAL
15 % SERVICE
CHARGE
7 % PST
5 % GST
TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____
AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
OCTOBER 8, 2026

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

SKILLED LABOR EXHIBIT INSTALLATION ORDER FORM & INVOICE



	TIME REQUIRED	DISCOUNT RATE	STANDARD RATE
REGULAR TIME	8:00 A.M. - 4:00 P.M. - WEEKDAYS	\$ 85.00 / HR.	\$ 115.00 / HR.
OVERTIME	4:00 P.M. - 6:00 P.M. - WEEKDAYS 8:00 A.M. - 4:00 P.M. - SATURDAYS	\$ 95.00 / HR.	\$ 133.00 / HR.
DOUBLE TIME	ALL OTHER HOURS INCLUDING SUNDAYS & HOLIDAYS	\$ 105.00 / HR.	\$ 147.00 / HR.
SUPERVISORY CHARGE	25% OF LABOR TOTAL	☐ REQUIRED ☐ NOT REQUIRED	

INSTALLATION (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED: _____

NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS: _____

ESTIMATED INSTALLATION CHARGES: \$ _____

DISMANTLE (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED: _____

NUMBER OF MEN REQUESTED: _____ ESTIMATED NUMBER OF MAN HOURS: _____

ESTIMATED INSTALLATION CHARGES: \$ _____

- SUPERVISORY CHARGES WILL APPLY UNLESS THERE IS A REPRESENTATIVE FROM YOUR COMPANY IN ATTENDANCE DURING BOTH INSTALLATION AND DISMANTLING.
- MINIMUM CHARGE OF 2 (TWO) HOURS PER MAN. LABOR THEREAFTER IS CHARGED IN ONE-HALF (1/2) HOUR INCREMENTS.
- ALL WORK WILL BE DONE ON REGULAR TIME WHEN POSSIBLE
- YOU MUST REPORT TO SHOW IN MOTION SERVICE DESK TO COLLECT YOUR LABOR IF EXHIBITOR SUPERVISED.

TOTAL ESTIMATED CHARGES

25% SUPERVISION CHARGE
(\$ 35.00 Minimum)

15 % SERVICE CHARGE

SUB-TOTAL

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
OCTOBER 8, 2026

YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

SKILLED LABOR INFORMATION AND CONTACT FORM



PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND / OR DISMANTLED BY SHOW IN MOTION AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND / OR DISMANTLE.

INBOUND SHIPPING INFORMATION

CARRIER: _____ CARRIER PHONE #: _____
SHIPPED TO: WAREHOUSE _____ SHOW SITE _____ FROM (CITY/STATE): _____ DATE SHIPPED: _____
TOTAL NUMBER OF: CRATES _____ CARTONS _____ OTHER (SPECIFY): _____

SET-UP INFORMATION

SETUP PLAN / PHOTO: ATTACHED _____ SENT WITH EXHIBIT _____ IN CRATE # _____
CARPET: WITH EXHIBIT _____ RENTED FROM SHOW IN MOTION _____ COLOR _____ SIZE _____
ELECTRICAL PLACEMENT: DRAWING ATTACHED _____ WITH EXHIBIT _____ ELECTRICAL UNDER CARPET _____
COMMENTS: _____

GRAPHICS: WITH EXHIBIT _____ SHIPPED SEPERATELY _____ CARRIER _____
COMMENTS: _____

SPECIAL TOOLS / HARDWARE REQUIRED: _____

OUTBOUND SHIPPING INFORMATION:

SHIP TO: _____

METHOD: COMMON CARRIER _____ AIR FREIGHT _____ VAN LINE _____ OTHER (Specify) _____

CARRIER (If Known): _____

FREIGHT CHARGES: PREPAID _____ COLLECT _____ ACCOUNT # _____

PLEASE PROVIDE AN EMERGENCY CONTACT:

NAME: _____ PHONE # _____

COMPANY NAME: _____ BOOTH NUMBER: _____



TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

CUSTOM GRAPHICS AND SIGNAGE ORDER FORM & INVOICE



We are pleased to offer you custom sign services so that you can tailor your sales message to the particular audience at this event. Select one of our standard sizes or order a special size with your logo or other custom graphics. To order your graphics, please complete this order form and attach your sign copy or email an electronic file to orders@showinmotion.com.

DIGITALLY PRINTED GRAPHICS

Show In Motion is pleased to provide you with the finest digital graphic reproduction available. We can print full color, photo quality, high resolution in virtually any size for banners, exhibit graphics and more.

_____ L x _____ W = _____ Sq.Ft.

_____ Sq. Ft. X \$ 22.50 (Discount Rate) = \$ _____

_____ Sq. Ft. X \$ 31.50 (Standard Rate) = \$ _____

- Minimum order is 10 square feet.
- File conversion, retouching, cloning or color correction will incur additional charges.
- Double square foot for double sided graphics.
- Round Square Foot to next whole increment.

FILE INFORMATION;

Electronic File Name: _____

Application: _____

PMS Colors: _____

BACKING MATERIAL;

Coroplast ☐ Styrene ☐ Plexi ☐ Foamcore ☐

PORTRAIT LANDSCAPE



VINYL CUT LETTER SIGNS

SIZE	DISCOUNT RATE	STANDARD RATE	QUANTITY	AMOUNT
7" X 11"	\$ 50.00	\$ 70.00		
7" X 44"	\$ 65.00	\$ 91.00		
14" X 22"	\$ 75.00	\$ 105.00		
14" X 44"	\$ 90.00	\$ 126.00		
22" X 28"	\$ 125.00	\$ 175.00		
28" X 44"	\$ 200.00	\$ 280.00		
20" X 60"	\$ 220.00	\$ 300.00		

INDICATE YOUR COPY HERE:
(Please attach additional pages if required)

PORTRAIT LANDSCAPE



Background Color: _____

Lettering Color: _____

Font: _____

SUB-TOTAL

15 % SERVICE CHARGE

7 % PST

5 % GST

TOTAL

All orders governed by Show In Motion Payment Policy and Terms & Conditions as specified in this service manual.

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

**STANDARD RATES WILL BE APPLIED
TO ALL ORDERS RECEIVED AFTER
4:00 PM PACIFIC TIME ON:
OCTOBER 8, 2026**

**YOUR COMPLETED CREDIT
CARD AUTHORIZATION FORM
MUST ACCOMPANY THIS
ORDER FORM.**

EXHIBITOR PAYMENT POLICY

1. All orders for services from Show In Motion must be accompanied by a fully completed Credit Card Authorization form. **NO EXCEPTIONS.** We are unable to accept or process any orders that do not include a completed Credit Card Authorization form.

2. **ELIGIBILITY FOR DISCOUNT PRICING**

To qualify for the discount pricing offered, payment in full must accompany your completed order and be received in our offices no later than 4:00 PM, Pacific time on the date shown in the bottom left corner of each order form.

3. **SHOW SITE ORDERS**

Charges for orders placed at show site by the cardholder and/or his or her representative will be charged to the credit card number on file.

4. **METHODS OF PAYMENT**

Show In Motion accepts MasterCard, Visa, American Express, Debit Card, Cheque, Interac and e-transfers. Any cheque returned to us and / or any declined credit card transaction, for any reason, will incur a service charge of \$100.00.

5. **MATERIALS HANDLING**

If you are sending exhibit materials of any size or description to this event you must complete both the Materials Handling order form and the Credit Card Authorization Form. All exhibit materials must be shipped to the address as instructed in this service manual.

SHIPMENTS DIRECT TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED.

Please ensure that all shipments are sent "Prepaid" including all applicable taxes, duties, surcharges, etc. Any charges billed to Show In Motion by your carrier following the event will be charged to the Credit Card number provided along with an applicable service charge.

Dimensional weight will be charged on all incoming shipments received without a carrier provided waybill / BOL.

Dimensional weight is calculated as follows: L x W x H / 1728 X 10.

Shipments arriving prior to receiving your completed materials handling order forms and / or not properly labeled with completed Show In Motion shipping labels will incur a minimum 20% surcharge.

Off target shipments received prior to or after the receiving dates shown on the Materials Handling order form will incur a minimum 20% surcharge to standard materials handling rates.

6. **POST EVENT STORAGE**

All exhibit materials returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Post Show Materials Handling charges. Storage charges will be incurred on all materials remaining in our warehouse 3 days beyond the close of show. Storage rates begin at \$ 150.00 minimum, plus applicable service charge. Materials remaining in our warehouse more than 60 days following the close of the event may be disposed of with no additional notice and at exhibitors' expense.

7. **LABOR PROVIDED UNDER SHOW IN MOTION SUPERVISION**

Show In Motion shall be responsible for the performance of labor provided under this option. Show In Motion will not be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day.

8. **LABOR PROVIDED UNDER EXHIBITOR SUPERVISION**

Exhibitor shall be responsible for the performance of labor provided under this option. The exhibitor shall supervise labor secured through Show In Motion in a reasonable manner to prevent bodily injury and/or property damage. It is the exhibitors' responsibility to check in with the Show In Motion Service Desk to collect labor, and to return to Service Desk to release labor when the work is completed.

9. **SUBSTITUTIONS**

Every effort will be made to provide identical furniture items that have been ordered. If this is not possible Show In Motion reserves the right to substitute items with similar items of the same or greater quality.

10. **CANCELLATIONS**

All requests to cancel orders and for refunds must be made in writing no less than 7 full business days prior to Show In Motion's scheduled move-in. All cancellations are subject to a minimum 50% cancellation fee. Any cancellations made within 7 full business days of Show In Motion's scheduled move-in will be subject to a 100% cancellation fee.

11. **ADJUSTMENTS / CLAIM(S) FOR LOSS**

Exhibitor agrees that any and all claims for loss must be submitted to Show In Motion, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected and no adjustments will be made after the close of the show.

12. All materials and equipment are supplied on a rental basis for the duration of the event and remain the property of Show In Motion.

13. It is understood and agreed that the exhibitor is responsible for the care, custody and control of all materials and equipment supplied by Show In Motion and accepts full responsibility for any loss or damage to the equipment until it is returned to Show In Motion.

14. Show In Motion "Terms and Conditions", "Payment Policy" and "Electrical Terms & Conditions" are subject to change at the sole discretion of Show In Motion and without notice to any parties.

Show In Motion Services Terms and Conditions of Contract

Show In Motion Services, Inc. Terms & Conditions and Payment Policies are subject to change at the sole discretion of Show In Motion without notice to any parties.

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH MAY LIMIT YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below are part of the contractual agreement between SHOW IN MOTION SERVICES, INC. and you, the EXHIBITOR, who accepts the terms and conditions of this contract once any of the following conditions are met; the Credit Card Authorization form is signed; OR the Materials Handling Agreement is signed; OR the Exhibitors' materials are delivered by a carrier to either the Show In Motion warehouse, an advanced storage warehouse or a show site where Show In Motion is the official show service contractor; OR an order for any other services is placed with Show in Motion.

I. Definitions

Show In Motion: Show In Motion Services, Inc., SIM and their employees, agents, officers and related entities including, but not limited to, any sub-contractors that SIM may appoint.

Agents: SIM's agents, sub-contractors, carriers, and the agents of each.

Exhibitor: Exhibitor, including its' employees, agents, representatives, Exhibitor Appointed Contractor (EAC), or any other party requesting services from SIM. Furthermore, it is understood and agreed, that the Exhibitor is, in fact, the SHIPPER and RECEIVER, for all purposes and circumstances notwithstanding anything contained in this contract to the contrary.

Goods: Exhibits, property and commodities of any type for which SIM is requested to perform services. Show In Motion reserves the right to substitute materials with those of an equal or better variety based on availability.

Carrier: Motor carrier, van line, air carrier or air or surface freight forwarder.

Shipper: The Exhibitor, including its' employees, agents, representatives and / or EAC.

Receiver: The Exhibitor, including its' employees, agents, representatives and / or EAC.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, materials handling, unsupervised labor, supervised labor, equipment and furniture rentals and/or all related services.

Show Site: The venue or place where an exhibition or event takes place.

Supervised Labor: Labor that is provided to an Exhibitor to install or dismantle a booth or exhibit space and is supervised and/or directed by the Exhibitor.

Unsupervised Labor: Labor that is provided to an Exhibitor to install or dismantle a booth or exhibit space and pursuant to Exhibitor's election is not supervised and/or directed by SIM. Exhibitor assumes the responsibility and any liability arising therefrom, for the work of labor when Exhibitor elects to use unsupervised labor.

II. Scope

These Terms and Conditions shall be binding upon Exhibitor, SIM, and their respective Agents and representatives, including but not limited to, Exhibitor contracted labor such as EAC's and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of, and be bound by, all provisions stated herein, including but not limited to, time limits and limitations of liability.

III. Customer Obligations

a. Payment for Services: Exhibitor shall be liable for all unpaid charges for services performed by SIM or agents. Exhibitor authorizes SIM to charge its' credit card directly for services rendered on Exhibitor's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via SIM-accepted credit card or electronic payment. Exhibitor acknowledges and agrees that all calculations provided by Exhibitor are estimates only and are subject to verification and correction as deemed appropriate by SIM.

b. Credit Terms: All charges are due before Services are performed unless other arrangements have been made in advance. SIM has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Exhibitor having to pay in advance for future Services. SIM retains its right to hold Exhibitor's Goods for non-payment. If a credit card is provided to SIM, SIM is authorized to bill to such credit card any unpaid charges for Services provided to Exhibitor, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 2.0% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to SIM: Exhibitor shall defend, hold harmless and indemnify SIM from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Exhibitor agrees to indemnify and hold SIM harmless for any and all acts of its representatives and agents, including but not limited to Exhibitor Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Exhibitor or present at Exhibitor's invitation, including supervision of labor secured through SIM. Exhibitor's obligations under this provision shall not apply to SIM's own negligence and/or willful misconduct. **EXHIBITOR ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND EXHIBITOR, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. SIM to Exhibitor: To the extent of SIM's own negligence and/or willful misconduct and subject to the limitations of liability below, SIM shall defend, hold harmless and indemnify Exhibitor from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. SIM's obligations under this provision shall not apply to claims for bodily injury arising a) from Exhibitor's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. SIM SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF SIM. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods:** SIM shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. SIM shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, pallet jacks, or dollies. It is the Exhibitor's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods:** SIM shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills, or for bulk shipments (i.e., courier shipments, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure:** SIM shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Exhibitor, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage:** Goods requiring cold storage are stored at Exhibitor's own risk. SIM assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage:** SIM assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods:** SIM assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Exhibitor is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage:** SIM assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Exhibitor's sole responsibility to affix the appropriate labels available at the SIM Service Desk for empty container storage and ensures that any pre-existing empty labels are removed.
- h. Forced Freight:** SIM is not liable for Exhibitor Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Exhibitor. It is Exhibitor's responsibility to complete accurate paperwork for shipping and to ensure Exhibitor Goods are properly labeled. If Exhibitor Goods remain on the floor after the show closing deadline, SIM has the right to remove the Exhibitor Goods. SIM is authorized by Exhibitor to proceed in the manner chosen by Exhibitor on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Exhibitor Goods at the discretion of SIM and at Exhibitor's expense. SIM shall incur no liability for such shipment. SIM retains the right to dispose of Exhibitor Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage:** SIM shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth:** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by SIM or it's subcontractors and the arrival of the Exhibitor's representative(s) 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 pick up of materials from the booth for loading on to a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed and understood that neither SIM nor its' subcontractors shall be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's' chosen carrier.
- k. Hanging items from Booth:** Exhibitor shall not hang any articles, merchandise, product, advertisements, or other similar items from SIM supplied booth materials, (this includes but is not limited to Octanorm panels or pipe and drape), utilized in Exhibitor's own booth set up or in areas occupied by the show organizer or third parties. If Exhibitor does hang any prohibited items, Exhibitor alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). SIM shall have no liability for any damages, costs, actions or injuries arising out of Exhibitor's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief:** If found liable for any loss, SIM's sole and exclusive maximum liability for loss or damage to Exhibitor's Goods is limited to \$.30 (CAD) per pound with a maximum liability of \$100.00 (CAD) per container, or \$1,500.00 CAD) 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 property through performance of services to Exhibitor's or from negligence, active or otherwise, by SIM, it's subcontractors or employees.
- b. Labor:** SIM assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of SIM provided labor. If SIM supervises labor for a fee, SIM shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Exhibitor of the supervised labor or the depreciated value of the Goods, whichever is less. If Exhibitor elects to use unsupervised labor, then Exhibitor assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide SIM and show management with an indemnity, including defense costs, for any claims that result from Exhibitors' supervision or failure to supervise assigned labor.
- c.** SIM and it's subcontractors shall not be responsible for loss or damage due to fire, theft, water, vandalism acts of God, mysterious disappearance or any other causes beyond it's control.
- d.** SIM and it's subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- e.** SIM and it's subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any other collateral costs that may result from any loss or damage to Exhibitor's materials which may it impossible or impractical to exhibit same.

VIII. Miscellaneous

- a. Insurance:** IT IS UNDERSTOOD THAT SIM IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Exhibitor to ensure Goods are insured from the time they leave your custody until they are returned to you following the event. Loss or theft of the Goods while in SIM storage or in transit to and from the show and/or while on the show floor is the sole responsibility of Exhibitor. SIM recommends Exhibitor arrange for All Risk Coverage.
- b. Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to SIM or its agent within 24 hours of occurrence, as evidenced in an Incident Report completed at Show Site by SIM.
- c. Filing of Claim:** Any claim for loss or damage to Goods must be submitted in writing, to SIM immediately at Show Site, and in any case, no later than the conclusion of the event. Exhibitor understands and agrees all claims after this time shall be rejected.
- d. Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim.
- e. Jurisdiction:** This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively and depending on jurisdiction, the laws of the Province of British Columbia.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO SIM OR IT'S SUBCONTRACTORS BY AN EXHIBITOR OR BY A SHIPPER ON BEHALF OF THE EXHIBITOR SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHIBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

NAME OF CONFERENCE		ROOM		BOOTH NUMBER
COMPANY NAME	ON-SITE CONTACT NAME		ON-SITE CONTACT PHONE NUMBER	
BILLING ADDRESS		CITY & STATE/PROV.		ZIP/POSTAL CODE
SETUP DATE	SETUP TIME	DISMANTLE DATE	DISMANTLE TIME	# OF EVENT DAYS
ORDERD BY	EMAIL		PHONE	

Email completed form to vardaan.narang@encoreglobal.com

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.

Labour charges, sales tax, and 18% service charges may apply. **Setup/dismantle labour is subject to \$107.75 hourly rate with a one hour minimum.**

MONITOR	QUANTITY	REGULAR DAILY RATE
55" MONITOR w/FLOOR STAND (more sizes available)		\$682.50

AUDIO	QUANTITY	REGULAR DAILY RATE
SMALL POWERED SPEAKER		\$55.00

POWER	QUANTITY	REGULAR RATE
EXHIBITOR POWER with POWER BAR		\$55.00

MISCELLANEOUS	QUANTITY	REGULAR DAILY RATE
LAPTOP		\$282.00
FLIPCHART PACKAGE		\$55.00

If your group requires technical assistance during the conference, please contact our onsite Encore supervisor at
+1 (604) 999-5190

If your group requires any equipment not listed on the form, kindly reach out to the Encore Sales Manager at
+1 (604) 727-6330