

Advance Show Receiving Information Sheet

IMPORTANT – PLEASE READ CAREFULLY

BENEFITS OF ADVANCE SHIPPING:

- Storage of materials for up to 30 days prior to show
- Priority delivery of shipment to your booth prior to start of exhibitor move-in
- Saves you valuable time and additional costs during set-up

SERVICE INCLUDES:

- Receive shipment at the warehouse up to 30 days in advance of show (any items stored beyond 30 days will incur additional charges)
- Provide inventory count and record any visual damage
- Deliver materials to show site
- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

ESTIMATING CHARGES:

- Charges are based on weight of shipment and are charged per hundred weight (CWT) and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Show Receiving Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive in the warehouse.
- A surcharge may apply if shipments are received with incomplete information.

NOTE:

- All shipments must be properly labeled including booth number. Labels must be on each item shipped.
- To avoid additional charges, ensure all shipments are in crates or on skids.
- Collect shipments will not be accepted by the warehouse.
- **Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.**

SHIPMENT DEFINITIONS

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRADED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

SHIPMENT WEIGHTS

If no weight ticket is provided, Stronco's weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Stronco using cubic weight (dimensional weight) or actual shipment weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Stronco.

LIABILITY

Stronco will not be held responsible for concealed damage upon delivery to advance warehouse, or 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. Stronco will not be responsible for damages while handling loose or inadequately packed exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Stronco reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count, and contents at the time of removal. Stronco will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Stronco's control. Stronco's liability is limited to \$0.30 per pound per article, to a maximum of \$30.00 per article and \$150 per shipment. Values exceeding this limitation should be insured by the shipper.

ALL ORDERS MUST BE ACCOMPANIED WITH AN ADVANCE RECEIVING ORDER FORM AND PAYMENT.

Advance Show Receiving Order Form

Shipments are accepted from	December 11, 2017
No shipments will be accepted in our advance warehouse on or after	January 2, 2018

SHOW	LANDSCAPE ONTARIO – CONGRESS				DEADLINE DATE	December 22, 2017	
LOCATION	Toronto Congress Centre				SHOW DATES	January 9 – 11, 2018	
COMPANY					BOOTH #		
ADDRESS							
CITY		PROV / STATE		POSTAL/ ZIP			
CONTACT		TITLE		EMAIL			
TEL		EXT		FAX			

****CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE****

RATES									
Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.			SHIPMENTS RECEIVED ON OR BEFORE DEADLINE DATE				SHIPMENTS RECEIVED AFTER DEADLINE DATE		
TIME Note: Rates are based on show move-in/move-out times. If your move-in or move-out time fall during overtime hours, overtime rate will apply.			PRICE PER CWT						
			CRATED	UNCRATED	SPECIAL HANDLING		CRATED	UNCRATED	SPECIAL HANDLING
REGULAR TIME	Mon - Fri	8:00 am – 4:00 pm	\$23.00	\$25.00	\$28.00		\$30.00	\$32.00	\$36.00
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 4:00 pm All day All day	N/A	N/A	N/A		N/A	N/A	N/A
MINIMUM CHARGE		The minimum charge applies to each shipment and is not cumulative on multiple shipments.							\$ 138.00
ON-SITE ORDERS		A 25% surcharge will be applied to on-site orders.							
OFF-TARGET SHIPMENTS		A 30% surcharge will be applied to off-target shipments.							

CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum, whichever is greater)

DESCRIPTION (see material handling information sheet for definitions of shipments)	WEIGHT (LBS)	CWT	RATE (see applicable rates above)	ESTIMATED TOTAL (Final total will be adjusted according to shipment weight)
CRATED/SKIDDED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	
UNCRATED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	
SPECIAL HANDLING SHIPMENTS	_____ ÷ 100 = _____	x	\$ _____ = _____	

Note: Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Stronco will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to weight tickets. A \$50 surcharge will apply if shipment has to be weighed. Off target shipments will be charged an additional 30% to the applicable CWT rate.

PAYMENT

Note: You must complete a credit card authorization form if you are paying by cheque

☐ VISA ☐ MC ☐ AMEX ☐ CHQ

CARD NUMBER

EXPIRY DATE

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER

SIGNATURE

DATE

TERMS & CONDITIONS

This order is placed with the specific understanding that we hereby release STRONCO DESIGNS INC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.

- Refunds will not be given on orders cancelled on-site.
- A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- No cheques will be accepted on-site.

SHIPPING LABELS - TO ADVANCE WAREHOUSE

A

**ADVANCE
WAREHOUSE
EXHIBITION FREIGHT**

FROM

ADVANCED SHIPMENT

TO

EXHIBITING COMPANY

BOOTH NUMBER

LANDSCAPE ONTARIO – CONGRESS

SHOW

C/O **STRONCO LOGISTICS**
1510B Caterpillar Road
Mississauga, ON L4X 2W9

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
Warehouse receiving hours are Monday – Friday, 8:00 am – 4:00 pm

CARRIER _____

NUMBER OF PIECES _____ **OF** _____

SHIPPING LABELS - DIRECT TO SHOW SITE

D

**DIRECT TO
SHOW SITE
EXHIBITION FREIGHT**

FROM

DIRECT SHIPMENT

TO

EXHIBITING COMPANY

BOOTH NUMBER

LANDSCAPE ONTARIO – CONGRESS

SHOW

TORONTO CONGRESS CENTRE
650 Dixon Road
Toronto, ON M9W 1J1

CARRIER _____

NUMBER OF PIECES _____ **OF** _____



EXHIBITOR ORDER FORMS

LANDSCAPE ONTARIO – CONGRESS

Toronto Congress Centre

January 9 – 11, 2018



PLEASE FAX, MAIL OR EMAIL YOUR ORDER FORM TO:

1510-B Caterpillar Road, Mississauga ON, L4X 2W9 | T: 905.270.6767 | F: 905.270.6771 | exhibitorservices@stronco.com

Welcome to Stronco!

We are pleased to be appointed Official Service Contractor for **LANDSCAPE ONTARIO – CONGRESS**.

Our goal is to make your exhibiting experience easy, pleasant and an unparalleled success.

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. The following products and services are available for your event:

- **Display Tables & Drapery**
- **Counters, Storage & Display Units**
- **Accessories & Office Furnishing**
- **Chairs, Stools, Tables, Sofas**
- **Exhibit Rentals**
- **Installation & Dismantling Labour**
- **Carpet & Underpadding**
- **Signs & Graphics**
- **In-Booth Forklift Services**
- **Advance Show Receiving**
- **Transportation Services**
- **Customs Brokerage Services**
- **Security Cage**

Please see the following order forms for more details.

STRONCO EXHIBITOR SERVICES CENTRE

If you require assistance with your exhibiting needs or any of our products and services, please contact our Exhibitor Services Centre at 800-665-2621.

Thank you for your business! We hope you have a successful show.

Online Ordering Information Sheet



Stronco is pleased to make our online ordering service available for the upcoming:

LANDSCAPE ONTARIO – CONGRESS

Toronto Congress Centre

January 9 – 11, 2018

To place your order online, view the show schedule or print order forms, go to **www.stroncoonline.com**.

In order to protect your privacy and restrict access to exhibitors in this event we have assigned the following show code to this event:

Show Code: 466512440

To place online orders you will be required to enter your Show Code and Booth Number.

If you have not registered on our online ordering system before, you must complete the registration process.

Once you have registered your information in our Online Ordering System you will not be required to register again to place online orders for future events serviced by Stronco.

If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-665-2621.

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Payment Policy Information Sheet

DISCOUNT PRICE DEADLINE DATE

To take advantage of discounted pre-show pricing listed on the order forms, we must receive your order and payment by the deadline date specified on the order form.

Orders without payment cannot be processed until payment is received and will be charged the after deadline date prices.

METHOD OF PAYMENT

All orders must be paid in full prior to delivery.

You must complete a **CREDIT CARD AUTHORIZATION FORM** if you are paying by cheque, or ordering any of the following services:

- Material Handling
- Advance Show Receiving
- Installation & Dismantle Labour Services
- In-Booth Forklift Service
- Transportation Services
- Customs Brokerage Services
- Plan to have your representative order services on-site

Payment can be made by Visa, MasterCard, American Express, Cheque or Bank Wire Transfers.

We do not accept cheques on-site.

THIRD PARTY BILLING

If you would like to arrange for an exhibit house or other agent to manage and order services on your behalf, they may make payment arrangements with us. The exhibiting company is ultimately responsible for all charges incurred on their behalf if payment is not made by the third party.

CANCELLATION POLICY

A 70% refund will be allowed on all written cancellations received 7 days prior to show set-up, excluding display rentals and signage.

No refunds will be given on signage and graphics once they are produced.

All claims and discrepancies must be settled prior to show closing. No adjustments or refunds will be given for items cancelled after the stated cancellation period.

Credit Card Authorization

SHOW	LANDSCAPE ONTARIO – CONGRESS	DEADLINE DATE	December 14, 2017
LOCATION	Toronto Congress Centre	SHOW DATES	January 9 – 11, 2018

COMPANY INFORMATION

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL / ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

IMPORTANT

This form must be filled out if:

1. You are paying by cheque
2. Your representative will be placing any orders onsite
3. You are ordering Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services

CREDIT CARD INFORMATION

I understand that Stronco will use this authorization to charge any outstanding fees upon show closing to the credit card listed below. These include funds related to any unpaid or outstanding balance due to STRONCO, an NSF cheque, show site orders placed by your representative, material handling and advance shipment overages, installation and dismantle labour charge adjustments and transportation and customs brokerage service adjustments.

☐ VISA
 ☐ MC
 ☐ AMEX
 ☐ CORPORATE CARD
 ☐ PERSONAL CARD

 CARD NUMBER

 EXPIRY DATE

CARDHOLDER _____

SIGNATURE _____ DATE _____

BILLING ADDRESS _____
 (If different from above)

EMAIL _____ TEL _____ FAX _____

Cheques will not be accepted without this authorization.
 If this form is not completed, onsite orders must be paid in full prior to delivery.

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