



**38th International Conference on Acoustics,
Speech and Sign Processing**
May 26-31, 2013
Vancouver Convention Centre

Event Contractor: SHOWTIME EVENT & DISPLAY SERVICES

Ph. 1-800-721-0029 Fx. 1-877-468-3313

www.showtimedisplay.com

Event Location: Vancouver Convention Centre

1055 West Canada Place, Vancouver, BC, V6C 0C3

Exhibitor Move In: Monday, May 27th 8:00am – 5:00pm

Show Times: Tuesday, May 28th 9:00am – 5:30pm

Wednesday, May 29th 8:00am – 5:30pm

Thursday, May 30th 8:00am – 5:30pm

Exhibitor Move-Out: Thursday, May 30th 5:30pm – 8:30pm

All materials **MUST be removed from the Venue on Thursday. During Exhibitor Move Out, anything left behind is subject to charges. If using Materials Handling Service, Showtime takes possession of the shipment at Exhibitor Move Out **

Booth Inclusions: each booth space includes the following:

- 8' high drapery back walls
- 3' high drapery side walls
- 1 x 6' skirted table
- 2 x chairs
- 1 x wastebasket
- 1 x booth identification sign – 44" x 7"

Discount Price Deadline:

In order to receive 2 week advance order discount rates listed on the enclosed order forms, your order must be received by 5pm on **May 17th**.

Shipping: Vancouver Convention Centre does NOT accept any advance shipments.

Please see NALSI's attached Advanced Warehouse package as well as the Show Site Receiving & Materials Handling section for details. All advanced warehouse materials must be sent directly to NALSI, and must be clearly labeled with your company name and booth number for each service independently. (Labels are provided in both packages and are to be used.) To clarify shipping questions please call or email Exhibitor Services with any questions. **All materials shipped to the show site or via the advanced warehouse are subject to show site receiving charges. (see Materials Handling Order Form for details).** NALSI will begin accepting shipments on **April 22nd**, between the hours of 8:30am-4pm, Monday to Friday. **Advanced Materials must arrive by May 23rd at 4:00 pm to Unit 130, 4840 Miller Road, Richmond, BC, V7B 1K7.**

Additional Requirements:

Showtime lists many of the most popular items for display in the follow order package. If you are looking for something that you do not see listed, please do not hesitate to look online or call for more details.

You can now Order Online, www.showtimedisplay.com



ICASSP

Show Date: May 26-31, 2013

Show Location: Vancouver Convention Centre

This is your exhibitor's information and order package.

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

- Limits of Liability and Responsibility
- Payment and Calculation of Orders Form
- Furniture and Accessories Order Form
- Specialty Furniture Order Form
- Hardwall Systems Order Form
- Audio Visual Equipment & Computer Services Order Form
- Labour Form
- Graphics & Signage Form
- Materials Handling & Show Site Materials Handling Form
- NALSI Exhibitor Kit – Official Customs Broker, Freight Supplier, Advance Warehouse Provider

All of the equipment and services order forms include pricing information and include a space for the total amount of your order. Enter total from each individual form in the appropriate space on the Payment and Calculation of Orders Authorization Form and calculate your total order. Please note that the order is not confirmed until Payment is Received.

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

For more information, or catalogue of items listed in inventory with images, please refer to the website. You may also log in to order any items online.

Orders may be placed online, by fax or email. A receipt of your order will be sent to you electronically upon completion of your order being processed. Should you not receive the electronic copy of the receipt please email infodesk@showtimedisplay.com and list the show and company name. .

Limits of Liability & Responsibility

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax: 1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com



Event & Display

One

Showtime display and convention services and its subcontractors shall not be responsible for damage to uncrated materials, material improperly packed, glass breakage or concealed damage.

Two

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

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

Three

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

Four

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

Five

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

Six

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime here under are based on the scope of liability as here in set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime and its subcontractors do not provide for full liability should loss or damage occur.

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

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



Showtime Event & Display | Tradeshow That Work ✓

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

Payment & Calculation of Orders Authorization Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
 Fax: 1-877-468-3313 (Toll Free)
 www.showtimedisplay.com

infodesk@showtimedisplay.com



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

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

Exhibitor Information			
Company:	Show Name: ICASSP	Show Dates: May 26-31, 2013	Booth #:
Contact Name (Please Print):		Address:	
City:	Province/State:	Postal Code/ZIP:	
Email Address:			
Please print clearly			
Phone (Include Area Code):		Fax (Include Area Code):	

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

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or cheque; however, we require your credit card authorization to be on file with Showtime. In order to confirm your request, this form must be completed and attached to your order. Orders are not confirmed until payment is processed.

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

Calculation of Orders (Total From Each Showtime Order Form including tax)	
Furniture and Accessories Order Form	\$
Specialty Furniture Order Form	\$
Hardwall Systems Order Form	\$
Audio Visual & Computer Services Order Form	\$
Labour Order Form	\$
Graphics & Signage Order Form	\$
Materials Handling and Show site Receiving	\$
TOTAL PAYMENT in Canadian funds	\$
<input type="checkbox"/> Charge my credit card in the amount of	\$
<input type="checkbox"/> Cheque mailed/couriered on ___/___/___ copy attached, for the amount of	\$

**2 Week Advance Order Pricing Deadline is
 May 17th, 2013**

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

Specialty Furniture Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax: 1-877-468-3313 (Toll Free)
www.showtimedisplay.com



infodesk@Showtimedisplay.com

Event & Display

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

EXHIBITOR INFORMATION									
Company:			Show Name: ICASSP			Show Dates: May 26-31, 2013		Booth#:	
Contact Name (Please Print):					Contact Email:				
SOFT SEATING CHAIRS					CUBES & OTTOMANS				
#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL	#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Toronto Series Leather Chair Black or White	\$200.00	\$260.00			Toronto Series Black Leather Cube	\$80.00	\$105.00	
	Vancouver Series Leather Chair Black White or Red	\$200.00	\$260.00			Contemporary White Leather Cube	\$80.00	\$105.00	
	Sculpted White Leather Single Chair	\$200.00	\$260.00			Contemporary White Leather Bench	\$200.00	\$260.00	
	White Leather Square Back Single Chair	\$150.00	\$200.00			White Leather & Chrome 40" x 40" Ottoman	\$180.00	\$230.00	
	Black Leather Square Back Single Chair	\$150.00	\$200.00						
	White Leather Round Back Single Chair	\$150.00	\$200.00		COFFEE & END TABLES				
	Black Leather Round Back Single Chair	\$150.00	\$200.00			White & Chrome 18" x 18" End Table	\$50.00	\$75.00	
	White Carousel Chair	\$300.00	\$400.00			White & Chrome 24" x 48" Coffee Table	\$90.00	\$120.00	
	Black Carousel Chair	\$300.00	\$400.00			White & Chrome 36" x 36" Coffee Table	\$100.00	\$130.00	
Please email for full catalogue of high end furniture and designer chairs available to customize your space.					BARS, CRUISER & TABLES				
						White & Chrome 78" x 18" x 60" Bar Back	\$250.00	\$325.00	
						White & Chrome 72" x 30" x 42" Bar	\$300.00	\$400.00	
SOFT SEATING LOVE SEATS						White & Chrome 24" x 24" Cruiser Table	\$90.00	\$120.00	
	Toronto Series Leather Love Seat Black or White	\$320.00	\$420.00			White & Chrome 72" x 30" x 42" Table	\$175.00	\$225.00	
	Vancouver Series Leather Love Seat Black White or Red	\$320.00	\$420.00			White & Chrome 30" x 30" x 30"	\$90.00	\$120.00	
	Sculpted White Leather Love Seat	\$320.00	\$420.00						
SOFT SEATING SOFAS					OFFICE CHAIRS				
	Toronto Series Leather Sofa Black or White	\$400.00	\$520.00			Meeting Chair – Rippled Sled Back Black	\$100.00	\$130.00	
	Vancouver Series Leather Sofa Black White or Red	\$400.00	\$520.00			Meeting Chair – Rippled Sled Back Grey	\$90.00	\$120.00	
	Sculpted White Leather Sofa	\$400.00	\$520.00			Chrome Round Tube Frame Black Chair	\$90.00	\$120.00	
	Contemporary White Leather Sofa	\$400.00	\$520.00			Chrome Flat Frame Black Chair	\$90.00	\$120.00	
<ul style="list-style-type: none"> o Rates shown are for run-of-show. o Items used in any portion of a day constitutes a full day's rental. o Cancellation policy: Before delivery 50% of original price; After delivery 100% of original price plus any previous rental and/or labour charges. 					Accessory Total				
					PST 7%				
					GST 5%				
					TOTAL RENTAL				
Delivery & Setup are included									

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

Hardwall System

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

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)

Fax: 1-877-468-3313 (Toll Free)

www.showtimedisplay.com

infodesk@showtimedisplay.com



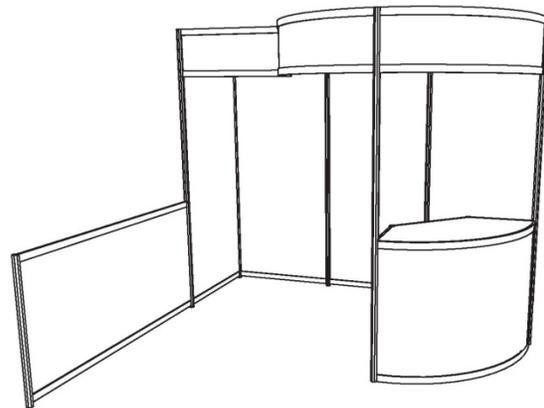
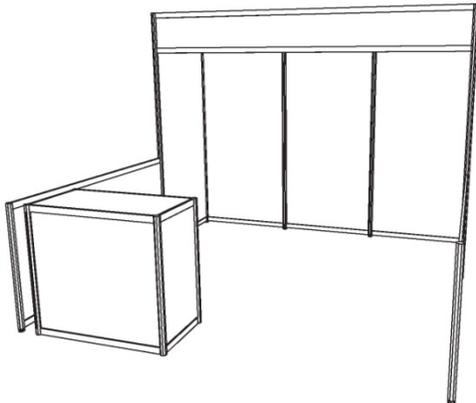
Event & Display

For questions or to submit your order please email

infodesk@showtimedisplay.com

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

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

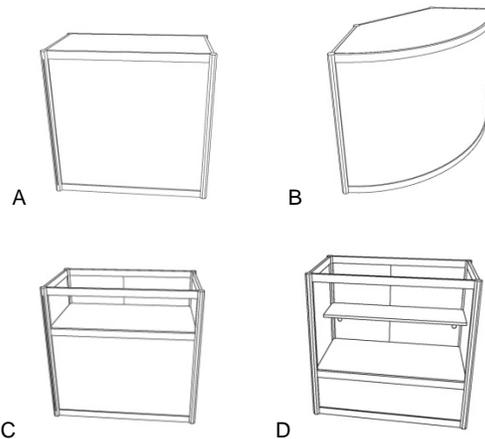
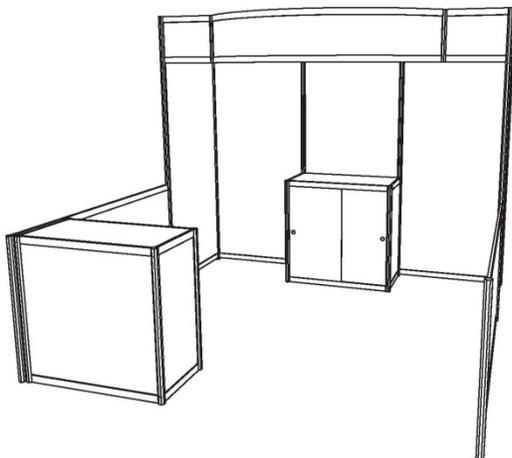


MODEL 101 PACKAGE: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet

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

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

ADDITIONAL HARDWALL OPTIONS



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

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

B - Single Radius (1400 x 990)

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

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

STANDARD HARDWALL PACKAGE INCLUDES:

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

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

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

Hardwall Systems

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

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
 Fax: 1-877-468-3313 (Toll Free)
 www.showtimedisplay.com

infodesk@showtimedisplay.com



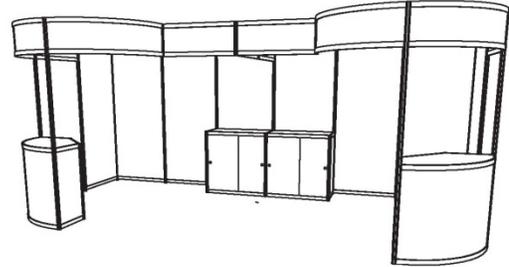
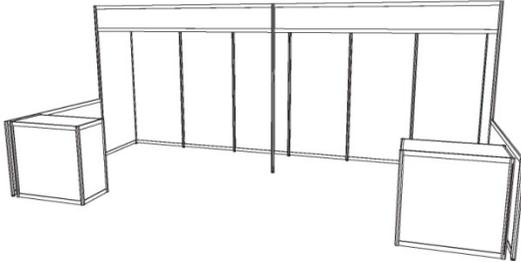
Event & Display

For questions or to submit your order please email

infodesk@showtimedisplay.com

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

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



MODEL 201 PACKAGE:

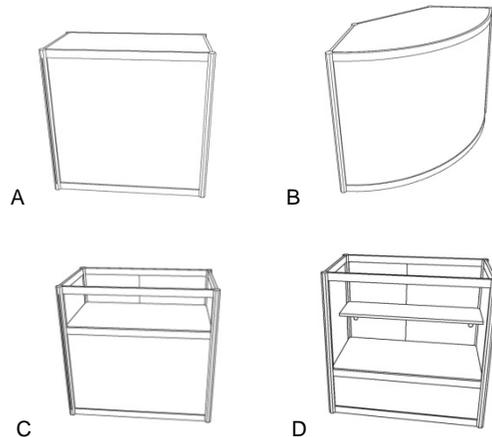
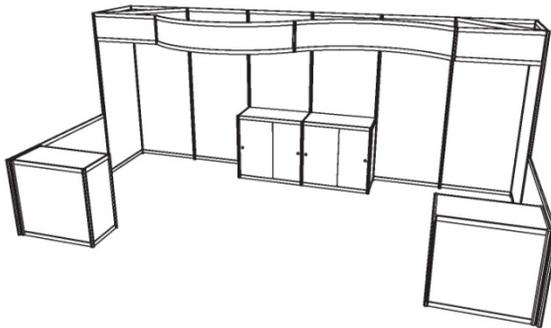
2 – straight headers (with copy), 2 - .5m(20") x 1m(39") x 1m(39") white counter, booth carpet

MODEL 202 PACKAGE:

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

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

ADDITIONAL HARDWALL OPTIONS



MODEL 203 PACKAGE:

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

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

B – Single Radius (1400 x 990)

C – Jewelry Case (990 x 495 x 1mh)

D –Display Case (990 x 495 x 1mh)

STANDARD HARDWALL PACKAGE INCLUDES:

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

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

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

Hardwall System Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax: 1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@showtimedisplay.com



Event & Display

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

EXHIBITOR INFORMATION			
Company:	Show Name: ICASSP	Show Dates: May 26-31, 2013	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

8' X 10' OR 10' X 10' BOOTH PACKAGES

Description: Base package includes: Aluminum structure, white hardwalls & wall panels, company name in block lettering, carpet, installation and dismantle.	Quantity	Discount Rate	Standard Rate	Total
MODEL 101: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet		\$750.00	\$975.00	
MODEL 102: 1 curved header with copy, 1 single radius white counter, booth carpet		\$1100.00	\$1450.00	
MODEL 103: 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet		\$950.00	\$1225.00	

8' X 20' OR 10' X 20' BOOTH PACKAGES

MODEL 201: 2 – straight headers (with copy), 2 -.5m(20") x 1m(39") x 1m(39") white counter, booth carpet		\$1500.00	\$1950.00	
MODEL 202: 1 – straight header (with copy), 2 -.5m(20") x 1m(39") x 1m(39") built-in white counters, 2 single radius counters, booth carpet		\$1650.00	\$2150.00	
MODEL 203: 1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39") x 1m(39") white counters, booth carpet		\$1900.00	\$2500.00	

ADDITIONAL HARDWALL COUNTERS:

A: Standard Counter – (990mm tall x 495 mm deep x 1m high)		\$150.00	\$200.00	
B: Single Radius (1400 x 990mm)		\$300.00	\$390.00	
C: Jewelry Case (990 x 495 x 1m)		\$200.00	\$260.00	
D: Display Case (990 x 495 x 1m)		\$250.00	\$325.00	

OPTIONS & INFORMATION	ACCESSORY OPTIONS																																							
CARPET COLOR SELECTIONS <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Seafoam Green <input type="checkbox"/> Grey <input type="checkbox"/> Black HEADER TO READ (up to 20 characters, black lettering on white) HEADER ONE: _____ HEADER TWO: (If applicable for Model # 201/202/203) _____ Fore more information on counters and other accessories please see the ACCESSORIES on this page..	<table border="1"> <thead> <tr> <th>Description</th> <th>QTY</th> <th>Discount Rate</th> <th>Standard Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Wall shelf, .25m deep x 1m long</td> <td></td> <td>\$30.00</td> <td>\$39.00</td> <td></td> </tr> <tr> <td>Angled shelf, .25m deep x 1m long</td> <td></td> <td>\$50.00</td> <td>\$65.00</td> <td></td> </tr> <tr> <td>Clip on 150 watt chrome arm light, power NOT included</td> <td></td> <td>\$50.00</td> <td>\$80.00</td> <td></td> </tr> <tr> <td>White PVC slat wall, 2.5m high x 1m wide, per lin.m</td> <td></td> <td>\$100.00</td> <td>\$150.00</td> <td></td> </tr> <tr> <td>Lock for Cases</td> <td></td> <td>\$20.00</td> <td>\$26.00</td> <td></td> </tr> <tr> <td>Lights for Case</td> <td></td> <td>\$20.00</td> <td>\$26.00</td> <td></td> </tr> </tbody> </table>	Description	QTY	Discount Rate	Standard Rate	Total	Wall shelf, .25m deep x 1m long		\$30.00	\$39.00		Angled shelf, .25m deep x 1m long		\$50.00	\$65.00		Clip on 150 watt chrome arm light, power NOT included		\$50.00	\$80.00		White PVC slat wall, 2.5m high x 1m wide, per lin.m		\$100.00	\$150.00		Lock for Cases		\$20.00	\$26.00		Lights for Case		\$20.00	\$26.00					
Description	QTY	Discount Rate	Standard Rate	Total																																				
Wall shelf, .25m deep x 1m long		\$30.00	\$39.00																																					
Angled shelf, .25m deep x 1m long		\$50.00	\$65.00																																					
Clip on 150 watt chrome arm light, power NOT included		\$50.00	\$80.00																																					
White PVC slat wall, 2.5m high x 1m wide, per lin.m		\$100.00	\$150.00																																					
Lock for Cases		\$20.00	\$26.00																																					
Lights for Case		\$20.00	\$26.00																																					
<p style="text-align: center;"><i>For custom colours and graphic panels to personalize your Hardwall set up, please contact Showtime for prices and selection.</i></p>																																								
SPECIAL INSTRUCTIONS	COST SUMMARY																																							
		Rental Total	\$																																					
		PST 7%	\$																																					
		GST 5%	\$																																					
		TOTAL AMOUNT	\$																																					

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

Audio Visual & Computer Services Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
 Fax: 1-877-468-3313 (Toll Free)
 www.showtimedisplay.com

infodesk@showtimedisplay.com



Event & Display

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

Exhibitor Information

Company:	Show Name: ICASSP	Show Dates: May 26-31, 2013	Booth #:	
Contact Name (Please Print):	Contact Email:			
Phone (Include Area Code):	Fax (Include Area Code):			
Address:	Delivery		Pickup	
	Day	Date	Time	Day

TVs, Monitors, Computers & DVD Players

Quantity	Daily Equipment Rental	2 week Advance Order	Reg/On-site Order	# Days	Total
Flat Screens listed come equipped to plug into DVD Player or Laptop					
	22" Flat Screen with speakers & DVD player	Per Day	\$75.00	\$100.00	
	32" Flat Screen with Speakers	Per Day	\$150.00	\$195.00	
	32" Flat Screen with Speakers & Floor Stand	Per Day	\$200.00	\$260.00	
	42" Flat Screen with Speakers & Floor Stand	Per Day	\$300.00	\$390.00	
	60" Flat Screen with Speakers & Floor Stand	Per Day	\$450.00	\$585.00	
	80" Flat Screen with Speakers & Floor Stand	Per Day	\$750.00	\$975.00	
	DVD Player	Per Day	\$40.00	\$52.00	
	Laptop Computer	Per Day	\$125.00	\$160.00	

Projection Equipment

	LCD Data Projector	Per Day	\$200.00	\$260.00	
	Tripod Screen 4' <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/>	Per Day	\$40.00	\$52.00	
	48" Draped Video Cart	Per Day	\$30.00	\$35.00	

Printers (500 pack of paper included)

	Laser Printer (Monochrome)	Per Day	\$125.00	\$125.00	
	Laser Printer (Colour)	Per Day	\$200.00	\$200.00	

Misc. Items & Special Instructions

Special Instructions (If any):

Showtime Computer & Audio Visual Rental Guidelines <ul style="list-style-type: none"> Client must be available to sign for equipment on delivery. Weekly rate = four times the daily rate. Equipment used in any portion of a day constitutes a full day's rental. Cancellation policy: After delivery 100% of one (1) rental day plus any previous rental and/or labour charges. Computers come pre-installed with either Windows XP or Windows Vista. If you require a specific operating system on your computer, Showtime requires a minimum of 7 days advance notice to install and configure. (fees may apply based on program required) All computers Come pre-loaded with Office 2003 & Office 2007 which includes Word, Excel, Power Point, & Outlook. Also included is Internet Explorer 6 or 7. Any other software required can be installed by the client at their expense and risk. If the Client requires a Showtime Technician to install and/or configure software provided by the Client, Labour will be charged at a rate of \$75.00 per hour. Showtime is not responsible for loss of internet connection due to loss of signal from the internet provider. Showtime is not responsible for loss of data that may occur due to equipment failure or client negligence. 	Equipment Total	
	PST 7%	
	GST 5%	
	Total Rental	

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

Labour Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
 Fax: 1-877-468-3313 (Toll Free)
 www.showtimedisplay.com

infodesk@showtimedisplay.com



Event & Display

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

EXHIBITOR INFORMATION			
Company:	Show Name: ICASSP	Show Dates: May 26-31, 2013	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

POP UP BOOTH SET UP & DISMANTLE *Only applicable for basic pop up display units, anything with more set up is subject to Installation & Dismantle Labour charges.

Includes installation & dismantle labour for basic 8' x 8' or 10' x 8' Pop Up (spider frame) display booth. It is the exhibitors' responsibility to make sure the display is on-site during exhibitor move in for Showtime to setup. Please use our Materials Handling service to have your items shipped directly to Showtime if you cannot deliver them yourself.

2 WEEK ADVANCED PRICING	\$100.00	REGULAR/ONSITE PRICE IF ORDERED AFTER MAY 17TH	\$120.00	NUMBER OF POP UP BOOTHS	=	\$
-------------------------------	----------	---	----------	-------------------------	---	----

Please send picture of pop up to infodesk@showtimedisplay.com, to confirm graphics and unit details.

INSTALLATION / SET UP

NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ \$60.00 PER/HR (STRAIGHT TIME) =	\$
NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ \$90.00 PER/HR (OVERTIME) =	\$
SUPERVISORY STAFF		NUMBER OF HOURS		@ \$80.00 PER/HR (STRAIGHT TIME) =	\$
SUPERVISORY STAFF		NUMBER OF HOURS		@ \$120.00 PER/HR (OVERTIME) =	\$
START TIME		END TIME		INSTALLATION TOTAL	

DISMANTLE

NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ \$60.00 PER/HR (STRAIGHT TIME) =	\$
NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ \$90.00 PER/HR (OVERTIME) =	\$
SUPERVISORY STAFF		NUMBER OF HOURS		@ \$80.00 PER/HR (STRAIGHT TIME) =	\$
SUPERVISORY STAFF		NUMBER OF HOURS		@ \$120.00 PER/HR (OVERTIME) =	\$
START TIME		END TIME		DISMANTLE TOTAL	

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

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

LABOUR TOTAL	\$
GST 5%	\$
TOTAL AMOUNT	\$

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

Graphics & Signage Information

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
 Fax: 1-877-468-3313 (Toll Free)
 www.showtimedisplay.com

infodesk@showtimedisplay.com



Event & Display

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

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

ACCEPTABLE MEDIA:

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

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

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

ACCEPTABLE FILE FORMATS:

Vector

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

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

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

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

TYPEFACE / FONT HANDLING:

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

PROOFS AND COLOURS:

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

QUESTIONS?

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

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

Graphics & Signage Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax: 1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@showtimedisplay.com



Event & Display

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

EXHIBITOR INFORMATION			
Company:	Show Name: ICASSP	Show Dates: May 26-31, 2013	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	
CUSTOM SIGNS			
Graphic Design Desktop Publishing Backlit Graphics	Graphics Presentation Large Format Printing Vinyl Graphics	Lamination Logo Reproduction Vinyl Banners	
Set up Fee	\$35.00	\$35.00	
Price Per Square Foot	\$19.50 (Minimum 4 square feet)	Call for confirmation	
Please confirm Sign Details and Dimensions & Select type of material requested	_____ long x _____ high		
Graphic Design Labour	\$85.00 per hour (min 1 hour, ½ hour increments afterwards)	\$85.00	
CUSTOM SIGNS			
Showtime can work with you to create top-quality graphics specific to your event needs.			
<i>For custom work and quotations, please call the Showtime Office listed above.</i>			
SIGN INFO:			
If you do not have a print file to submit, please write in the text and description of your order here:			
Notes:	GRAPHICS & SIGNAGE TOTAL	\$	
	PST 7%	\$	
	GST 5%	\$	
	TOTAL AMOUNT	\$	

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

Show Site Receiving & Materials Handling Order Form

Must be Received at the Vancouver Convention Centre on May 27th between 8:00am-2:00pm.

All Advanced Warehouse Materials are subject to Show Site Receiving and Materials Handling Charges.

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax: 1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@showtimedisplay.com



Event & Display

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

EXHIBITOR INFORMATION				
Company:	Show Name: ICASSP	Show Dates: May 26-31, 2013	Booth #:	
Contact Name (Please Print):		Contact Email:		
Phone (Include Area Code):		Fax (Include Area Code):		
<p>SHIPPING CHARGES Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.</p> <p>BILLS OF LADING All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will be unable to adjust charges later.</p> <p>CONSIGNMENT All shipments must be consigned c/o Showtime Convention and Display Services to enable us to accept them for handling. Convention centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.</p>		<p>SHIPPING LABELS Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.</p> <p>CERTIFIED WEIGHT RECEIPTS The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.</p> <p>LABOUR AND EQUIPMENT Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires a forklift or specialized rigging equipment, please notify us promptly so that we can make arrangements. Please contact us prior to completing this form if you require those services.</p> <p>EMPTY BOXES/CARTONS Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.</p>		
RATES				
	2 WEEK ADVANCE	ORDER /ARRANGE ON SITE		
Up to first 100 pounds (minimum charge)	\$90.00	\$108.00		
100 lbs. – 500 lbs.	\$72.00 / 100 lbs (CWT)	\$79.20 / 100 lbs (CWT)		
500 lbs. – 1000 lbs.	\$63.00 / 100 lbs (CWT)	\$69.30 / 100 lbs (CWT)		
1000 lbs and up	\$54.00 / 100 lbs (CWT)	\$49.40 / 100 lbs (CWT)		
All charged based on actual weight and rounded to the next 100 lbs.				
Additional Charges will apply on shipments exceeding standard skid/fork lift service				
All uncrated materials will be subject to a 25% surcharge.				
<p>RATES INCLUDE:</p> <ul style="list-style-type: none"> o Receiving crated materials from transport vehicle during Exhibitor Move In. o Delivery from loading bay to your booth. o Picking up, storing and returning empty containers. o Reloading repacked materials onto transport vehicle during Exhibitor Move Out. 				
CALCULATION				
SHIPMENT WEIGHT (LBS.) CWT		SEE RATES ON TABLE ABOVE	= \$ 	
<input type="checkbox"/> UNCRATED – (CHECK IF APPLICABLE) uncrated shipments are subject to a 25% surcharge + 25% =			\$ 	
SHIPPING INFO				
Name of INBOUND Shipping Company:		Estimated Arrival Time:	INBOUND Estimated # of Pieces:	
Name of OUTBOUND Shipping Company:		Estimated Arrival Time:	OUTBOUND Estimated # of Pieces:	
If Other, please specify:		CONTACT PERSON TEL:		
<p>** All paperwork for including International Shipments Customs Invoices must be completed BY EXHIBITOR. Showtime is not responsible for any customs documentation or charges.</p> <p>PLEASE NOTE: If you require Forklift Services, please contact our office prior to completing this order form. Pick Ups for shipments shipped to show site will must have scheduled pick from show site during Exhibitor Move Out, Any shipment left after Exhibitor Move out, will be taken to Showtime Warehouse and shipped next business day.</p>			SHIPPING TOTAL	\$
			PST 7%	\$
			GST 5%	\$
			TOTAL AMOUNT	\$

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

**Show Site Receiving
Shipping Label**

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax: 1-877-468-3313 (Toll Free)
www.showtimedisplay.com

Infodesk@showtimedisplay.com



Event & Display

To be Delivered

**May 27th
8:00am-2:00pm**

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:



c/o Showtime Event & Display
Vancouver Convention Centre
1055 West Canada Place, Vancouver,
BC, V6C 0C3
Tel: (800) 721-0029
www.showtimedisplay.com

SHOW NAME:
ICASSP

BOOTH#:

Carrier : _____

Number ___ of ___ Pieces

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

**Advanced Materials
Handling
Shipping Label**

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax: 1-877-468-3313 (Toll Free)
www.showtimedisplay.com

Infodesk@showtimedisplay.com



Event & Display

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:

c/o NALSI-Aerostream

Unit 130, 4840 Miller Road
Richmond, BC
V7B 1K7, Canada

SHOW NAME:
ICASSP

BOOTH#:

Carrier : _____

Number ____ of ____ Pieces

**Each piece shipping to NALSI-Aerostream must have label filled out and attached!
Materials Handling Forms to be sent in advance of shipment.
Shipments to be received between April 22nd & May 23th**

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