



7th International Sturgeon Symposium

July 22nd - 24th, 2013
Vancouver Island Conference Centre

Event Contractor: SHOWTIME EVENT & DISPLAY SERVICES
Ph. 1-800-721-0029 Fx. 1-877-468-3313

Event Location: Vancouver Island Conference Centre, Nanaimo, BC

Exhibitor Move In: Monday, July 22nd 8:00am – 12:00 noon

Show Times: Monday, July 22nd 1:00pm – 5:00pm
Tuesday, July 23rd 9:00am – 5:00pm
Wednesday, July 24th 9:00am – 5:00pm

Exhibitor Move-Out: Wednesday, July 24th 5:00pm – 8:00pm
ALL MATERIALS MUST BE REMOVED FROM THE VENUE ON WEDNESDAY DURING EXHIBITOR MOVE OUT

Booth Inclusions: each 8' x 10' booth space includes the following:

- 8' high drapery back walls
- 3' high drapery side walls
- 1 x 6' skirted table
- 2 x Chair
- 1 x 750 watt electrical outlet

Discount Price Deadline:
In order to receive 2 week advance order discount rates listed on the enclosed order forms, your must be received by 5pm on **July 6th, 2013**

Shipping: **Vancouver Island Conference Centre does NOT accept any advance shipments.** All advance materials must be sent directly to Showtime, and must be clearly labeled with your company name and booth number (labels are provided in our order package & to be used).
All materials will be subject to Materials Handling charges, based on the total weight of your shipment (see Materials Handling Order Form for details). Showtime will begin accepting shipments on **July 6th**, between the hours of 8:30am-5pm, Monday to Friday. **Materials Handling must arrive by July 19th at 5:00 pm.**

Questions? Please contact Showtime at your earliest convenience, by fax, phone or email infodesk@showtimedisplay.com

Showtime Event & Display

544 Hillside Ave
Victoria, BC V8T 1Y9
Toll Free: 1-800-721-0029
Toll Free Fax: 1-877-468-3313
www.showtimedisplay.com
infodesk@showtimedisplay.com



7th International Sturgeon Symposium

Show Date: July 22nd - 24th, 2013

Show Location: Vancouver Island Conference Centre

This is your exhibitor's information and order package.

It includes important information regarding our services and products, as well as all of the forms you will require to order materials and services for your show. The following items are included in this package:

- Limits of Liability and Responsibility
- Payment and Calculation of Orders Form
- Furniture and Accessories Order Form
- Hardwall Systems Order Form
- Audio Visual Equipment & Computer Services Order Form
- Janitorial and Labour Form
- Electrical Services Form
- Graphics & Signage Form
- Advanced Materials Handling
- Materials Handling Shipping Label

All of the equipment and services order forms include pricing information and include a space for the total amount of your order. Enter total from each individual form in the appropriate space on the Payment and Calculation of Orders Authorization Form and calculate your total order.

If you have any questions or require more information, please feel free to contact us at the numbers shown above.

- 1 • **ALL ORDERS MUST BE PLACED BY FAX, MAIL, OR E-MAIL, AND MUST BE ACCOMPANIED BY THE PAYMENT & CALCULATION OF ORDERS FORM.**
- 2 • **Discount Price Deadline:** In order to receive 2 week advance order discount rates listed on the enclosed order forms, your must be received by 5pm on July 6th, 2013
- 3 • Showtime is pleased to help with any questions you may have, please contact our Exhibitor Services Co-ordinator to arrange your show needs - infodesk@showtimedisplay.com.

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility



Limits of Liability & Responsibility

Showtime Event & Display

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One

Showtime display and convention services and its subcontractors shall not be responsible for damage to un-crated materials, material improperly packed, 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 pick up of materials from the booth for loading onto a 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 exhibitor's 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 pick up 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 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 here under are based on the scope of liability as here in set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that 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 shall 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 property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by Showtime, its subcontractors

Payment & Calculation of Orders Authorization Form

Showtime Event & Display

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Must Accompany forms submitted – Payment required before Exhibitor Move In.

For questions or to submit your order please email infodesk@showtimedisplay.com

Exhibitor Information			
Company:	Show Name: 7th International Sturgeon Symposium	Show Dates: July 22nd - 24th, 2013	Booth #:
Contact Name (Please Print):		Address:	
City:	Province/State:	Postal Code/ZIP:	
Email Address: Please print clearly			
Phone (Include Area Code):		Fax (Include Area Code):	

Credit Card Authorization	
Please Check One: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Expiry Date (MM/YY):
Credit Card Number:	
Card Holder's Signature: X	Card Holder's Name (Please Print):

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or cheque; however, we require your credit card authorization to be on file with Showtime.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event, unless otherwise indicated.

In order to confirm your request, this form must be completed and attached to your order.

Calculation of Orders (Total From Each Showtime Order Form)	
Furniture and Accessories	\$
Hardwall Systems Order Form	\$
Audio Visual & Computer Services Order Form	\$
Janitorial and Labour Order Form	\$
Electrical Services Order Form	\$
Graphics & Signage Order Form	\$
Materials Handling	\$
TOTAL PAYMENT in Canadian funds	\$

To simplify payment, please send one cheque for the entire amount or note the amount to be charged to your credit card.

<input type="checkbox"/> Charge my credit card in the amount of	\$
<input type="checkbox"/> Cheque mailed/couriered on __/__/__ copy attached, for the amount of	\$

2 Week Advance Order Pricing Deadline is July 6th, 2013

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Furniture & Accessories Order Form

Showtime Event & Display

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 Victoria, BC V8T 1Y9
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For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION														
Company:			Show Name: 7th International Sturgeon Symposium				Show Dates: July 22nd - 24th, 2013		Booth#:					
Contact Name (Please Print):					Contact Email:									
CHAIRS					ACCESSORIES									
#	Item Description	2 Week Advance	Reg./Onsite	TOTAL	#	Item Description	2 Week Advance	Reg./Onsite	TOTAL					
	Folding Chair	\$10.00	\$13.00			Stanchion with 7' Strap	\$20.00	\$26.00						
	Cushioned Arm Chair	\$20.00	\$26.00			Coat Tree	\$30.00	\$39.00						
	Steno / Office Chair	\$30.00	\$39.00			Rolling coat rack	\$25.00	\$32.00						
	Stool with Backrest	\$30.00	\$39.00			Literature Stand	\$80.00	\$97.50						
	White Leather Padded Stool with Backrest	\$40.00	\$55.00			Chrome Sign holder (22"x28")	\$30.00	\$39.00						
Please email for full catalogue of high end furniture and designer chairs available to customize your space.						Bag Stand	\$30.00	\$39.00						
						Wastebasket	\$10.00	\$13.00						
						5' Artificial Tree	\$30.00	\$39.00						
TABLES					CARPET & BOOTH DRAPE									
Note: All Tables are 24" Wide & skirted Skirt colour: _____ Skirt colours will be set to match show colours if not specified.						Small Artificial Plants	\$20.00	\$26.00						
	8' Long / 30" high (Skirt. 3 sides)	\$60.00	\$75.00			Table risers (Wooden, 2 Step)	\$20.00	\$26.00						
	6' Long / 30" high (Skirt. 3 sides)	\$55.00	\$72.00			Small clear draw barrel	\$20.00	\$26.00						
	4' Long / 30" high (Skirt. 4 sides)	\$50.00	\$65.00			Large clear draw barrel	\$30.00	\$39.00						
	30" Round Skirted Table – 30" high	\$45.00	\$55.00			Carpet <input type="checkbox"/> 8' x 10' or <input type="checkbox"/> 10'x10' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy	\$100.00	\$130.00						
	30" Round Skirted Table – 40" counter height (cocktail table)	\$60.00	\$78.00				Carpet <input type="checkbox"/> 8' x 20' or <input type="checkbox"/> 10'x20' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy	\$200.00	\$260.00					
	8' Long / 40" counter height (Skirt. 3 sides)	\$70.00	\$91.00			Carpet <input type="checkbox"/> 20' x 20' <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy		\$400.00	\$520.00					
	6' Long / 40" counter height (Skirt. 3 sides)	\$65.00	\$84.50				Underlay (per sq.ft.)	\$0.75	\$1.00					
	4' Long / 40" counter height (Skirt. 4 sides)	\$60.00	\$78.00			12' High Drape (per lineal foot) (Call for Colours)	\$7.00	\$10.00						
FURNITURE					DISPLAY BOARDS, PANELLING & STAGING									
	Blk Leather Chair (1 person)	\$125.00	\$162.00			Velcro display boards Black 4' x 8' <input type="checkbox"/> Horz. <input type="checkbox"/> Vert.	\$75.00	\$97.50						
	Blk Leather Loveseat (2 person)	\$175.00	\$227.00			Display Unit 8' H x 9' W (Pop up) (Black w/ lights and podium kit)	\$375.00	\$450.00						
	Blk Leather Couch (3 person)	\$250.00	\$325.00			Slotboard 4'x8' <input type="checkbox"/> Horz. <input type="checkbox"/> Vert.	\$70.00	\$91.00						
	Coffee Table	\$50.00	\$80.00			Slot board pegs 2" & 4"	\$00.15	\$00.20						
	End Table	\$35.00	\$45.50			4' Shelves (with 2 brackets each)	\$5.00	\$6.50						
	Bar Fridge	\$75.00	\$97.50			8' Shelves (with 3 brackets each)	\$10.00	\$13.00						
	File Cabinet 4 Draw w/ Lock	\$75.00	\$97.50											
	File Cabinet 2 Draw w/ Lock	\$50.00	\$80.00											
PRESENTATION AIDS					NOTES FOR SETUP/ SPECIAL REQUESTS									
	Flip Chart w/ paper & markers	\$60.00	\$78.00		Please make notes / drawing of how you would like items placed, or attach full page of instructions with a sketch.									
	Easel	\$30.00	\$39.00											
										Accessory Total				
										HST 12%				
										TOTAL RENTAL				
Delivery & Setup are included														

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Hardwall System

8' x 10' or 10' x 10' EXHIBITS

Showtime Event & Display

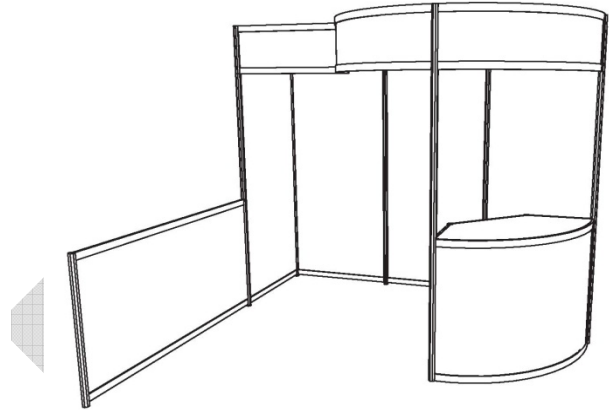
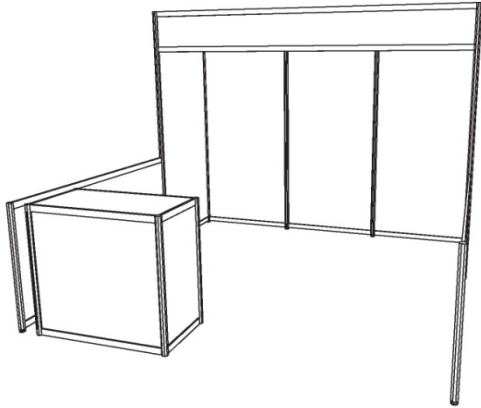
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MODEL 101 – 8' X 10' OR 10' X 10' CORNER OR INLINE

MODEL 102 – 8' X 10' OR 10' X 10' CORNER

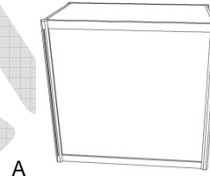
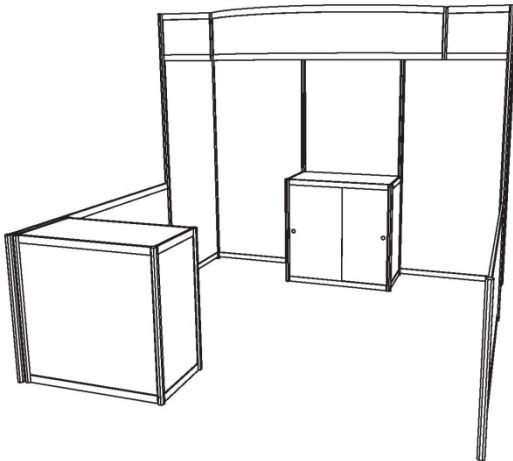


MODEL 101 PACKAGE: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet

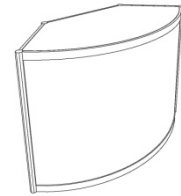
MODEL 102 PACKAGE: 1 curved header with copy, 1 single radius counter, booth carpet

MODEL 103 – 8' X 10' OR 10' X 10' CORNER OR INLINE

ADDITIONAL HARDWALL OPTIONS



A



B



C



D

MODEL 103 PACKAGE: 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet

A - Standard Counter (990 x 495 x 1mh)

B - Single Radius (1400 x 990)

C - Jewelry Case (990 x 495 x 1mh)

D - Display Case (990 x 495 x 1mh)

STANDARD HARDWALL PACKAGE INCLUDES:

Aluminum structure, White hardwall back wall, White hardwall side walls, Carpet (please fill in carpet color selection form), Header Assembly (Graphics – block lettering only (logo extra) Please fill in header sign info on order form. Please call for any modifications.

**FOR CUSTOM HARDWALL CONFIGURATIONS, COLOURS & CUSTOM PANELS
 PLEASE CONTACT SHOWTIME FOR PRICES AND DETAILS.**

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Hardwall Systems

8' x 20' or 10' x 20' EXHIBITS

Showtime Event & Display

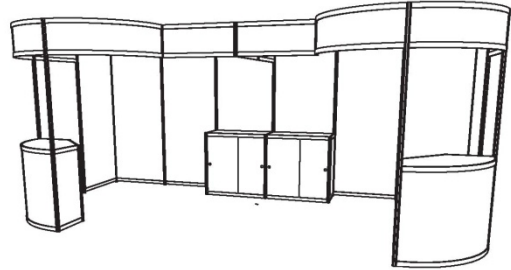
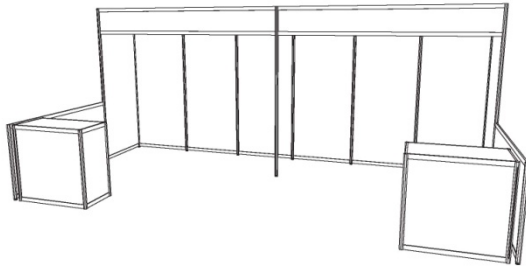
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 infodesk@showtimedisplay.com



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MODEL 201 – 8' X 20' OR 10' X 20' CORNER OR INLINE

MODEL 202 – 8' X 20' OR 10' X 20' CORNER OR INLINE



MODEL 201 PACKAGE:

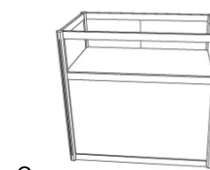
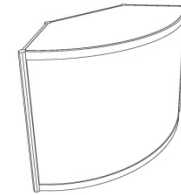
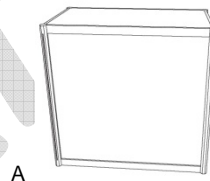
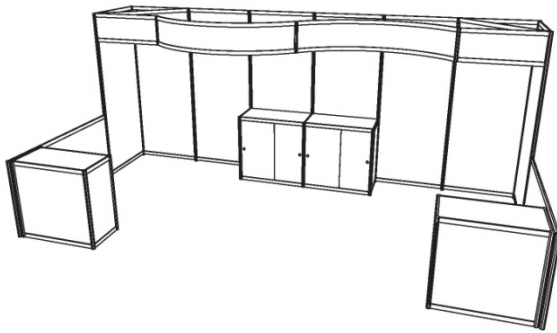
2 – straight headers (with copy), 2 -.5m(20") x 1m(39") x 1m(39") white counter, booth carpet

MODEL 202 PACKAGE:

1 – straight header (with copy), 2 -.5m(20") x 1m(39") x 1m(39") built-in white counters, 2 single radius counters, booth carpet

MODEL 203 – 8' X 20' OR 10' X 20' CORNER OR INLINE

ADDITIONAL HARDWALL OPTIONS



MODEL 203 PACKAGE:

1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39") x 1m(39") white counters, booth carpet

A - Standard Counter (990 x 495 x 1mh)

B – Single Radius (1400 x 990)

C – Jewelry Case (990 x 495 x 1mh)

D – Display Case (990 x 495 x 1mh)

STANDARD HARDWALL PACKAGE INCLUDES:

Aluminum structure, White hardwall back wall, White hardwall sidewalls, Carpet (please fill in carpet color selection form), Header Assembly (Graphics – block lettering only (logo extra) **Please** fill in header sign info on order form. Please call for any modifications.

**FOR CUSTOM HARDWALL CONFIGURATIONS, COLOURS & CUSTOM PANELS
 PLEASE CONTACT SHOWTIME FOR PRICES AND DETAILS.**

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Hardwall System Order Form

Showtime Event & Display

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For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION			
Company:	Show Name: 7th International Sturgeon Symposium	Show Dates: July 22nd - 24th, 2013	Booth #:
Contact Name (Please Print):	Mailing Address:		
Phone (Include Area Code):	Fax (Include Area Code):		
Contact E-mail:			

8' X 10' OR 10' X 10' BOOTH PACKAGES				
Description: Base package includes: Aluminum structure, white hardwalls & wall panels, company name in block lettering, carpet, installation and dismantle.	Quantity	Discount Rate	Standard Rate	Total
MODEL 101: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet		\$1000.00	\$1300.00	
MODEL 102: 1 curved header with copy, 1 single radius white counter, booth carpet		\$1500.00	\$1950.00	
MODEL 103: 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet		\$1300.00	\$1690.00	
8' X 20' OR 10' x 20' BOOTH PACKAGES				
MODEL 201: 2 – straight headers (with copy), 2 -.5m(20") x 1m(39") x 1m(39") white counter, booth carpet		\$1900.00	\$2470.00	
MODEL 202: 1 – straight header (with copy), 2 -.5m(20") x 1m(39") x 1m(39") built-in white counters, 2 single radius counters, booth carpet		\$2100.00	\$2640.00	
MODEL 203: 1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39") x 1m(39") white counters, booth carpet		\$2400.00	\$3120.00	
ADDITIONAL HARDWALL COUNTERS:				
A: Standard Counter – (990mm tall x 495 mm deep x 1m high)		\$200.00	\$260.00	
B: Single Radius (1400 x 990mm)		\$400.00	\$520.00	
C: Jewelry Case (990 x 495 x 1m)		\$250.00	\$325.00	
D: Display Case (990 x 495 x 1m)		\$300.00	\$390.00	

OPTIONS & INFORMATION	ACCESSORY OPTIONS																																							
CARPET COLOR SELECTIONS <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Seafoam Green <input type="checkbox"/> Grey <input type="checkbox"/> Black HEADER TO READ (up to 20 characters, black lettering on white) HEADER ONE: _____ HEADER TWO: (If applicable) _____ Fore more information on counters and other accessories please see the ACCESSORIES on this page..	<table border="1"> <thead> <tr> <th>Description</th> <th>QTY</th> <th>Discount Rate</th> <th>Standard Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Wall shelf, .25m deep x 1m long</td> <td></td> <td>\$40.00</td> <td>\$60.00</td> <td></td> </tr> <tr> <td>Angled shelf, .25m deep x 1m long</td> <td></td> <td>\$60.00</td> <td>\$84.00</td> <td></td> </tr> <tr> <td>Clip on 150 watt chrome arm light, power NOT included</td> <td></td> <td>\$50.00</td> <td>\$80.00</td> <td></td> </tr> <tr> <td>White PVC slat wall, 2.5m high x 1m wide, per lin.m</td> <td></td> <td>\$100.00</td> <td>\$150.00</td> <td></td> </tr> <tr> <td>Lock for Cases</td> <td></td> <td>\$20.00</td> <td>\$26.00</td> <td></td> </tr> <tr> <td>Lights for Case</td> <td></td> <td>\$20.00</td> <td>\$26.00</td> <td></td> </tr> </tbody> </table>	Description	QTY	Discount Rate	Standard Rate	Total	Wall shelf, .25m deep x 1m long		\$40.00	\$60.00		Angled shelf, .25m deep x 1m long		\$60.00	\$84.00		Clip on 150 watt chrome arm light, power NOT included		\$50.00	\$80.00		White PVC slat wall, 2.5m high x 1m wide, per lin.m		\$100.00	\$150.00		Lock for Cases		\$20.00	\$26.00		Lights for Case		\$20.00	\$26.00					
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For custom colours and fabric panels to personalize your Hardwall set up, please contact Showtime for prices and selection.																																								
SPECIAL INSTRUCTIONS	COST SUMMARY																																							
		Rental Total	\$																																					
		HST 12%	\$																																					
		TOTAL AMOUNT	\$																																					

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Audio Visual, Computer & Internet Services Order Form

Showtime Event & Display

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Exhibitor Information														
Company:	Show Name: 7th International Sturgeon Symposium			Show Dates: July 22nd - 24th, 2013		Booth #:								
Contact Name (Please Print):			Contact Email:											
Phone (Include Area Code):			Fax (Include Area Code):											
Address:	Delivery			Pickup										
	Day	Date	Time	Day	Date	Time								
Special Instructions (If any):														
TVs, Monitors, Computers & DVD Players														
Quantity	Daily Equipment Rental		2 week Advance Order	Reg/On-site Order	# Days	Total								
Monitors and TVs listed come equipped to plug into DVD Player or Laptop														
	19" LCD Screen w/ DVD Player	Per Day	\$100.00	\$130.00										
	32" LCD Screen	Per Day	\$200.00	\$260.00										
	32" LCD Screen with Floor Stand	Per Day	\$250.00	\$330.00										
	42" Plasma Screen with Floor Stand	Per Day	\$400.00	\$520.00										
	60" LED Screen with Floor Stand	Per Day	\$550.00	\$650.00										
	DVD Player	Per Day	\$50.00	\$75.00										
	Laptop Computer	Per Day	\$150.00	\$175.00										
Projection Equipment														
	LCD Data Projector	Per Day	\$300.00	\$390.00										
	Tripod Screen 4' <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/>	Per Day	\$40.00	\$52.00										
	48" Draped Video Cart	Per Day	\$30.00	\$35.00										
Printers (500 pack of paper included)														
	Laser Printer (Monochrome)	Per Day	\$125.00	\$125.00										
	Laser Printer (Colour)	Per Day	\$200.00	\$200.00										
Internet														
	High Speed Internet Access for 1 Computer - Wired	First Day	\$75.00	\$250.00										
	Each Additional Day - Wired	Per Day	\$25.00	\$250.00										
	High Speed Internet Access – Wireless	Per Day	\$10.00	\$100.00										
Misc. Items & Special Instructions														
Special Instructions (If any):														
Showtime Computer & Audio Visual Rental Guidelines <ul style="list-style-type: none"> Client must be available to sign for equipment on delivery. Weekly rate = four times the daily rate. Equipment used in any portion of a day constitutes a full day's rental. Cancellation policy: After delivery 100% of one (1) rental day plus any previous rental and/or labour charges. Computers come pre-installed with either Windows XP or Windows Vista. If you require a specific operating system on your computer, Showtime requires a minimum of 7 days advance notice to install and configure. (fees may apply based on program required) All computers Come pre-loaded with Office 2003 & Office 2007 which includes Word, Excel, Power Point, & Outlook. Also included is Internet Explorer 6 or 7. Any other software required can be installed by the client at their expense and risk. If the Client requires a Showtime Technician to install and/or configure software provided by the Client, Labour will be charged at a rate of \$75.00 per hour. Showtime is not responsible for loss of internet connection due to loss of signal from the internet provider. Showtime is not responsible for loss of data that may occur due to equipment failure or client negligence. 			<table border="1"> <tr> <td>Equipment Total</td> <td></td> </tr> <tr> <td>Audio Visual Setup / Dismantle Labour</td> <td>\$50.00</td> </tr> <tr> <td>HST 12%</td> <td></td> </tr> <tr> <td>Total Rental (including A/V Setup Labour)</td> <td></td> </tr> </table>		Equipment Total		Audio Visual Setup / Dismantle Labour	\$50.00	HST 12%		Total Rental (including A/V Setup Labour)		Showtime Event & Display Tradeshows That Work ✓	
Equipment Total														
Audio Visual Setup / Dismantle Labour	\$50.00													
HST 12%														
Total Rental (including A/V Setup Labour)														

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Labour & Janitorial Order Form

Showtime Event & Display

544 Hillside Ave
Victoria, BC V8T 1Y9
Toll Free: 1-800-721-0029
Toll Free Fax: 1-877-468-3313
www.showtimedisplay.com
infodesk@showtimedisplay.com



For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION			
Company:	Show Name: 7th International Sturgeon Symposium	Show Dates: July 22nd - 24th, 2013	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	
PRE-SHOW JANITORIAL			
Initial pre-show janitorial services only. This includes dusting, vacuuming and general cleaning, before show opens.			
BOOTH SIZE	<input type="text"/>	SQUARE FEET @ \$0.30 PER SQUARE FOOT =	<input type="text"/>
			MULTIPLIED BY 1 <input type="text"/> = \$ <input style="width: 50px;" type="text"/>
DAILY JANITORIAL			
Daily janitorial services for the duration of the show. This includes dusting, vacuuming and general cleaning prior to each show day, excluding day 1.			
BOOTH SIZE	<input type="text"/>	SQUARE FEET @ \$0.25 PER SQUARE FOOT =	<input type="text"/>
			MULTIPLIED BY NUMBER OF DAYS <input type="text"/> = \$ <input style="width: 50px;" type="text"/>
INSTALLATION / SET UP			
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$60.00 PER/HR (STRAIGHT TIME) = \$ <input style="width: 50px;" type="text"/>
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$90.00 PER/HR (OVERTIME) = \$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$80.00 PER/HR (STRAIGHT TIME) = \$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$120.00 PER/HR (OVERTIME) = \$ <input style="width: 50px;" type="text"/>
START TIME		END TIME	
			IN ALLATION TOTAL <input style="width: 50px;" type="text"/>
DISMANTLE			
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$60.00 PER/HR (STRAIGHT TIME) = \$ <input style="width: 50px;" type="text"/>
NUMBER OF DISPLAY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$90.00 PER/HR (OVERTIME) = \$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$80.00 PER/HR (STRAIGHT TIME) = \$ <input style="width: 50px;" type="text"/>
SUPERVISORY STAFF	<input type="text"/>	NUMBER OF HOURS	<input type="text"/>
			@ \$120.00 PER/HR (OVERTIME) = \$ <input style="width: 50px;" type="text"/>
START TIME		END TIME	
			DISMANTLE TOTAL <input style="width: 50px;" type="text"/>

Straight time rates are in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Minimum charge is for two (2) hours.** All work will be done straight time whenever possible.

* A supervisory charge will apply when there is no representative of the exhibiting company in attendance to supervise the installation of the exhibit. If supervision is required, please indicate.

LABOUR TOTAL	\$
HST 12%	\$
TOTAL AMOUNT	\$

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Electrical Services Order Form

Showtime Event & Display

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Victoria, BC V8T 1Y9
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For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION			
Company:	7th International Sturgeon Symposium	Show Dates: July 22nd - 24th, 2013	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

EXHIBITOR GUIDELINES

- Showtime Convention and Display Services is not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections.
- For your protection you should install a surge protector/over-under voltage protector on your computer(s) and/or other equipment as you deem necessary. Installations and connections to all electrical service should be made by Showtime personnel. Showtime will not be responsible for any damage or loss of equipment, component, computer hardware, software or data and/or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than Showtime personnel.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. Exhibitors with hard wall spaces must arrange for power to be dropped from the ceiling inside the booth if necessary. Overhead power to island booths will be dropped to one main location as per the exhibitor's floor plan. If no plan is provided, power will be dropped at our discretion.
- All wiring, motors, electrical installations etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
- All outlets for lighting provided by Showtime, column and/or wall outlets are not part of the exhibitor's display space, and cannot be used to power equipment. A separate outlet must be ordered for each piece of equipment to be connected.
- Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower etc. and ready for connection.
- Electrical service cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set-up.
- If in doubt about the safety or suitability of any electrical equipment or hook-up, please contact Showtime personnel before operating such equipment or connections.

ELECTRICAL

QTY	Item Description	2 Wk. Adv.	Reg/On-Site	Total
	120 volt, 750 Watt service (1 duplex outlet)	\$60.00	\$78.00	\$
	120 volt, 1500 Watt service (1 duplex outlet)	\$80.00	\$104.00	\$
	220 volt, 30 Amp single phase service	\$150.00	\$195.00	\$
	220 volt, 50 Amp single phase service	\$200.00	\$260.00	\$
	External Ground Fault Indicator (GFI)	\$50.00	\$75.00	\$

LIGHTING & ACCESSORIES

	Triple head extension cord	\$12.00	\$15.60	\$
	Power bar	\$15.00	\$19.50	\$
	Double head light unit on stand, 150 Watts	\$40.00	\$52.00	\$
	Halogen light on stand, 500 Watts	\$50.00	\$65.00	\$

Lighting & accessory items do not include power

ELECTRICAL LABOUR

The following services require electrical labour.

Please estimate one hour per service selected from this list. Actual labour will be calculated, and your invoice adjusted if required.

- o Additional power drops from ceiling.
- o All under-carpet distribution of electrical wiring.
- o All overhead distribution of electrical wiring.
- o All outlets over 20 amps and with a voltage over 120, as well as all 220volt, or 2000 Watt or more power.
- o Connections of any electrical equipment, tie ins, adapters or GFIs.
- o All motor and equipment hook-ups requiring hard wire or bare wire connections.
- o Installation and/or repair of electrical fixtures.
- o Motorized hoists, truss and lighting installation.

HOURS	ESTIMATED ELECTRICAL LABOUR @ \$80.00 PER HOUR (STRAIGHT TIME) =	\$
HOURS	ESTIMATED ELECTRICAL LABOUR @ \$120.00 PER HOUR (OVERTIME) =	\$

PLEASE INDICATE A 1 HOUR WINDOW TIME SLOT DURING EXHIBITOR MOVE IN FOR THE ELECTRICIAN TO BE AVAILABLE FOR YOUR ADDITIONAL REQUIRED LABOUR

START _____
FINISH _____

SAFETY CONSIDERATIONS

- All water items such as hot tubs, pools or water features require GFI.
- All extension cords run under carpets must be provided and installed by Showtime personnel.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights and floodlights are a hazard when lamps are located too close to fabrics or other material that may be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire fixtures is prohibited.
- Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

ELECTRICAL TOTAL	\$
HST 12%	\$

LABOUR TOTAL	\$	see Electrical Labour
HST 12%	\$	

TOTAL AMOUNT	\$
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All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Graphics & Signage Order Form

Showtime Event & Display

544 Hillside Ave
Victoria, BC V8T 1Y9
Toll Free: 1-800-721-0029
Toll Free Fax: 1-877-468-3313
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infodesk@showtimedisplay.com



For questions or to submit your order please email
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EXHIBITOR INFORMATION										
Company:	Show Name: 7th International Sturgeon Symposium	Show Dates: July 22nd - 24th, 2013	Booth #:							
Contact Name (Please Print):		Contact Email:								
Phone (Include Area Code):		Fax (Include Area Code):								
QUANTITY	DESCRIPTION	2 WK ADVANCE	REGULAR	TOTAL						
STANDARD SIGNS										
	11" x 14"	\$41.00	\$57.00							
	14" X 22"	\$57.00	\$80.00							
	22"x28"	\$89.00	\$125.00							
	7"X44"	\$57.00	\$80.00							
	28"X44"	\$153.00	\$214.00							
	10"X60"	\$88.00	\$123.00							
	20" X 60"	\$150.00	\$210.00							
	40" X 60"	\$233.00	\$326.00							
	48" X 96"	\$425.00	\$595.00							
<i>All standard signs are digitally produced on coroplast. Standard signs include up to 10 words and a selection of colours.</i>										
PLEASE INDICATE PREFERENCE:										
Background/Coroplast Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Yellow		Copy/ Text Colour <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Yellow		Indicate Orientation Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>						
CUSTOM SIGNS										
Showtime can work with you to create top-quality graphics specific to your event needs.										
Graphic Design Desktop Publishing Backlit Graphics		Graphics Presentation Large Format Printing Vinyl Graphics		Lamination Logo Reproduction Vinyl Banners						
<i>For custom work and quotations, please call the Showtime Office listed above.</i>										
SIGN INFO:										
If you do not have a print file to submit, please write in the text and description of your order here:										
Notes:		<table border="1"> <tr> <td>GRAPHICS & SIGNAGE TOTAL</td> <td>\$</td> </tr> <tr> <td>HST 12%</td> <td>\$</td> </tr> <tr> <td>TOTAL AMOUNT</td> <td>\$</td> </tr> </table>			GRAPHICS & SIGNAGE TOTAL	\$	HST 12%	\$	TOTAL AMOUNT	\$
GRAPHICS & SIGNAGE TOTAL	\$									
HST 12%	\$									
TOTAL AMOUNT	\$									

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Graphics & Signage Information

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For questions or to submit your order please email infodesk@showtimedisplay.com

It's important to us that your graphics and images look their absolute best. We believe it is important to work with you ensure that you are receiving the most comprehensive and efficient solutions in the trade show industry. The graphic and print production industry is constantly evolving and in order to insure the best quality graphics and images from your digital files, and to make the transfers as seamless as possible, we are pleased to provide you with some guidelines and tips for submission of your art to Showtime. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply for this. Please contact us directly for details.

ACCEPTABLE MEDIA:

All media should be formatted for use on a PC*.

- Email Attachment (limited to maximum size of 2mb)
- CD-Rom (CD-R or CD-RW)
- DVD-Rom (DVD-R only)

When sending disks, please label them as follows: Exhibitor Name /Show/Show Date/Venue

ACCEPTABLE FILE FORMATS:

Vector

This type of Artwork is resolution dependent, and can be enlarged or reduced without any loss of quality.

<u>Extension</u>	<u>Program</u>	<u>Version</u>
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs (<i>preferable</i>)
.ai	Adobe Illustrator	Version CS.2 or earlier

Bitmap: If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150-300 dpi. Lower resolutions or ratios will result in lower image quality. Full size should not exceed 100MB.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

TYPEFACE / FONT HANDLING:

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines, they are no longer editable.

PROOFS AND COLOURS:

IMPORTANT: Always send 100% accurate proofs (colour laser prints) with your disk. Identify all specific spot colours (PMS) within your file and the provided proofs. In the absence of colour specifications, all graphics will be processed as is without colour corrections.

QUESTIONS?

If you still have questions or concerns about your artwork, file formats, and method of delivery, please call the Showtime office listed above and speak to our Exhibitor Services or Creative Departments.

Advance Materials Handling Details

Showtime Event & Display

544 Hillside Ave
 Victoria, BC V8T 1Y9
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 www.showtimedisplay.com
 infodesk@showtimedisplay.com



For questions or to submit your order please email infodesk@showtimedisplay.com

SHIPPING CHARGES

Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

BILLS OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Showtime and your on-site representative. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will not adjust charges later.

CONSIGNMENT

All shipments must be consigned c/o Showtime Event & Display Services to enable us to accept them for handling. Convention centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

SHIPPING LABELS

Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

CERTIFIED WEIGHT RECEIPTS

The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

EMPTY BOXES/CARTONS

Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

RATES	2 WEEK ADVANCE	REGULAR /ARRANGE ON SITE
Up to 150 pounds (minimum charge)	\$100.00	\$125.00
150 lbs. – 500 lbs.	70¢ per lb.	76¢ per lb.
501 lbs. – 1000 lbs.	65¢ per lb.	70¢ per lb.
1001 lbs – 1500 lbs.	50¢ per lb.	55¢ per lb.
1501 lbs. – 2000 lbs.	45¢ per lb.	50¢ per lb.
2001 lbs. and over	40¢ per lb.	45¢ per lb.
All uncrated materials will be subject to a 25% surcharge. Rates are based on a standard 4' x 4' 6" Skid Size, Oversized pieces subject to individual pricing.		

RATES INCLUDE:

- Receiving crated materials at advanced warehouse.
- Storing at the warehouse for up to 14 days pre show.
- Reloading and delivering to show site for exhibitor move in.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty containers during the show.
- Reloading shipment and return to warehouse for shipping, pick up next business day. (All materials will be shipped collect unless otherwise specified.)
- Storage of display materials for up to five (5) working days following show date. (Additional storage available at extra cost.)

- Showtime will call and schedule pick up for all shipments using advanced Materials Handling for outbound shipping
- Please send waybills and outgoing customs paperwork Attention: **Showtime MH Outbound** with your exhibitors or to infodesk@showtimedisplay.com
- Additional blank Waybills and Customs Forms will be available onsite during Exhibitor Move Out.

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Advance Materials Handling Order Form

Showtime Event & Display

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For questions or to submit your order please email
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EXHIBITOR INFORMATION

Company:	Show Name: 7th International Sturgeon Symposium	Show Dates: July 22nd - 24th, 2013	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

RATES

	2 WEEK ADVANCE	ORDER /ARRANGE ON SITE	
Up to 150 pounds (minimum charge)	\$100.00	\$125.00	RATES INCLUDE: o Unloading crated materials. o Storing at the warehouse for up to 14 days. o Reloading onto trucks and delivery to the exhibit site. o Unloading materials and delivery to your booth. o Picking up, storing and returning empty containers. o Reloading equipment and return to your specified destination. (All materials will be shipped collect unless otherwise specified.) o Storage of display materials for up to five (5) working days following show date. (Additional storage available at extra cost.)
150 lbs. – 500 lbs.	70¢ per lb.	76¢ per lb.	
501 lbs. – 1000 lbs.	65¢ per lb.	70¢ per lb.	
1001 lbs – 1500 lbs.	50¢ per lb.	55¢ per lb.	
1501 lbs. – 2000 lbs.	45¢ per lb.	50¢ per lb.	
2001 lbs. and over	40¢ per lb.	45¢ per lb.	

All uncrated materials will be subject to a 25% surcharge.

CALCULATION

SHIPMENT WEIGHT (LBS.) @ (SEE RATES IN TABLE ABOVE) \$ /PER LBS. = \$

UNCRATED – (CHECK IF APPLICABLE) uncrated shipments are subject to a 25% surcharge + 25% = \$

INBOUND SHIPPING INFO

Showtime cannot accept shipments later than three (3) business days prior to show date without prior arrangements.

Name of INBOUND Shipping Company:	Estimated size of piece(s) if larger than 4' x 4' x 6'	INBOUND Estimated # of Pieces:
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RETURN SHIPPING DETAILS *REQUIRED*

If no outbound Materials Handling please specify.

Name of RETURN Shipping Company	RETURN Shipping address: Please print clearly
Level of service requested: <small>Note some carries require ground service waybills be electronically prepared by account holder..</small>	
Carrier Phone Number:	
Account Number: must be included	Please note, pick up address is from 544 Hillside Ave -Showtime not the venue, on next business day after show closing unless otherwise arranged with Showtime.
Special notes or details about return shipping:	RETURN Shipping TEL in case of questions:

For questions or information on handling international shipments, call us at (250) 868-2465.

All paperwork for International Shipments must be completed BY EXHIBITOR.

Showtime is not responsible for any customs documentation or charges.

Blank Waybills and Customs forms will be available onsite during exhibitor move out.
 Waybills are to be handed into Showtime Exhibitor Services onsite when handing in shipment.

SHIPPING TOTAL	\$
HST 12%	\$
TOTAL AMOUNT	\$

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Materials Handling Shipping Label

Showtime Event & Display

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Toll Free: 1-800-721-0029
Toll Free Fax: 1-877-468-3313
www.showtimedisplay.com
infodesk@showtimedisplay.com



RUSH!

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:



C/O Showtime Event & Display

544 Hillside Ave
Victoria, BC V8T 1Y9
Tel: (800) 721-0029
Fax: (877) 468-3313
www.showtimedisplay.com

SHOW NAME:
7th International Sturgeon Symposium

BOOTH#:

Carrier : _____

Number ____ of ____ Pieces

Each piece shipping to Showtime must have label filled out and attached!
Materials Handling Forms to be sent in advance of shipping to Showtime by fax or email.
Pick up address 544 Hillside Ave, Victoria, BC, V8T 1Y9

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