



**SHIPPING & RECEIVING ADDRESS:**  
 3201 Arbutus Drive | Whistler, BC | V8E 0B8  
[www.whistlershowservices.com](http://www.whistlershowservices.com) | [ops@whistlershowservices.com](mailto:ops@whistlershowservices.com)  
 PH: 877-938-4891

Event Name: BCSLA 2022  
 Event Date: September 23 to 29, 2022  
 Event Venue: Fairmont Chateau Whistler



**BC Seniors Living Association**

**EVENT INFORMATION**

KEY DATES & TIMES	Date	Time
Order Deadline	<b>Wednesday September 21</b>	<b>15:00</b>
Advance Receiving - warehouse	From September 15 to 22	09:00-15:00
Site Receiving - venue	Sunday September 25	09:00-12:00
Exhibitor Move In	Sunday September 25	10:00-18:00
Show Close	Tuesday September 27	14:00
Exhibitor Move Out	Tuesday September 27	14:00-17:00
Post Show   Outbound Shipment	Wednesday September 28	09:00- 15:00

COURTESY OF SHOW MANAGEMENT			
Drape trade show booth		electrical	Not included in base package
Booth or table top display	8 x 10 floor space		
Furnishings	Skirted table & 2 chairs		Order AV   Encore

SERVICES CONTACTS				
DISPLAY SERVICES	WHISTLER SHOW SERVICES	Kim Fournel	<a href="mailto:ops@whistlershowservices.com">ops@whistlershowservices.com</a>	877-938-4891
AV and Electrical	ENCORE	Debbie Cook	<a href="mailto:dcook@psav.com">dcook@psav.com</a>	604.938.2211
Show Manager	BCSLA	Kristie Kekewitch	<a href="mailto:kristie@bcsla.ca">kristie@bcsla.ca</a>	

If you require anything that is not listed, please contact *Whistler Show Services* . We look forward to being of service.

ORDER FORM & INFORMATION	
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Date \_\_\_\_\_

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Exhibitor Name \_\_\_\_\_

Show | Event Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Order Deadline Date \_\_\_\_\_

## ORDER SUMMARY

Complete with sums carried forward	Amount	GST 5%	PST 7%	TOTAL
Advanced Material Handling & Drayage			N/A	
Site Cart Service			N/A	
Post Event Handling			N/A	
Installation & Dismantle Labour			N/A	
Rentals   Hard Wall System Booths				
Rentals   Tables, Chairs, Furniture				
Rentals  Modular Counters				
Custom orders   Special Requests   Other				
			<b>Total</b>	

ORDER FORM SUMMARY

Exhibitor Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 c/o Third party billing: \_\_\_\_\_ Email: \_\_\_\_\_

address: \_\_\_\_\_ phone: \_\_\_\_\_ On site \_\_\_\_\_  
 city: \_\_\_\_\_ phone \_\_\_\_\_

prov./state: \_\_\_\_\_ Postal code: \_\_\_\_\_

Click link for Secure Payment Portal

<https://whistlershowserv.securepayments.cardpointe.com/pay>

Credit card info here ONLY if not paid via portal

Card type: Visa  Amex  Mastercard

Cardholder Name: \_\_\_\_\_ Exp. date: \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ month / year

*A 25% Cancellation fee will be applied to all orders cancelled within 3 business days of show open.*

*If full service has been provided the 100% of the original fee will be applied.*

*Additional material handling charges may be collected upon actual shipment weight confirmation.*

*Credit card payments will be processed 5 business days prior to show dates.*

### EXHIBIT QUESTIONNAIRE

WILL YOUR EXHIBIT BE SET UP BY:	Whistler Show Services: <input type="checkbox"/>	Exhibitor Staff: <input type="checkbox"/>	Other: <input type="checkbox"/>
Estimated time required for set up	<input type="text"/>		Est. arrival time: <input type="text"/>
EAC Display Co. Name	<input type="text"/>	Contact: <input type="text"/>	Ins. Certificate attached: <input type="checkbox"/>

**ORDER DEADLINE—Wednesday September 21**



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# EXHIBIT MATERIALS

**SHIP TO: ADVANCE WAREHOUSE  
Whistler Show Services  
3201 Arbutus Drive  
Whistler BC V8E 0B8**

## EXHIBIT MATERIAL

Exhibiting Co. Name	
Booth #	
Event Name	<b>BCSLA 2022</b>
Deliver to WSS Warehouse By:	<b>THURSDAY SEPTEMBER 22 2022</b>

Num: \_\_\_\_\_ of \_\_\_\_\_

## MATERIAL HANDLING and DRAYAGE

### SHIPPING EXHIBIT MATERIAL - Two Options See page 5 for details and associated fees

#### OPTION 1 - ADVANCE WAREHOUSE— From September 15 to 22 between 9:00 to 15:00

Receive, store, deliver exhibit material to booth space and storage of empties.

SHIP TO: Include Event Name, Company Name & Booth Number or use label in exhibitor kit

c/o Whistler Show Services, 3201 Arbutus Drive, Whistler, BC, V8E 0B8

#### OPTION 2 - SITE RECEIVING - Sunday September 25 between 9:00 and 12:00

Receive, deliver exhibit material to booth space and storage of empties.

SHIP TO: Include Event Name, Company Name & Booth Number

c/o Whistler Show Services, 4599 Chateau Blvd, Whistler, BC V8E 0Z5

**Shipments to show site prior to the stated date and time will be re-directed to the advance warehouse. Standard Fees and 30% re-direct charge will be applied.**

### EXHIBITOR MOVE-IN PROCEDURES - Two Options See page 5 for details and associated fees

WSS will be marshalling the loading bay, access lanes and unloading parking spaces for all exhibitors' materials arriving at the facility from all carriers, couriers and passenger vehicles during the move-in and move-out event times. The venue has a strict policy that does not permit display materials that are rolled in, and/or requiring a cart / dolly / pallet jack to be moved from the loading bay and main entrance to the display area by exhibitors.

#### OPTION 1 - CART SERVICE

Mandatory Cart Services apply to exhibitors arriving via private vehicles with exhibit materials **that exceed what can be hand carried** (Requiring dollies, carts or other forms of wheeled apparatus).

WSS will receive exhibit materials from private vehicle and deliver to booth space. Empties will be stored and returned to exhibitor at show close. When exhibit material is packaged it will be brought to the loading bay for exhibitor to load in the private vehicle.

#### OPTION 2 - HAND CARRY

Accredited Exhibitors requiring entry via the loading bay must check in with the service desk to coordinate their **Loading Bay Access** (designated dock time and temporary loading parking)

Once the Temporary Loading Bay Access is assigned—Exhibitors can **hand carry** the exhibit materials to the booth space. Empty containers must be stored in the booth or to be removed. If exhibitors require storage for empties please see WSS service desk; storage fee applies.

### RETURN EXHIBIT MATERIAL - POST EVENT - See page 5 for details and associated fees

#### ADVANCE WAREHOUSE— Wednesday September 28 between 9:00 and 15:00

Remove exhibit material from show floor, store at advance warehouse and release to exhibitors chosen carrier. Storage charges are billed daily until shipment is picked up.

Pick up from: c/o Whistler Show Services, 3201 Arbutus Drive, Whistler, BC, V8E 0B8

**Note:** Exhibitors are responsible for packaging exhibit materials, labeling with a return address, proper documentation from chosen carrier (waybills and/or customs forms) and scheduling the pick up of the

## EXHIBITOR MOVE-OUT Exhibit Material / Shipment preparation

### - Recommended packing supplies:

- Packing tape, sharpies
- Return Labels to clearly identify receiver and destination
- Shrink wrap for shipments needing to be secured to a pallet
- Waybill or Bill of Lading from carrier (3 copies)
- Commercial Invoice for International shipments (3 copies)

### - Carrier has been booked

### - Confirm the pick up of Exhibit Materials from the Advance Warehouse on:

Pick up from: c/o Whistler Show Services, 3201 Arbutus Drive, Whistler, BC, V8E 0B8

## Exhibit Material / Freight left on show floor at Show Close

### Discarded Exhibit Material:

Any equipment, hand outs or materials left unpackaged and unlabeled at the end of the move out period will be considered garbage and disposed of in accordance to sustainable practices and a fee may apply if contents exceed 20 lbs.

### Unclaimed Shipment and Exhibit Material:

Any shipment left on the show floor at the end of the move out period will be returned to the Whistler Show Services Advance Warehouse at the exhibitor expense until such time as the shipper completes the requested pick up.

Arrange for POST EVENT material handling services when the trade show has an end time scheduled after 12:00 from Monday to Friday and 8:00 to 24:00 on Saturday and Sunday as Carriers do not pick up from site

## GENERAL LIABILITY

Exhibitors and their representatives hereby agree to indemnify and hold harmless "Show Management", the employees thereof and their representatives, agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the trade fair and exposition. The exhibitor, on signing the booth application, releases the foregoing from any and all claims for loss, theft, damage or injury.

## EXHIBITOR APPOINTED CONTRACTOR LIABILITIES AND REQUIREMENTS

Exhibitors may employ the services of independent contractors to execute the supervision, installation and dismantle of exhibit properties under the following requirements: The contractor must have all business licenses, permits, liability insurance and workers compensation insurance required by the facility and the province of BC. The exhibitors must notify Whistler Show Services of their intentions to utilize and Exhibitor Appointed Contractor 30 days prior to the Move-in day.

## LIABILITY AND INSURANCE

Exhibitors must carry their own fire, theft and liability insurance. Show Management shall take reasonable precautions to prevent losses and to protect the interests of exhibitors, however, under no circumstances will the Conference Facility or Whistler Show Services be liable for such losses, however caused. In addition, the exhibitor upon registering agrees to hold harmless the Conference Facility and Whistler Show Services any and all claims for loss or damage asserted against the aforementioned by any person as a result of, or in any way connected with, the wrongful acts or negligence of the Exhibitor.

## MATERIAL HANDLING | CLASSIFICATIONS AND PRICING

Material Handling services include: receive and store shipments at warehouse up to 7 business day prior to the posted exhibitor move-in date/time. Deliver directly to booth/event location during event installation times. Removal of empty containers during the event and returned to booth for repacking during dismantle times. Freight is returned to outbound carriers at show/event site or post show /event storage for carrier pick up. Exhibitor Dock Access are mandatory services.

### ADVANCE WAREHOUSE : Applicable 7 days prior to Move-IN

See page 1

SHIPMENT TYPE	DESCRIPTION		LBS	MIN.COST
CRATED / SKIDDED	Crates, wrapped skids, pallets, wheeled travel cases etc. \$98.00/100lbs	98.00	200 lbs minimum	<b>\$196.00</b>
SMALL SHIPMENT	Rolling display cases, fibre cases, portable displays, cartons tubes, from 50-200lbs. Must not exceed 6 pieces or 200lbs. Flat rate \$150.00	150.00	200 lbs maximum	<b>\$150.00</b>
PARCEL	Max 3 cartons <b>not exceeding 45lbs maximum combined</b> /12x12x12in ea.	60.00	45 lbs maximum	<b>\$60.00</b>
POST EVENT	The POST EVENT HANDLING rate is <b>MANDATORY</b> when an event end time is scheduled after 12:00 PM from Monday to Friday and 8:00-24:00 on Saturday and Sunday. And/Or your carrier doesn't pick up from site.	55.00	100 lbs minimum	<b>\$55.00</b>
DOCUMENTATION SUP-	All inbound and outbound courier preparation, incomplete documentation and delivery receipt and administrative fee.	65.00	n/a	<b>\$ 65.00</b>
RUSH / ALTERNATE SITE	Shipments arriving at warehouse after posted dates, requiring priority delivery or alternate location delivery / <i>in addition to above posted base rates</i>	TBA	TBA	<b>TBA</b>

### SHOW SITE : APPLICABLE to Exhibitor Move in Day ONLY

See page 1

SHIPMENT TYPE	DESCRIPTION		LBS	MIN. COST
CARTLOAD	Exhibitor dock access: WSS laborer with cart will receive exhibit material from <b>private vehicle</b> and deliver to booth. Must not exceed 6 pieces and/or 200lbs. Otherwise crate/skidded rates will apply.	95.00	200 lbs maximum	<b>\$75.00</b>
CRATED / SKIDDED SMALL SHIPMENT PARCEL	Crates, wrapped skids, pallets, wheeled travel cases etc. \$98.00/each additional 100lbs from	98.00	200 lbs minimum	<b>\$196.00</b>
RUSH / ALTERNATE SITE	Shipments requiring priority delivery or alternate location delivery / <i>in addition to above posted base rates</i>	TBA	TBA	<b>TBA</b>

### TERMS AND CONDITIONS | BY SUBMITTING THE MATERIAL HANDLING AND DRAYAGE ORDER FORM, YOU AGREE TO THE FOLLOWING:

All shipments sent to Whistler Show Services receiving are pre-paid. All transportation, carrier, customs and brokerage fees are the responsibility of the exhibitor and are pre-paid upon arrival at Whistler Show Services receiving. | Whistler Show Services is not responsible for any concealed damage, damage to loose or inadequately packed shipments or shipments damaged in transport and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. | It is the exhibitor's sole responsibility to insure and maintain Loss and Damage Insurance Coverage for their own exhibit properties. | Any and all claims must be settle at Whistler Show Services office prior to show close. | Orders will be completed once payment in full has been received. | Whistler Show Services reserves the right to adjust any orders that have been incorrectly calculated. | Shipments received without completed and paid orders are subject to processing charge. | Materials must be loaded in and out through the designated loading dock. Whistler Show Services controls the venue loading dock during the scheduled operations times. | Whistler Show Services material handling responsibility of the shipment ends once the transport company has taken possession of the shipment.



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Date \_\_\_\_\_

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Exhibitor Name \_\_\_\_\_

Show | Event Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Show | Event Date \_\_\_\_\_

Facility | Location \_\_\_\_\_

Order Deadline Date \_\_\_\_\_

## MATERIAL HANDLING and DRAYAGE – Advance Warehouse

To calculate charges, please round up to the next 100 lbs.  
 Ex.: 335 lbs= 400 lbs or 4 units x \$98.00.

Estimated weights will be invoiced based on final carrier waybill. | Shipments arriving at different times will not be consolidated. | Kindly list all goods as crated goods, un-crated goods, display materials, pallets or skids, cartons, cases, fibre cases, traveling cases or special materials.

### Advance Receiving - Crated / skidded

ESTIMATED SHIPPING DATE:		ADVANCE WAREHOUSE EST. ARRIVAL DATE:		
CARRIER	TRACKING #	# OF PIECES	DESCRIPTION	EST. WEIGHT
EX:ABC TRANSPORT	Z330202-7789076	3/3	DIMS PALLET, CRATE, CARTON,CASES	EX: 335 LBS

# of pieces/ items \_\_\_\_\_ Total weight \_\_\_\_\_ X \$ 98.00/100 lbs (min 200 lbs) \_\_\_\_\_ TOTAL Minimum \$196.00 \$ \_\_\_\_\_

### Advance Receiving - Small Shipment

ESTIMATED SHIPPING DATE:		ADVANCE WAREHOUSE EST. ARRIVAL DATE:		
CARRIER	TRACKING #	# OF PIECES	DESCRIPTION	EST. WEIGHT

# of pieces/ max 6 \_\_\_\_\_ Total weight max 200 lbs \_\_\_\_\_ X \$ Flat rate \$150.00 \_\_\_\_\_ TOTAL \$ 150.00 \$ \_\_\_\_\_

### Post Event Handling

CARRIER	TRACKING #	# OF PIECES	DESCRIPTION	EST. WEIGHT

# of pieces/ items \_\_\_\_\_ Total weight \_\_\_\_\_ X \$55.00/100 lbs \_\_\_\_\_ TOTAL Min.\$ 55.00 \$ \_\_\_\_\_

Please carry this amount to the Order Summary

**ORDER DEADLINE - Wednesday September 21**

MATERIAL HANDLING & DRAYAGE



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Booth Number \_\_\_\_\_

Show | Event Date \_\_\_\_\_

Facility | Location \_\_\_\_\_

Order Deadline Date \_\_\_\_\_

## MATERIAL HANDLING and DRAYAGE - Site/Venue

### Exhibitor Move in Day ONLY

#### CRATED / SKIDDED / SMALL SHIPMENT- Site/Venue receiving

CARRIER	TRACKING #	# OF PIECES	DESCRIPTION	EST. WEIGHT
ABC TRANSPORT	Z330202-7789076	3/3	DIMS PALLET, CRATE, CARTON,CASES	EX : 335 LBS

# of pieces/ items \_\_\_\_\_ Total weight \_\_\_\_\_ X \$ 98.00/100 lbs (min 200 lbs) TOTAL \$ \_\_\_\_\_  
 Min.\$ 196.00

#### CART SERVICE (maximum 6 pieces under 200 lbs)

REQUESTED LOADING BAY ACCESS TIME	CONTACT NAME	CELL #	NO OF PIECES	EST. WEIGHT

Confirm loading bay access during Exhibitor Move-In: 877-938-4891 or ops@whistlershowservices.com

# of pieces/ items \_\_\_\_\_ Total weight \_\_\_\_\_ maximum 200 lbs 6 items TOTAL Flat Rate \$95.00 \$ \_\_\_\_\_

*Please carry this amount to the Order Summary*

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MATERIAL HANDLING & DRAYAGE





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Order Deadline Date \_\_\_\_\_

## INSTALLATION & DISMANTLE SERVICES

INSTALL	Date	Start Time	Hrs	No. Installers	NOTES

DISMANTLE	Date	Start Time	Hrs	No. Installers	NOTES

Installation	Total hrs	X RT or OT	+ 20% sup:	Sub Total	\$
Dismantle	Total hrs	X RT or OT	+ 20% sup:	Sub Total	\$
<b>TOTAL</b>					\$

**Booth Description**

Type: \_\_\_\_\_ Custom: \_\_\_\_\_  
 Plans \_\_\_\_\_ Graphics: \_\_\_\_\_  
 Height \_\_\_\_\_ Ladder size: \_\_\_\_\_  
 Size : \_\_\_\_\_ Other \_\_\_\_\_

Electrical ordered (y/n) \_\_\_\_\_ Equipment required \_\_\_\_\_  
 Rental Carpet (y/n) \_\_\_\_\_  
 Furniture & Floral (y/n) \_\_\_\_\_  
 Cleaning (y/n) \_\_\_\_\_  
 Lifts (y/n) \_\_\_\_\_

Exhibiting Co Name \_\_\_\_\_

OUTBOUND SHIPPING INFO:

Site Contact \_\_\_\_\_

\_\_\_\_\_

Display Contractor Show Rates	Standard
Standard	08:00 to 17:00   Mon to Fri 65.00
Overtime	17:00 to 24:00   Mon to Fri 98.00 07:00 to 08:00   Mon to Fri
Overtime	08:00 to 24:00   Sat-Sun 98.00
Minimum	3 hr min (Display Contractor in Whistler facilities)

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

Please carry this amount to the Order Summary

INSTALLATION & DISMANTLE SERVICES

**ORDER DEADLINE - Wednesday September 21**

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Booth Number \_\_\_\_\_

Show | Event Date \_\_\_\_\_

Facility | Location \_\_\_\_\_

Order Deadline Date \_\_\_\_\_

## BOOTHS | HARD WALL SYSTEM

✓	Item Description	Qty	Standard	Total
	<b>Base Package A</b> : includes 8 x 10 ft aluminum structure, white panel walls, company name in block lettering header  Furnishings : counter, table, bar stool, literature rack are additional rental costs  Custom Graphics prices upon request Graphic options : Custom Header Graphic Back wall panel Side wall and or Counter front panel	1	2,800.00	

✓	Item Description	Qty	Standard	Total
	<b>Base Package B</b> : includes 8 x 20 ft aluminum structure, white panel walls, company name in block lettering header	1	3,800.00	

Example of a Base Package A with additional furnishings, counter, and custom graphics



BOOTHS | HARD WALL SYSTEM

*Please carry this amount to the Order Summary*

Date \_\_\_\_\_

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Order Deadline Date \_\_\_\_\_

## TABLES AND SEATING

✓	Item Description	Colour	Qty	Regular	Total
	Pedestal table : 40" high (counter) white linen			95.00	
	4' skirted table: 40"high (counter) topped in white			80.00	
	4' skirted table: 29"high (regular) topped in white			75.00	
	6' skirted table: 40' high (counter) topped in white			100.00	
	6' skirted table: 29" high (regular) topped in white			85.00	



1



✓	Item Description	Colour	Qty	Standard	Total
	1 -Modern couch 2 seat (WH or BLK)			595.00	
	2- Modern couch 3 seat (WH or BLK)			625.00	
	3- Barrel Chair single (WH or BLK)			395.00	
	4-Leather look white adjustable bar stool			75.00	
	5- Backless fixed barstool			75.00	
	6- Folding wood seat bar stool			75.00	

2



3



4



5



6



TABLES & SEATING

Date \_\_\_\_\_

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Exhibitor Name \_\_\_\_\_

Show | Event Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Show | Event Date \_\_\_\_\_

Facility | Location \_\_\_\_\_

Order Deadline Date \_\_\_\_\_

## MODULAR FURNITURE | Counters & Showcases

GLASS DISPLAY CASE



FOLDING LITERATURE RACK



✓	Item Description	Qty	Standard	Total
	Glass Tower Showcase (.5m x.5m x 1m high)		475.00	
	Glass Display Case (1m wide x .5m deep x .75m high)		575.00	
	Counter (1m w x .5m d x .75m h) blank front panel		325.00	
	Counter (1m w x .5m d x .75 h) custom graphic front panel		495.00	
	Counter (2m w x .5m d x 1m h) blank front panel		575.00	
	Counter (2m w x .5m d x 1m h) custom graphic front panel		835.00	
	Gondola Shelving with 3 shelves and base		425.00	
	Aluminum Folding Literature Rack		90.00	
	<b>Slat wall and peg boards available upon request</b>			

MODULAR COUNTERS



MODULAR FURNITURE | Counters & Showcases

**TERMS AND CONDITIONS | BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING:**

Orders will be processed once payment in full has been received. | A 25% cancellation fee will be applied to all orders cancelled 48 hours prior to the official move-in times and are non-refundable. | Whistler Show Services reserves the right to correct all mathematical equations. | Limited Quantities per style.

**ORDER DEADLINE - Wednesday September 21**

**PLEASE READ CAREFULLY!**

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.**

The terms and conditions set forth below are part of the contractual agreement between WHISTLER SHOW SERVICES INC. (WSS) and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO WSS' WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH WSS IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH WSS INC.

**1. DEFINITIONS.** For purposes of this contract, WSS means WHISTLER SHOW SERVICES INC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors WSS may appoint.

The terms "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

**2. PACKAGING AND CRATES.** WSS shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags of poly, or materials improperly packed. In addition WSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. WSS assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without WSS labels
- Improper information on empty labels

WSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipments (s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. WSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE.

**5. OUTBOUND SHIPMENTS.** Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended.

WSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. All Material Handling Agreements submitted to WSS by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to WSS and the actual count of such items in the booth at the time of pickup.

**6. DELIVERY TO THE CARRIER FOR RELOADING.** WSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A WSS DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. WSS loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. WSS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

**7. DESIGNATED CARRIERS.** In order to expedite removal of materials from the show site, WSS shall have the authority to change designated carrier if the carrier designated by the EXHIBITOR does not pick up the shipment (s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL WSS BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions WSS WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

**8. WSS'S RESPONSIBILITIES.** WSS shall be responsible only for those services which it directly provides. WSS assumes no responsibility for any persons, parties, or other contracting firms not under WSS'S direct supervision and control. WSS shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond WSS'S reasonable control nor for ordinary wear & tear in the handling of materials.

Empty containers labels will be available at WSS service desk. Affixing labels is the sole responsibility of the EXHIBITOR or its representative. All previous labels should be removed or obliterated. WSS assumes NO responsibility for the EXHIBITOR'S failure to follow the above procedures; removal of containers with old empty labels or without WSS labels; shipping of containers with improper information or empty labels; or the removal of materials stored in containers with empty labels.

Delivery of a shipment to WSS by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or other shipper) of the terms and conditions set fourth herein.

WSS shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.

WSS shall not be liable for piece count or condition of any shipments received without individual/carrier receipts.

**9. INSURANCE.** It is understood that WSS is not an insurer and does not provide on full liability should lost or damage occur. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide WSS with a release and waiver of subrogation to the extent of any insurance settlement received.

**10. CLAIMS FOR LOSS.** Claims for loss or damage must be submitted to WSS Inc. by the applicable show or event. No suit or action shall be brought against WSS Inc. more than one year the cause of action.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and WSS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to WSS for services, as an offset against the amount of any alleged loss or damage. Any claims against WSS shall be considered a separate transaction, and shall be resolved on its own merits.

b. **MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY WSS** if found liable for any loss. WSS'S sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to WSS for material handling services during the show or exposition under this contract.

**11. INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend WSS and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation cost) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labour secured through WSS or the negligent supervision of such labour by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).

- EXHIBITOR'S negligence, wilful misconduct, or deliberate act, or the negligence, wilful misconduct, or deliberate act of EXHIBITOR'S employees, agent, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of WSS'S equipment.

- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration to WSS for material handling services, waives and releases all claims against WSS, its employees, agents, directors and officers with respect to all matters for which WSS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms. And further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.