

# Exhibitor Information & Order Package

Dear Exhibitor,

Showtime Event and Display have been appointed the Official Show Contractor for the **Regina Spring Home Show** at **REAL District** on **February 28 – March 2, 2025**

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

Or you can complete your forms online.

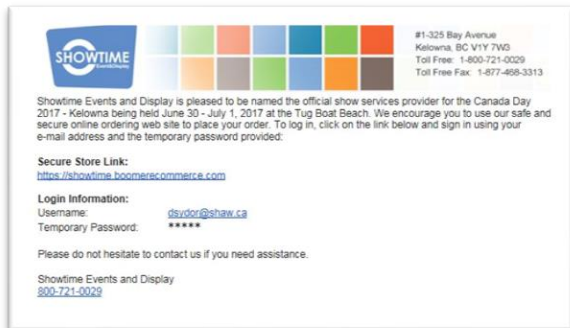
**Place your orders before February 14<sup>th</sup> to receive the Discounted Advance Order Prices.**

**Please Note All orders must be received by 5:00 PM CST February 24, 2025**

SHOW SCHEDULE			
Exhibitor Move In:	MONDAY	FEBRUARY 24, 2025	9:00 AM – 4:00 PM
	TUESDAY	FEBRUARY 25, 2025	8:30 AM – 12:00 PM
	TUESDAY	FEBRUARY 25, 2025	1:00 PM – 4:00 PM
	WEDNESDAY	FEBRUARY 26, 2025	8:30 AM – 12:00 PM
	WEDNESDAY	FEBRUARY 26, 2025	1:00 PM – 4:00 PM
	THURSDAY	FEBRUARY 27, 2025	8:30 AM – 12:00 PM
	THURSDAY	FEBRUARY 27, 2025	1:00 PM – 4:00 PM
Show Times:	FRIDAY	FEBRUARY 28, 2025	12:00 PM – 8:00 PM
	SATURDAY	MARCH 1, 2025	10:00 AM – 7:00 PM
	SUNDAY	MARCH 2, 2025	10:00 AM – 5:00 PM
Exhibitor Move Out:	SUNDAY	MARCH 2, 2025	5:00 PM – 10:00 PM
	MONDAY	MARCH 3, 2025	8:00 AM – 4:00 PM
ORDER DEADLINES AND IMPORTANT DATES			
<b>Advance Order Deadline:</b>		<b>FEBRUARY 14, 2025</b>	
<b>Online Ordering Deadline:</b>		<b>FEBRUARY 24, 2025</b>	
SHOW INFORMATION			
Booth Rental Includes: 8' high Back Wall Drape 3' high Side Wall Drape			
VENUE ADDRESS:			
THE REAL DISTRICT 1700 Elphinstone St, Regina, SK S4P 2Z6			

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

# How To Save Time & Use Our Online Store!



**Step 1:** To gain login access please email our Exhibitor Services team at [Infodesk@showtimedisplay.com](mailto:Infodesk@showtimedisplay.com). In some cases, you may have already received your login email from Show Management or a previous order.

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

password for your account to one of your choosing.

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

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

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



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

Email: [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)



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# Tables & Chairs Order Form

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

<b>Name of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>	<b>Phone Number:</b>	

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



30" Tall Round

40" Tall Round

Cushioned Side Chair

Stool with Backrest

Low Back Chrome Stool  
Black 24" or 30"

Low Back Chrome Stool  
White 24" or 30"



Item #	Product	Advanced Price	Regular Price	Quantity	Total
F101	Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$85.50	\$119.50		
F102	Raised Table with Skirt 4' <input type="checkbox"/> , 6' <input type="checkbox"/> , or 8' <input type="checkbox"/>	\$97.50	\$136.50		
<input type="checkbox"/> Royal Blue <input type="checkbox"/> White <input type="checkbox"/> Red		<input type="checkbox"/> Seafoam		Please pick one	
<input type="checkbox"/> Hunter Green <input type="checkbox"/> Black <input type="checkbox"/> Silver					
F104	30" Tall Round	\$75.50	\$105.50		
F105	40" Tall Round	\$91.00	\$126.50		
F334	Cushioned Side Chair	\$42.00	\$58.00		
	Spandex Cover – Black <input type="checkbox"/> or White <input type="checkbox"/>	\$40.00	\$56.00		
F109	Stool with Back Rest	\$90.00	\$126.50		
F112	Low Back Chrome Stools Black- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$90.00	\$126.50		
F113	Low Back Chrome Stools White- 24" <input type="checkbox"/> and 30" <input type="checkbox"/>	\$90.00	\$126.50		

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

**After Delivery no refund of any rental or labour charges**



# Accessories & Display Aids Order Form

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

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

Stanchion with 7" Strap



Small Brass Draw Barrel



Large Brass Draw Barrel



Waste Basket



Bag Stand



Rolling Rack



Chrome Sign Holder



Bar Fridge



Literature Stand



Easel



Horizontal Poster Board



Vertical Poster Board



Order Form					
Item #	Product	Advanced Price	Regular Price	Quantity	Total
F250	Stanchion with 7' Strap	\$56.00	\$85.00		
F350	Small Brass Draw Barrel	\$23.00	\$30.00		
F200	Large Brass Draw Barrel	\$69.50	\$97.25		
F310	Waste Basket	\$22.50	\$32.00		
F300	Bag Stand	\$68.00	\$95.50		
F270	Rolling Rack	\$49.75	\$69.50		
F301	Chrome Sign Holder	\$52.00	\$72.75		
F367	Bar Fridge	\$99.00	\$113.50		
F658	Easel	\$41.00	\$57.50		
F240	Literature Stand	\$85.50	\$119.75		
F470	Horizontal Poster Board	\$86.50	\$113.00		
F460	Vertical Poster Board	\$86.50	\$113.00		

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Subtotal	
GST 5%	
PST 6%	
Grand Total	

After Delivery no refund of any rental or labour charges

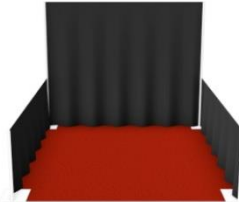


# Carpet Order Form

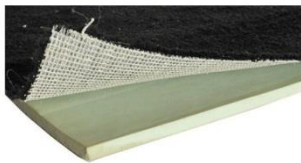
**Please Note: All orders must be accompanied by a completed Credit Card Authorization Form. Orders will not be processed until the Credit Card Authorization Form is received and will be dated upon the receipt of this form**

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>		<b>Phone Number:</b>

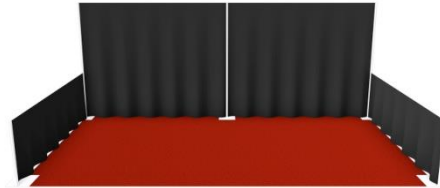
10'x10' Carpet



Underlay By Sq.ft



10'x 10' Carpet



Plastic Topper



**Carpet Colors – Please Choose One**

Black



Red



Grey



Blue



Seafoam



**Order Form**

Item #	Product	Advanced Price	Regular Price	Quantity	Total
F390	10'x10' Carpet	\$161.00	\$225.00		
F400	10'x 20' Carpet	\$322.50	\$451.00		
	Bulk Carpet – Anything over 200 square feet	\$1.85	\$2.60		
F420	Underlay– Per Sq.ft	\$1.10	\$1.51		
F422	Plastic Topper – Per Sq.ft	\$.24	\$.33		

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

Subtotal

GST 5%

PST 6%

Grand Total

**After Delivery no refund of any rental or labour charges**



# Audio Visual Order Form

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

<b>Name Of Company:</b>	<b>Booth Number:</b>	<b>Contact Name:</b>
<b>Email:</b>	<b>Phone Number:</b>	

32" Flat Screen



58" Flat Screen & Floor Stand



### Audio Visual Guidelines

- Items may not be exactly as they appear
- The client must be available to sign for equipment on delivery.
- Equipment used in any portion of a day constitutes a full day's rental.
- All TV's come with standard length VGA & HDMI cables-For additional components please call for pricing\*

### Order Form

Item #	Product	Show Rate	Quantity	Total
AV20	32" Flat Screen – Power not included	\$250.00		
AV50	58" Flat Screen – Power not included	\$500.00		

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

Subtotal	
GST 5%	
PST 6%	
Grand Total	

**Cancellation policy: After delivery no refund of any rental or labour charges.**





# Labour Order Form

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

Name of Company:	Booth#:	Contact:
Email:		Telephone No:

Janitorial			
All Janitorial services include vacuuming, and emptying of waste bins			
		Price	Total
<b>Show Length Booth Cleaning</b>	10'X10' <input type="checkbox"/>	\$75.00	
<b>Show Length Booth Cleaning</b>	10'X 20' <input type="checkbox"/>	\$150.00	
<b>Show Length Booth Cleaning</b>	Over 200 square feet(10' x 20')	\$200.00	

**Labour**

Straight time rates are in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Overtime and Double Overtime Charges may apply after. **Minimum charge is for three (3) 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.

Please indicate an install and dismantle Start time

Install Start Time:	
Dismantle Start Time:	

Type	Number of Display Staff	Price	No. Hours	Total
<b>Install Labour</b>				
Install Labour		\$60.00 Per Hour		
Install Labour Overtime		\$90.00 Per Hour		
Install Labour Supervisor		\$60.00 Per Hour		
Install Labour Supervisor Overtime		\$90.00 Per Hour		
<b>Dismantle Labour</b>				
Dismantle Labour		\$60.00 Per Hour		
Dismantle Labour Overtime		\$90.00 Per Hour		
Dismantle Labour Supervisor		\$60.00 Per Hour		
Dismantle Labour Supervisor Overtime		\$90.00 Per Hour		

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**After Delivery no refund of any rental or labour charges**



## LIMITS OF LIABILITY & RESPONSIBILITY

### **One.**

Showtime Event & Display and its subcontractors shall not be responsible for damage due to uncrated materials; materials improperly packaged, glass breakage, or concealed damage.

### **Two.**

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Showtime or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth from loading onto a designated carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for exhibitors materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

### **Three.**

Showtime and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Showtime in time to obtain the proper equipment.

### **Four.**

Showtime and its subcontractors shall not be responsible for loss, delay, or damage due to strikes, lockouts or work stoppages of any kind.

### **Five.**

Showtime and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

### **Six.**

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime hereunder are based on the scope of liability as herein set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime.

Showtime and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Showtime or its subcontractors should be found liable for loss or damage to the exhibitor's equipment, the liability should be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy.

Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to the property through performance or non-performance of obligations imposed by the offering of services to exhibitors from negligence, active or otherwise, by Showtime, its subcontractors, or their employees

### **Seven.**

Showtime and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impractical to exhibit same.

### **Eight.**

Claims for loss or damage must be submitted to Showtime by the close of the show. No suit or action shall be brought against Showtime or its subcontractors more than one year after the cause of action.

### **Nine.**

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Showtime and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Showtime or its subcontractors shall sign a delivery receipt, bill of lading, or another document, we agree that Showtime or its subcontractor will do so as the Exhibitors agent, and the Exhibitor accepts the responsibility thereof.

### **Ten.**

Showtime and its subcontractors shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills, such as courier or van lines. Such shipments will be delivered to the booth without guarantee of piece count or condition.