

Order Deadline: October 13, 2025	Show Dates: October 27, 2025
Show Name: See Your Future	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	
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			-		
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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.

Initials: \_\_\_\_\_

2642 Millar Avenue, Saskatoon, SK S7K 4C8 Phone (306) 933-2727 or 1-800-567-4442 [www.sohandy.com](http://www.sohandy.com)  
Email your order to [specialevents@sohandy.com](mailto:specialevents@sohandy.com)

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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
- 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 courier

#### 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
- There will be a surcharge of \$150.00 as well as import/duty fees that Handy Special Events is charged for. **Exhibitors are responsible for finding a broker and paying all associated fees before your materials cross the boarder.**
- Please arrange shipments to arrive between 9:30 am-4:30 pm Monday-Friday
- Loose and uncrated shipments will not be received
- **Return Bill of Lading and/or shipping labels must be included** with materials received and properly completed. A \$150.00 service charge will be applied to any material handling request without the required information.
- A service charge will not be applied if the return labels are emailed **3 days prior to the show opening**

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### 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
- **Exhibitors are responsible for arranging pick up of their materials with a courier company**
- **We require Bill of Ladings from all couriers used in outbound shipments including local couriers picking up on behalf of a different courier**

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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

\$140.00 per hundred pounds (lbs) (\$280.00 min. charge)

Weight \_\_\_\_\_ @ \$140.00/cwt \_\_\_\_\_

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

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

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

#### Return Information (REQUIRED)

Return Address:		Courier Name	
Street		Courier Phone	
City		Courier Account #	
Province/State		Pick Up Location	<input type="checkbox"/> HSE Warehouse <input type="checkbox"/> Venue
Postal Code/Zip		# of Pieces	
Country		Weight (lbs)	

**Exhibitors are responsible for arranging pick up of their materials. Please inform us if your items are getting picked up from the venue or from our warehouse. Please note that venues do not allow you to keep your items there after the event is over and torn down.**

#### 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 \_\_\_\_\_

Initials: \_\_\_\_\_

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These labels are mandatory and must be attached to each piece. Place one on EACH piece shipped to ensure proper delivery



YOU'LL LOOK OUR BEST!

To: \_\_\_\_\_

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

C/O: Handy Special Events

2642 Millar Ave

Saskatoon, SK S7K 4C8

Show: \_\_\_\_\_

Show Date: \_\_\_\_\_

Booth#: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs

Total Weight (lbs): \_\_\_\_\_



YOU'LL LOOK OUR BEST!

To: \_\_\_\_\_

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

C/O: Handy Special Events

2642 Millar Ave

Saskatoon, SK S7K 4C8

Show: \_\_\_\_\_

Show Date: \_\_\_\_\_

Booth#: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs

Total Weight (lbs): \_\_\_\_\_