EXHIBITOR SERVICE MANUAL



NALMS 2026

KELOWNA, BC

46th. INTERNATIONAL SYMPOSIUM

NOVEMBER 3 - 6, 2026

DELTA GRAND OKANAGAN

SHOW IN Motion

PROFESSIONAL SHOW SERVICES

SHOW IN Motion
PROFESSIONAL SHOW SERVICES

NALMS 46th. ANNUAL INTERNATIONAL SYMPOSIUM

NOVEMBER 3 – 6, 2026
DELTA GRAND OKANAGAN RESORT

Dear Exhibitor,

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

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

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

Each 10' x 8' exhibit booth will be supplied with the following courtesy of show management;

- 8' high blue drape back wall & 4' high blue drape side wings
- 1 – 6' blue skirted display table
- 2 side chairs
- 1 waste paper basket
- 1 – 7" x 44" identification name sign

Each table top display will be supplied with the following courtesy of show management;

- 1 – 6' blue skirted display table
- 2 side chairs
- 1 paper identification name sign

The Delta Grand Okanagan Resort enforces a strict ban on direct to show shipments and will not accept any deliveries of exhibit materials. Shipments direct to show site will be refused. All exhibit material, regardless of size or description, must be sent to the address shown on the attached shipping label. We will receive your exhibit materials beginning October 13 and all materials will be delivered and waiting for you upon arrival at your booth.

We look forward to being of service to you at the NALMS 46th International Symposium.

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

PHONE 604 599 1440
FAX 604 599 1438

324 WESTMINSTER AVENUE WEST
PENTICTON BC
CANADA - V2A 1K2

PHONE 236 422 1440
FAX 236 422 1438

www.showinmotion.com

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

CONTACT INFO AND QUICK FACTS

NALMS
KELOWNA, BC

HOW TO REACH US

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

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

For Specific Freight and Shipping Inquiries Please Contact
Zac Riznek (Zac@showinmotion.com)

For Specific Electrical Inquiries Please Contact
Kevin MacIsaac - Encore Canada (250-859-4115)

MOVE IN / MOVE OUT & SHOW HOURS

Exhibitor Move In:	Tuesday, November 3, 2026 Time:12:00 PM - 5:00 PM
Exhibit Hours:	Wednesday, November 4, 2026 Time: 7:30 AM - 6:30 PM Thursday, November 5, 2026 Time: 7:30 AM - 5:00 PM Friday, November 6, 2026 Time: 7:00 AM - 1:30 PM
Exhibitor Move Out:	Friday, November 6, 2026 Time: 1:30 PM - 3:30 PM

EXHIBIT SHIPPING ADDRESS

"Your Company Name"
NALMS
c/o Show In Motion
324 Westminster Avenue West
Penticton, BC, V2A 1K2
Canada

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

CREDIT CARD AUTHORIZATION

NALMS 2026
KELOWNA, BC

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

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

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

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

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

COMPANY: _____ BOOTH #: _____

ADDRESS: _____ PHONE #: _____

CITY & PROVINCE: _____ FAX #: _____

POSTAL / ZIP CODE: _____ EMAIL: _____

PLEASE COMPLETE CLEARLY THE FOLLOWING INFORMATION;

MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐

ACCOUNT NUMBER

EXPIRATION DATE : _____ CCV CODE : _____

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

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

BILLING ADDRESS: _____

_____

CARDHOLDERS SIGNATURE: _____

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

GST # 122648157

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

SHIPPING INSTRUCTIONS AND ADDRESS

NALMS 2026
KELOWNA, BC

THE DELTA GRAND OKANAGAN ADHERES TO A STRICT NO SHIPMENTS POLICY AND DOES NOT ALLOW DIRECT TO SHOW SHIPMENTS OF ANY KIND. ALL EXHIBIT MATERIALS MUST BE SENT TO THE ADDRESS SHOWN BELOW.

SHIPMENTS MAY BE SENT TO THE ADVANCE WAREHOUSE BEGINNING TUESDAY, OCTOBER 13

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

PLEASE ENSURE YOUR MATERIALS ARRIVE NO LATER THAN THURSDAY, OCTOBER 29 TO AVOID POTENTIAL DELAYS AND OFF TARGET DESIGNATION.

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

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

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

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

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

MATERIALS HANDLING SERVICES INCLUDES THE FOLLOWING;
- ADVANCE RECEIVING YOUR MATERIALS BEGINNING OCTOBER 13.
- DELIVERING YOUR MATERIAL TO SHOW SITE.
- PLACEMENT OF YOUR EXHIBIT MATERIAL IN YOUR BOOTH (SUBJECT TO FACILITY RESTRICTIONS).
- REMOVAL OF EMPTY CRATES AND BOXES FOR STORAGE DURING EXHIBIT HOURS.
- RETURN OF EMPTY CRATES AND BOXES AT CLOSE OF SHOW.
- LOADING OF YOUR MATERIAL ON TO DESIGNATED TRUCK FOR RE-SHIPMENT.

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

NALMS
c/o SHOW IN MOTION
324 WESTMINSTER AVENUE WEST
PENTICTON, BC, V2A 1K2

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

PRE & POST SHOW STORAGE FAQ'S

NALMS 2026
KELOWNA, BC

SHIPMENTS DIRECT TO SHOW SITE ARE NOT PERMITTED AND WILL BE REFUSED. ALL EXHIBIT MATERIALS MUST BE SENT TO THE ADDRESS SHOWN ON THE ATTACHED SHIPPING LABEL. UNLESS POST SHOW MATERIALS HANDLING SERVICE IS ORDERED, YOUR EXHIBIT MATERIALS MUST BE REMOVED FROM THE EXHIBIT FLOOR BEFORE 3:30 PM ON FRIDAY, NOVEMBER 6.

PRE-SHOW SHIPMENTS

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

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

Why do you need my Carrier's info and tracking number?
- Having this information will help us track and locate your shipment if it delayed and to alert you.

When can I send my exhibit materials to you?
- You may send your materials to us beginning 30 days prior to the exhibit date of your event.

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

What happens to my shipment once it is delivered to you?
- Your shipment will be received, weighed and placed in to secure storage. On the day of move-in your materials will be removed from storage, transported to show site and delivered right to your booth.

POST-SHOW SHIPMENTS

What information do I need to use your Post Show Materials Handling & Storage services?
- To place your order we will require;
  - Completed waybill from your carrier
  - Address labels (you may get these from the Exhibitor Service Center in the exhibit hall.
  - Customs documents if required for international shipment
  - Your completed Post Show Materials Handling Order form.

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

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

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

PRE-SHOW SHIPPING & STORAGE LABEL

EXHIBIT MATERIAL
DO NOT DELAY
RUSH !

EXHIBITING COMPANY:

SHIP TO: C/O SHOW IN MOTION
324 WESTMINSTER AVENUE WEST
PENTICTON, BC, CANADA
V2A 1K2
(TEL) 236-422-1440
(EMAIL) Orders@showinmotion.com

NALMS

BOOTH # : _____

CARRIER : _____

NUMBER _____ OF _____

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

PRE-SHOW STORAGE & MATERIALS HANDLING ORDER FORM & INVOICE

NALMS 2026
KELOWNA, BC

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

All exhibit materials must be sent to the advanced receiving warehouse using the attached shipping label. We will receive your exhibit materials beginning Tuesday, October 13. Shipments received after Friday, October 23 will not be eligible for pre-show discounts. Please ensure that your exhibit materials arrive no later than Thursday, October 29 to avoid any potential delays and off target designation.

SERVICE INCLUDES;
- Receiving and advance storage of your display material beginning October 13
- Delivery of your display material to show site and placement of material, crates and boxes directly in your booth (subject to facility freight elevator & entry door sizes)
- Removal and storage of empty boxes and crates during show.
- Return of all empty boxes and crates to your booth following close of show and re-loading of display material on to outbound carrier(s) from show site.

CRATED: Exhibit material that is skidded or is in any type of shipping crate that can be unloaded with a forklift at dock height with no additional handling required. All dimensions of each piece must be less than 55".

SPECIAL HANDLING: Exhibit material delivered in such a manner that it requires additional handling such as ground level unloading, stacked or constricted space unloading, designated piece unloading, loads mixed with carpet and / or pad wrapped material, multiple shipments, pad only shipments and shipments that require additional time, equipment or labor to unload. FEDEX, UPS, Purolator, DHL and all van lines are included in this category due to their delivery procedures. Crated or skidded material with any one dimension 55" or greater.

SMALL PACKAGE SHIPMENT: Shipment that consists of 1 piece with a total weight not exceeding 20#. Canada Post shipments not included.

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

OFF TARGET SHIPMENT: Any shipment that is recieved prior to October 13 or after October 29.

SERVICE DESCRIPTION	PRE-DEADLINE	POST DEADLINE	MINIMUM CHARGES	
Crated or Skidded Shipment	$ 1.00 / Pound	$ 1.40 / Pound	$ 300.00 (Pre-Deadline)	$ 420.00 (Post Deadline)
Special Handling Shipment	$ 1.40 / Pound	$ 1.70 / Pound	$ 300.00 (Pre Deadline)	$ 420.00 (Post Deadine)
Small Package Shipment	$ 85.00 Total	$ 115.00 Total	$ 85.00 (Pre Deadline)	$ 115.00 (Post Deadline)
Overtime Charge	$ .35 / Pound	$ .49 / Pound	$ 50.00 (Pre Deadline)	$ 70.00 (Post Deadline)
Off Target Shipment	$ .30 / Pound	$ .42 / Pound	$ 50.00 (Pre Deadline)	$ 70.00 (Post Deadline)

When recording weight you must round up to the next one hundred (100) pounds. Example 445 lbs = 500 lbs.
Shipments arriving from different carriers and / or on different dates and times and / or on different waybills or tracking numbers will be billed individually.
Dimensional weight will be charged on all shipments received without a carrier provided waybilll / BOL.
Dimensional weight is calculated as follows: L x W x H / 139

			TOTAL WEIGHT	
MATERIAL SHIPPED FROM (CITY)		DATE SHIPPED	SUB TOTAL	
# OF BOXES	# OF CRATES OR SKIDS	TOTAL # OF PIECES	20 % SERVICE CHARGE	
CARRIER	PRO OR WAYBILL NUMBER		SUB-TOTAL	
CUSTOMS BROKER (IF APPLICABLE)			7 % PST	
			5 % GST	
			TOTAL	

I AGREE THAT IN PLACING THIS ORDER I HAVE READ AND ACCEPT SHOW IN MOTIONS' PAYMENT POLICY AND TERMS & CONDITIONS OF CONTRACT.

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
OCTOBER 9, 2026

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

ALL ORDERS ARE GOVERNED BY SHOW IN MOTION PAYMENT POLICY AND TERMS AND CONDITIONS OF CONTRACT

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

POST SHOW MATERIALS HANDLING & STORAGE ORDER FORM & INVOICE

NALMS 2026
KELOWNA, BC

In accordance with the storage and freight policies of both the facility and the regulations of this event, all outbound maerials must be removed from the exhibit hall immediately following the close of the exhibit. Exhibit materials must be removed from the show floor no later than 3:30 PM on Friday, November 6 to avoid forced freight designation.

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

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

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

SERVICE RATES

$ .90 / Pound - Discount Rate
$ 1.17 / Pound - Standard Rate
$ 200 Minimum Discount Rate Charge
$ 260 Minimum Standard Rate Charge
Rates Based on Billable Incoming Weight

PICK-UP INFORMATION

ADDRESS: 324 WESTMNSTER AVENUE WEST
PENTICTON, BC, V2A 1K2
HOURS: 9:00 AM - 3:00 PM (PACIFIC TIME)
MONDAY - FRIDAY

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

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

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

ESTIMATED WEIGHT	
ESTIMATED SUB-TOTAL	
20 % SERVICE CHARGE	
7 % PST	
5 % GST	
TOTAL	

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
OCTOBER 9, 2026

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

SHOW IN Motion
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EMAIL: Orders@showinmotion.com

COMPUTER & A/V LEASE ORDER FORM AND INVOICE

NALMS 2026
KELOWNA, BC

ITEM	PRICE Discount Rate Daily Rate	PRICE Standard Rate Daily Rate	QUANTITY	AMOUNT
MONITORS				
32" 4K UHD Includes Table Top base	180.00	216.00		
42" 4K UHD LED LCD Includes Table Top Base	350.00	420.00		
55" 4K UHD QLED LCD Includes Table Top Base	550.00	660.00		
70" 4K UHD QLED LCD Includes Table Top Base	725.00	870.00		
MISCELLANEOUS				
Touch Screen Kiosk (Custom Graphics Package Available)	450.00	540.00		
40" Charging Station (Custom Graphics Package Available)	350.00	420.00		
Monitor Floor Stand (Dual Post)	75.00	90.00		
BOSE S1 Pro Portable Bluetooth Speaker	150.00	180.00		
Black Skirted A/V Cart	50.00	60.00		
Triple Head Extension Cord	30.00	36.00		
Surge Protected Power Bar	30.00	36.00		
COMPUTER SYSTEMS (MONITOR NOT INCLUDED)				
Lenovo ThinkPad 15.6" 4K UHD Intel Core i7 512 GB SSD	400.00	480.00		
MacBook Pro 14" - Apple M1 Pro Chip 16GB TB SSD	400.00	480.00		
PRINTERS				
HP LaserJet Pro Black & White, 1200 dpi, 42 ppm, 512 Ram	180.00	216.00		
HP Color LaserJet Pro MFP, 40ppm, 1200, 1GB Ram	240.00	288.00		
Premium Laser Printer Paper (500 sheets)	20.00	24.00		
		SUB-TOTAL		
		20 % SERVICE CHARGE		
Custom Audio and Visual Packages Available on Request.		7 % PST		
Please Call Us For Further Details.		5 % GST		
		TOTAL		

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

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: OCTOBER 9, 2026

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

SHOW IN Motion

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

CARPET & PADDING LEASE ORDER FORM AND INVOICE

NALMS 2026
KELOWNA, BC

32 OZ. DESIGNER SELECT CARPET

Guaranteed new, premium quality carpet.

Available in a variety of designer colors.

Black ☐ Pewter ☐ Charcoal ☐
Navy ☐ Silver ☐ Royal Blue ☐
Red ☐ Emerald ☐ Purple ☐

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

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
$ 2.75 (Sq. Ft.)	$ 3.57 (Sq. Ft.)		

20 OZ. STANDARD CARPET

Available in 4 standard colors.

Blue ☐ Forest Green ☐
Red ☐ Purple ☐

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

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
$ 1.75 (Sq. Ft.)	$ 2.25 (Sq. Ft.)		

LAMINATE PLANK FLOORING

Available in 4 standard colors.

Dark Maple ☐ Dark Oak ☐
Light Maple ☐ Washed Gray ☐

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

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
$ 7.25 (Sq. Ft.)	$ 8.70 (Sq. Ft.)		

5/8" REBOND FOAM PADDING

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

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
$ 1.50 (Sq. Ft.)	$ 1.95 (Sq. Ft.)		

VISQUEEN PLASTIC COVERING

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

PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
$ 1.00 Sq. Ft.)	$ 1.30 (Sq. Ft.)		

100 SQUARE FOOT MINIMUM ON ALL ORDERS

OTHER SIZES IN 10' X 10' INCREMENTS ONLY

ALL PRICES INCLUDE INSTALLATION & TAPING AND INITIAL VACUUMING

SURCHARGES FOR ANY DAMAGE AFTER INSTALLATION

SUB-TOTAL	
20 % SERVICE CHARGE	
7 % PST	
5 % GST	
TOTAL	

NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IS MADE IN FULL

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
OCTOBER 9, 2026

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

SHOW IN Motion

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

TABLES & CHAIRS LEASE ORDER FORM AND INVOICE

NALMS 2026
KELOWNA, BC

DISPLAY ITEMS	PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
TABLES & RISERS				
Covered & Skirted Display Table (2' X 4')	$ 75.00	$ 90.00		
Covered & Skirted Display Table (2' X 6')	75.00	90.00		
Covered & Skirted Display Table (2' X 8')	75.00	90.00		
4th. Side Of Table Skirted	30.00	39.00		
Extension To 40" Height - Add	30.00	39.00		
Unskirted Display Table	50.00	60.00		
Blue, Teal, Green, Red, Black, Silver, Purple, Gold or White (Circle Preference)				
30" High Pedestal Table with Spandex - Black or White	100.00	130.00		
40" High Pedestal Table with Spandex - Black or White	100.00	130.00		
STOOLS AND CHAIRS				
White Crescent Stool	150.00	195.00		
High Back Bar Stool (Black or White)	150.00	195.00		
White Mobler Stool	150.00	195.00		
Wood & Chrome Stool	90.00	120.00		
Black & Silver Bar Stool	100.00	130.00		
Deluxe High Back Bar Stool	120.00	156.00		
White & Chrome Wire Back Stool	150.00	195.00		
Deluxe Executive Armchair (Black Leather Sled Base)	100.00	130.00		
High Back Econo Bar Stool (Black or White)	100.00	130.00		
Upholstered Arm Chair (Black Fabric)	40.00	52.00		
Upholstered Side Chair (No Arms)	30.00	39.00		
COMPLIMENTS (See Accessories Sheet Also)				
8' High Drapery (Color Preference: _____)	10.00 / FT.	14.00 / FT.		
Plexi Glass Ballot	30.00	36.00		
Tripod Easel	30.00	36.00		
Waste Paper Basket (Black Wire Mesh)	20.00	24.00		
			SUB-TOTAL	
			20 % SERVICE CHARGE	
			7 % PST	
			5 % GST	
			TOTAL	

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
OCTOBER 9, 2026

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

SHOW IN Motion

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

POP UP AND BANNER STAND ORDER FORM & INVOICE

NALMS 2026
KELOWNA, BC



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



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

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

GRAPHIC ONLY WITH FRAME RENTAL
$1250 (RENTAL)





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



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

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

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

Acceptable File Formats: PDF, Adobe Illustrator AI, EPS
Minimum 300 dpi at 100% final finished size
1/4" bleed
All fonts must be converted to outlines, curves or paths
Logos must be imported / placed as vector and must be CMYK / Pantone

Download templates at www.showinmotion.com/dropbox

SUB TOTAL	
20 % S/C	
7 % PST	
5 % GST	
TOTAL	

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: OCTOBER 9, 2026

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

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

SPECIALTY FURNITURE

NALMS 2026
KELOWNA, BC

White Crescent Stool





White & Chrome
Wire Back Stool

White Mobler Stool





High Back Bar Stool

Black and Silver Stool





Deluxe High Back Stool



Wood and Chrome Stool



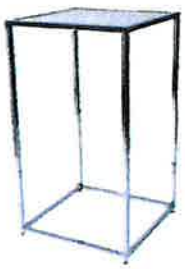
Brushed Steel & Glass Top
Bistro Table



White Geo Coffee Table



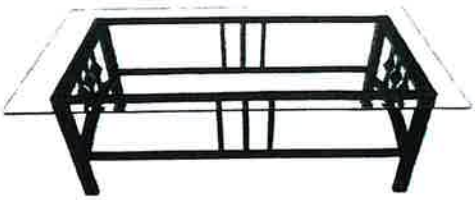
Black Geo Coffee Table



24" Square Table
White Top



24" Round Table
White Top



Gun Metal Coffee Table - Smoked Top



Gun Metal End Table
Smoked Top



Round Coffee Table



Black Geo End Table

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

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

SPECIALTY FURNITURE
SOFT SEATING
LEASE ORDER FORM & INVOICE

NALMS 2026
KELOWNA, BC

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

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

SUB-TOTAL	
20 % SERVICE CHARGE	
7 % PST	
5 % GST	
TOTAL	

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

COMPANY: _____ BOOTH #: _____

AUTHORIZED BY: _____ AUTHORIZED SIGNATURE: _____

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: OCTOBER 9, 2026

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

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

SPECIALTY FURNITURE
SOFT SEATING

NALMS 2026
KELOWNA, BC



Vancouver Sofa
80" x 28" x 29"



Vancouver Sofa
80" x 28" x 29"



Yaletown Sofa
71" x 21" x 29"



Vancouver Love Seat
57" x 28" x 28"



Vancouver Love Seat
57" x 28" x 28"



Yaletown Love Seat
57" x 21" x 29"



Vancouver Club Chair
33" x 28" x 29"



Vancouver Club Chair
33" x 28" x 29"



Yaletown Single Chair
21" x 29" x 28"



Yaletown Sofa
71" x 21" x 29"



Yaletown Love Seat
57" x 21" x 29"



Yaletown Single Chair
21" x 29" x 28"

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

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

SPECIALTY FURNITURE
SOFT SEATING

NALMS 2026
KELOWNA, BC



Contemporary Bench
72" x 18" x 20"



Contemporary Bench
72" x 18" x 20"



White Curved Bench
72" x 18" x 18"



Sectional Ottoman
29" x 18" x 29"



Sectional Ottoman
29" x 16" x 29"



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



Contemporary Cube
18" x 18" x 18"



Contemporary Cube
18" x 18" x 18"

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

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

SPECIALTY FURNITURE SOFT SEATING ORDER FORM & INVOICE

NALMS 2026
KELOWNA, BC

ITEM	PRICE Discount Rate	PRICE Standard Rate	QUANTITY	AMOUNT
Vancouver Sofa - Black	400.00	520.00		
Vancouver Sofa - White	400.00	520.00		
Vancouver Love Seat - Black	300.00	390.00		
Vancouver Love Seat - White	300.00	390.00		
Vancouver Club Chair - Black	200.00	260.00		
Vancouver Club Chair - White	200.00	260.00		
Yaletown Sofa - Black	400.00	520.00		
Yaletown Sofa - White	400.00	520.00		
Yaletown Love Seat - Black	300.00	390.00		
Yaletown Love Seat - White	300.00	390.00		
Yaletown Single Chair - Black	200.00	260.00		
Yaletown Single Chair - White	200.00	260.00		
Overstuffed Leather Sofa - Black	350.00	455.00		
Overstuffed Leather Love Seat - Black	250.00	325.00		
Overstuffed Leather Club Chair - Black	150.00	195.00		
Contemporary Bench - Black	200.00	260.00		
Contemporary Bench - White	200.00	260.00		
Curved Bench - White	250.00	325.00		
Sectional Ottoman - Black	150.00	195.00		
Sectional Ottoman - White	150.00	195.00		
Round Back Tub Chair - White	250.00	325.00		
Contemporary Cube - Black	120.00	156.00		
Contemporary Cube - White	120.00	156.00		
		SUB-TOTAL		
		20 % SERVICE CHARGE		
		7 % PST		
		5 % GST		
		TOTAL		

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

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: OCTOBER 9, 2026

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

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

STANDARD DISPLAY FURNISHINGS

NALMS 2026
KELOWNA, BC

Black Counter
40" x 40" x 20"





White Counter
40" x 40" x 20"

Computer Counter
20" x 20" x 40"





Chrome Sign Holder



Pedestal Table
Black or White
Spandex Cover



Upholstered
Arm Chair



Upholstered
Side Chair



Waste Paper Basket

Ballot Box





Literature Rack

Bag Holder





Deluxe Executive
Arm Chair



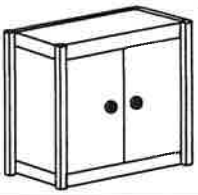
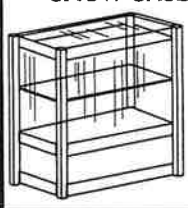
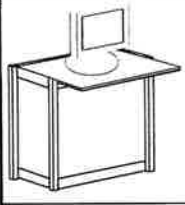
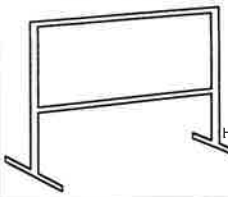
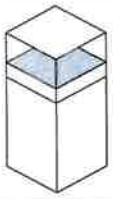
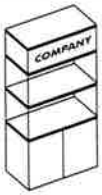
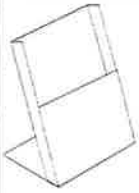
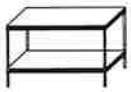
Brass Ballot Drum

Prices for all items shown are detailed on the Accesories and Display Furnishings Lease Order Forms

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

CUSTOM ACCESSORIES LEASE ORDER FORM AND INVOICE

NALMS 2026
KELOWNA, BC

	QTY.		QTY.		QTY.		QTY.
COUNTER $ 300  SLIDING DOORS INSIDE SHELF 20" X 40" X 40" ☐ LOCK ADD $ 25.00 ☐ WHITE OR ☐ BLACK		**JEWELLERY CASE $ 400**  ONE SHELF 20" X 40" X 70" ☐ LOCK ADD $ 25.00 HALOGEN ☐ LIGHT ADD $ 50.00		**SHOW CASE $ 450**  TWO SHELVES 20" X 40" X 70" ☐ LOCK ADD $ 25.00 HALOGEN ☐ LIGHT ADD $ 50.00		**COMPUTER COUNTER $ 350**  10" KEYBOARD TRAY SLIDING DOORS INSIDE SHELF 20" X 40" X 40" ☐ LOCK ADD $ 20.00	
POSTER BOARD $ 150  4' X 8' VERTICAL OR HORIZONTAL (SHOWN)		**CHROME BAG HOLDER $ 70** 		**LITERATURE RACK $ 70**  BLACK DOUBLE SIDED		**MONITOR STAND $ 200**  20" X 20" X 40" 20" X 20" X 54" OPTIONAL KEYBOARD TRAY AVAILABLE ADD $ 25.00	
SIGN HOLDER $ 50  22" X 28" CHROME ☐ OR BLACK ☐		**TRACK LIGHTING**  3 HEAD - $ 120 5 HEAD - $ 150		**TOWER COMBO $ 450**  2 SHELVES INSIDE SHELF 20" X 40" X 96" COMPANY NAME OR PRODUCT SIGN INCLUDED		**SHELF UNITS**  2 SHELVES 26" $125 3 SHELVES 40" $150 4 SHELVES 54" $ 175	
BROCHURE RACK $ 15  ☐ 4" X 9" OR ☐ 9" X 11" ☐ COUNTER TOP ☐ WALL MOUNT		**BAR FRIDGE $ 175**  1.7 CUBIC FEET WHITE		**END TABLE $ 160**  BLACK & GLASS GUN METAL & GLASS		**COFFEE TABLE $ 160**  BLACK & GLASS GUN METAL & GLASS	

SPECIAL INSTRUCTIONS:

SUB-TOTAL	
STANDARD RATE (ADD 30%)	
20 % SERVICE CHARGE	
7 % PST	
5 % GST	
TOTAL	

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

COMPANY: _____ **BOOTH #:** _____

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

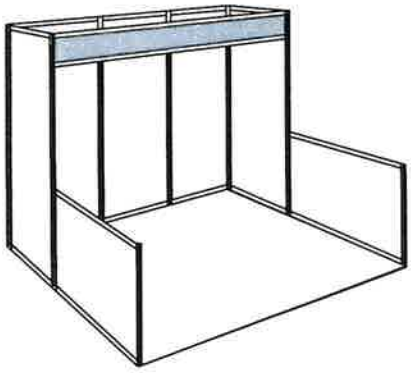
STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
OCTOBER 9, 2026

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

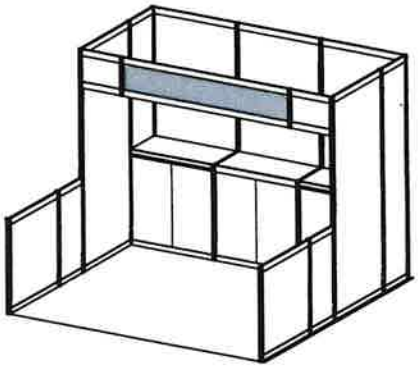
SHOW IN Motion
TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

8' X 10' HARDWALL SYSTEM RENTALS

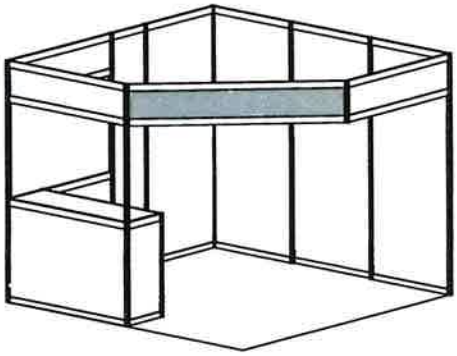
NALMS 2026
KELOWNA, BC



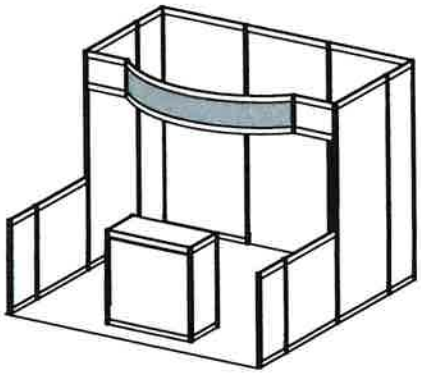
MODEL # 101



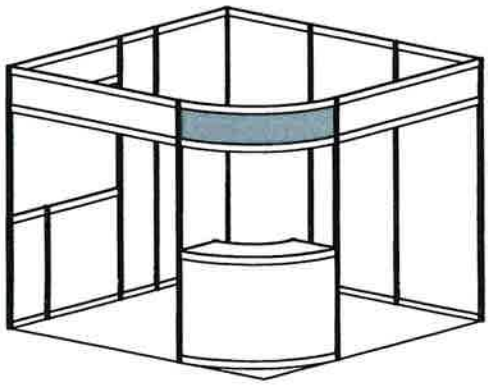
MODEL # 102



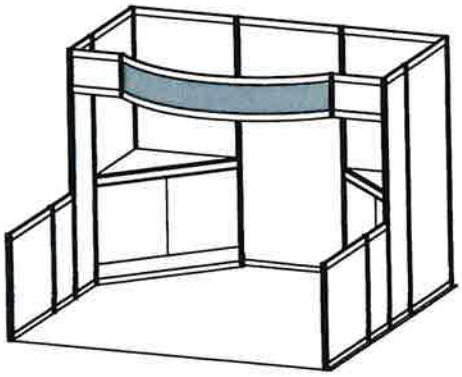
MODEL # 103



MODEL # 104



MODEL # 105



MODEL # 106

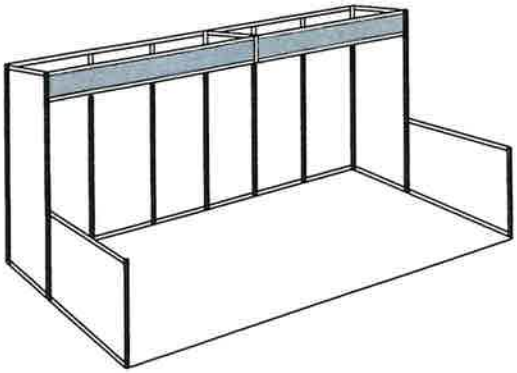
GRAY INDICATES STANDARD FASCIA SIGN

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS

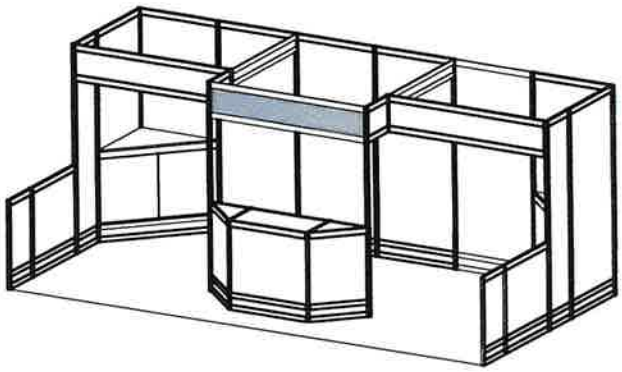
SHOW IN Motion
TELEPHONE: (236) 422-1440
EMAIL: Orders@showinmotion.com

8' X 16' HARDWALL SYSTEMS RENTALS

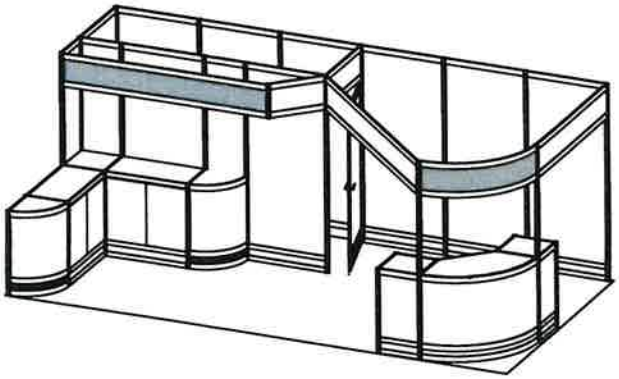
NALMS 2026
KELOWNA, BC



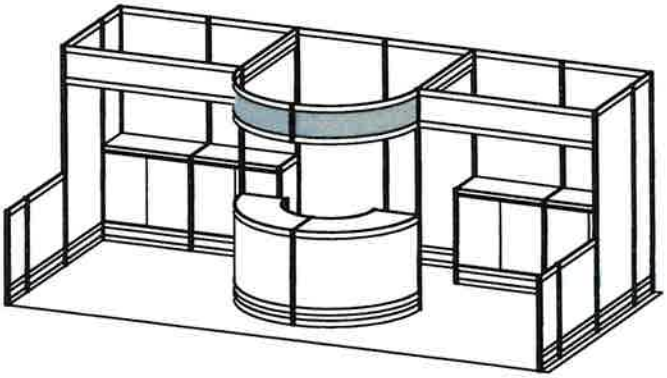
MODEL # 201



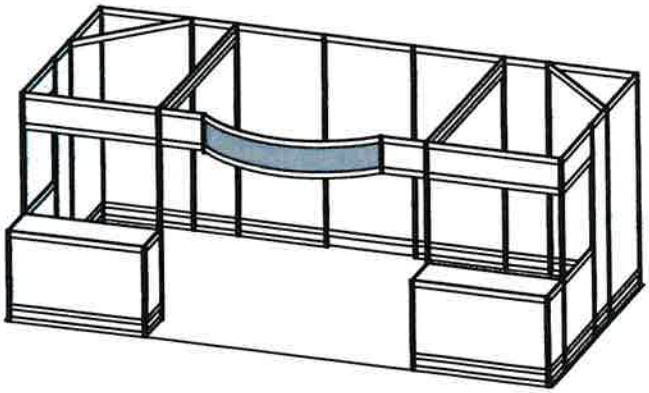
MODEL # 202



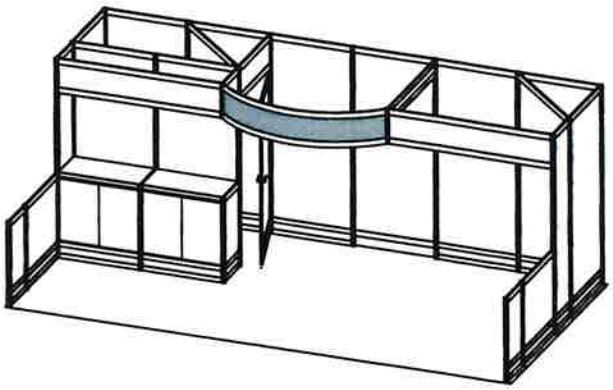
MODEL # 203



MODEL # 204



MODEL # 205



MODEL # 206

GRAY INDICATES STANDARD FASCIA SIGN(S)

PLEASE REFER TO ATTACHED ORDER FORM FOR PRICING AND SELECTIONS

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

HARDWALL BOOTH LEASE ORDER FORM AND INVOICE

NALMS 2026
KELOWNA, BC

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

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

FONT COLOR
BLACK ☐ BLUE ☐ RED ☐

INFILL PANEL COLOR
BLACK ☐ GRAY ☐ WHITE ☐

CARPET COLOR
BLUE ☐ SILVER ☐ GREEN ☐

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

SUB-TOTAL	
20 % SERVICE CHARGE	
7 % PST	
5 % GST	
TOTAL	

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

_____

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

LEFT: _____

RIGHT: _____

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: OCTOBER 9, 2026

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

SHOW IN Motion

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

SKILLED LABOUR EXHIBIT INSTALLATION ORDER FORM & INVOICE

NALMS 2026
KELOWNA, BC

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

INSTALLATION (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED _____

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

ESTIMATED INSTALLATION CHARGES: $ _____

DISMANTLE (ESTIMATED REQUIREMENTS):

DATE: _____ START TIME DESIRED: _____

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

ESTIMATED INSTALLATION CHARGES: $ _____

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

TOTAL ESTIMATED CHARGES	
25% SUPERVISION CHARGE ($ 35.00 Minimum)	
20 % SERVICE CHARGE	
SUB-TOTAL	
7 % PST	
5 % GST	
TOTAL	

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
OCTOBER 9, 2026

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

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

SKILLED LABOR INFORMATION AND CONTACT FORM

NALMS 2026
KELOWNA, BC

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

INBOUND SHIPPING INFORMATION

CARRIER: _____ **CARRIER PHONE #:** _____

SHIPPED TO: **WAREHOUSE** _____ **SHOW SITE** _____ **FROM (CITY/STATE):** _____ **DATE SHIPPED:** _____

TOTAL NUMBER OF: **CRATES** _____ **CARTONS** _____ **OTHER (SPECIFY):** _____

SET-UP INFORMATION

SETUP PLAN / PHOTO: **ATTACHED** _____ **SENT WITH EXHIBIT** _____ **IN CRATE #** _____

CARPET: **WITH EXHIBIT** _____ **RENTED FROM SHOW IN MOTION** _____ **COLOR** _____ **SIZE** _____

ELECTRICAL PLACEMENT: **DRAWING ATTACHED** _____ **WITH EXHIBIT** _____ **ELECTRICAL UNDER CARPET** _____

COMMENTS: _____

_____

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

COMMENTS: _____

_____

SPECIAL TOOLS / HARDWARE REQUIRED: _____

_____

_____

OUTBOUND SHIPPING INFORMATION:

SHIP TO: _____

_____

_____

_____

_____

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

CARRIER (If Known): _____

FREIGHT CHARGES: **PREPAID** _____ **COLLECT** _____ **ACCOUNT #** _____

PLEASE PROVIDE AN EMERGENCY CONTACT:

NAME: _____ **PHONE #** _____

COMPANY NAME: _____ BOOTH NUMBER: _____

SHOW IN Motion

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

BOOTH CLEANING SERVICES ORDER FORM AND INVOICE

NALMS 2026
KELOWNA, BC

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

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

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

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

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

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

100 square foot minimum charge.

	DISCOUNT RATE	STANDARD RATE	AMOUNT
STANDARD BOOTH CLEANING TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE	$ .50	$ .65	
BOOTH CLEANING FIRST DAY ONLY TOTAL SQUARE FEET _____ X 1 DAY X RATE	$ .50	$ .65	
PORTER SERVICE TOTAL SQUARE FEET _____ X NUMBER OF DAYS _____ X RATE	$ 1.00	$ 1.30	
	SUB-TOTAL		
	20 % SERVICE CHARGE		
	7 % PST		
	5 % GST		
	TOTAL		

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON: OCTOBER 9, 2026

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

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

CUSTOM GRAPHICS AND SIGNAGE ORDER FORM & INVOICE

NALMS 2026
KELOWNA, BC

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

DIGITALLY PRINTED GRAPHICS

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

_____ L x _____ W = _____ Sq.Ft.

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

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

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

FILE INFORMATION;

Electronic File Name: _____

Application: _____

PMS Colors: _____

BACKING MATERIAL;

Coroplast ☐ Styrene ☐ Plexi ☐ Foamcore ☐

PORTRAIT ☐ LANDSCAPE ☐

VINYL CUT LETTER SIGNS

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

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

PORTRAIT ☐ LANDSCAPE ☐

Background Color: _____
Lettering Color: _____
Font: _____

SUB-TOTAL	
20 % SERVICE CHARGE	
7 % PST	
5 % GST	
TOTAL	

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

COMPANY: _____ **BOOTH #:** _____

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

STANDARD RATES WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER 4:00 PM PACIFIC TIME ON:
OCTOBER 9, 2026

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

Show In Motion Services Terms and Conditions of Contract

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

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

I. Definitions

Show In Motion: Show In Motion Services, Inc., SIM and their employees, agents, officers and related entities including, but not limited to, any sub-contractors that SIM may appoint.
Agents: SIM's agents, sub-contractors, carriers, and the agents of each.
Exhibitor: Exhibitor, including its' employees, agents, representatives, Exhibitor Appointed Contractor (EAC), or any other party requesting services from SIM. Furthermore, it is understood and agreed, that the Exhibitor is, in fact, the SHIPPER and RECEIVER, for all purposes and circumstances notwithstanding anything contained in this contract to the contrary.
Goods: Exhibits, property and commodities of any type for which SIM is requested to perform services. Show In Motion reserves the right to substitute materials with those of an equal or better variety based on availability.
Carrier: Motor carrier, van line, air carrier or air or surface freight forwarder.
Shipper: The Exhibitor, including its' employees, agents, representatives and / or EAC.
Receiver: The Exhibitor, including its' employees, agents, representatives and / or EAC.
Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.
Services: Warehousing, transportation, materials handling, unsupervised labor, supervised labor, equipment and furniture rentals and/or all related services.
Show Site: The venue or place where an exhibition or event takes place.
Supervised Labor: Labor that is provided to an Exhibitor to install or dismantle a booth or exhibit space and is supervised and/or directed by the Exhibitor.
Unsupervised Labor: Labor that is provided to an Exhibitor to install or dismantle a booth or exhibit space and pursuant to Exhibitor's election is not supervised and/or directed by SIM. Exhibitor assumes the responsibility and any liability arising therefrom, for the work of labor when Exhibitor elects to use unsupervised labor.

II. Scope

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

III. Customer Obligations

a. Payment for Services: Exhibitor shall be liable for all unpaid charges for services performed by SIM or agents. Exhibitor authorizes SIM to charge its' credit card directly for services rendered on Exhibitor's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via SIM-accepted credit card or electronic payment. Exhibitor acknowledges and agrees that all calculations provided by Exhibitor are estimates only and are subject to verification and correction as deemed appropriate by SIM.
b. Credit Terms: All charges are due before Services are performed unless other arrangements have been made in advance. SIM has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Exhibitor having to pay in advance for future Services. SIM retains its right to hold Exhibitor's' Goods for non-payment. If a credit card is provided to SIM, SIM is authorized to bill to such credit card any unpaid charges for Services provided to Exhibitor, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 2.0% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to SIM: Exhibitor shall defend, hold harmless and indemnify SIM from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Exhibitor agrees to indemnify and hold SIM harmless for any and all acts of its representatives and agents, including but not limited to Exhibitor Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Exhibitor or present at Exhibitor's invitation, including supervision of labor secured through SIM. Exhibitor's obligations under this provision shall not apply to SIM's own negligence and/or willful misconduct. **EXHIBITOR ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND EXHIBITOR, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
b. SIM to Exhibitor: To the extent of SIM's own negligence and/or willful misconduct and subject to the limitations of liability below, SIM shall defend, hold harmless and indemnify Exhibitor from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. SIM's obligations under this provision shall not apply to claims for bodily injury arising a) from Exhibitor's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

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

VI. No Liability for Loss or Damage to Goods

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

VII. Measure of Damage

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

VIII. Miscellaneous

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

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

EXHIBITOR PAYMENT POLICY

1. **All orders for services from Show In Motion must be accompanied by a completed Credit Card Authorization form. NO EXCEPTIONS. We regret that we cannot accept or process any orders that do not include a completed credit card authorization form.**

2. **ELIGIBILITY FOR DISCOUNT PRICING**
   To qualify for the discount pricing offered, payment in full must accompany your order and be received in our offices no later than 4:00 PM, Pacific time on the date shown in the bottom left corner of each order form. Purchase orders do not qualify for discount pricing.

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

4. **METHODS OF PAYMENT**
   Show In Motion accepts MasterCard, Visa, American Express, Debit Card, Interac e-transfer. Purchase Orders are not considered payment. Any unapproved credit card transaction, for any reason, will incur a service charge of $100.00.

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

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

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

   Dimensional weight will be charged on all incoming shipments received without a correct carrier provided waybill
   Dimensional weight is calculated as follows: L x W x H / 139.

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

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

6. **POST EVENT STORAGE**
   All materials returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Post Show Freight Service charges. Storage charges, at standard industry rates, will be incurred on all materials remaining in our warehouse 3 days beyond the close of show. Storage rates begin at $ 150.00 minimum, plus applicable service charge.

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

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

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

10. **ADJUSTMENTS / CLAIM(S) FOR LOSS**
    Exhibitor agrees that any and all claims for loss must be submitted to Show In Motion, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected and no adjustments will be made after the close of the show.

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

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

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