



Order Deadline: October 23, 2018	Show Dates: November 5th , 2018
Show Name: See Your Future 2018	Venue: TCU Place-Salons

Exhibitor Contact & Mailing Information

**Please enclose this completed form with all order information.
(REQUIRED)**

Company Name	
Address	
Street	
City	
Province/State	
Postal Code/Zip	
Contact Name	
Phone	
Cell	
Fax	
Email Address	
Booth Number	TBD
On Site Contact Name	
On Site Contact Cell	
Notes	



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Credit Card Authorization

Please enclose this completed form with all order information.

WE REQUEST THAT ALL ORDERS MUST BE PREPAID IN FULL; NO ORDERS WILL BE PROCESSED UNTIL FULL PAYMENT HAS BEEN RECEIVED.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below.

 Visa
  MasterCard
  American Express

Card #																			
--------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date			-		
-----------------	--	--	---	--	--

Security Code			
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Card Type	Personal Credit Card <input type="checkbox"/>	Corporate Credit Card <input type="checkbox"/>
Card Holder's Name		
Card Holder's Billing Address		
Street		
City		
Province/State		
Postal Code/Zip		
Phone		
Representative authorized to add charges (if any)		
Print Name of Card Holder		
Signature		

I have read, understood, and agree to all terms as described above and have advised our show site representative accordingly. All rates are for the run of the show up to one week duration. No orders will be processed until payment has been received in full.

Print Name: _____

Signature: _____ Date: _____

Thank you, have a great show!

All rental equipment to remain the property of Handy Special Event Centre. Rentals are designed for display booth purposes only and are not to be otherwise utilized. The exhibitor is responsible for any lost or damaged equipment.



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Materials Handling & Outbound Shipments

Advanced Material Handling

- Receive & store shipment up to 30 days in warehouse
- Delivery of shipment from advanced warehouse to show site
- First priority unloading status
- Removing of empty containers from booth to storage area
- Returning of empty containers to booth upon show closing
- Reloading of shipment from booth to exhibitor arranged outbound carrier

Conditions

- All orders must be prepaid
- All orders must be received at least 2 days prior to exhibitor move in or be subject to a 25% late fee
- Please arrange shipments to arrive between 8:30 am-3:30 pm Monday-Friday
- Loose and uncrated shipments will not be received
- **Return Waybills must be included** with materials received and properly completed. A \$100.00 service charge will be applied to any material handling request without the required information.

Outbound Shipments

- It is the sole responsibility of the Exhibitor to properly pack & seal all boxes & crates
- Shipping label must be attached to EACH piece of any outbound shipment and attach a COMPLETED bill of lading covering each outbound shipment
- All old shipping labels must be removed

Handy Special Events can provide extra shipping labels and/or bills of lading (major carriers only) if requested. All requests must be made one day before the last day of the show. Please call 306-933-2727 if no Handy Special Events Representatives are available on-site.

Materials Handling does not include unpacking of material, setting up, dismantling or packing prior to shipping (see Handy Installation & Dismantle).

Handy Special Events reserves the right to charge a \$100.00 service charge for any missing labels or bills of lading. Failing to follow these instructions may result in extra service charges, delay of shipment, or POSSIBLE LOSS OF MATERIALS.



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Handy Advanced Materials Handling Form

IMPORTANT! This form must be accompanied with the method of payment before processing will begin.

Advanced Material Handling

\$130.00 per hundred pounds (lbs) (\$260.00 min. charge)

Weight _____ @ \$130.00/cwt _____

(In the event of discrepancy Carrier Weight will be used)

=	\$
GST 5% #732841523	
PST 6%	
Total	

Carrier Name	
Bill of Lading #	
# of Pieces	
Exhibitor Courier Account #	

Return Information (REQUIRED)

Return Address:		Carrier Name	
Street		Carrier Phone	
City		Carrier Account #	
Province/State		Pick Up Pre Arranged	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Code/Zip		# of Pieces	
Country		Weight (lbs)	

Handy Special Events will contact your preferred carrier if pick-up had not been pre-arranged. **Contact information for any NON-National Carriers must be provided.**

Cancellation Fee

A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show date. All prices in Canadian dollars.

Limits and Liabilities

Handy Special Events will not be held responsible for concealed damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Handy Special Events. The condition, count and contents of the material found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found. Handy Special Events will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. Handy Special Events will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control. The liability of Handy Special Events is hereby limited to \$0.30 per pound, per article and values exceeding this limitation should be insured by the shipper.

All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment uncrated will be charged an additional 50% handling charge. Handy Special Events will receive goods only if this form is returned signed and freight is PREPAID. Handy Special Events will not receive collect shipments nor accept any charges for outbound shipments.

Signature _____ Date _____

Special Instructions



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These labels are provided for your convenience. Place one on EACH piece shipped to ensure proper delivery.
MATERIALS HANDLING WILL BE ACCEPTED 30 DAYS PRIOR TO SHOW.
REMEMBER YOUR RETURN WEIGH BILLS & SHIPPING LABELS

To: _____

Exhibitor Name: _____

C/O: Handy Special Events
 2642 Millar Ave
 Saskatoon, SK S7K 4C8

Show: _____

Show Date: _____

Booth#: TBD No. _____ of _____

Pcs Total Weight (lbs): _____



To: _____

Exhibitor Name: _____

C/O: Handy Special Events
 2642 Millar Ave
 Saskatoon, SK S7K 4C8

Show: _____

Show Date: _____

Booth#: TBD No. _____ of _____

Pcs Total Weight (lbs): _____

