

# 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.
UNCRATED	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

<b>Shipments are accepted from</b>	<b>August 23, 2022</b>
<b>No shipments will be accepted in our advance warehouse on or after</b>	<b>September 16, 2022</b>

<b>SHOW</b>	<b>OTTAWA FALL HOME SHOW</b>			<b>DEADLINE DATE</b>	<b>September 7, 2022</b>
LOCATION	EY Centre			SHOW DATES	September 22 – 23, 2022
COMPANY				<b>BOOTH #</b>	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

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

<b>RATES</b>									
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			PRICE PER CWT						
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.			CRATED	UNCRATED	SPECIAL HANDLING	CRATED	UNCRATED	SPECIAL HANDLING	
REGULAR TIME	Mon - Fri	8:00 am – 4:00 pm	\$87.00	\$115.00	\$127.00	\$103.50	\$131.50	\$143.50	
OVERTIME	Mon – Fri	Before 8:00 am or after 4:00 pm	\$102.00	\$130.00	\$152.00	\$118.50	\$146.50	\$168.50	
	Sat – Sun	All day							
	Holidays	All day							
<b>MINIMUM CHARGE</b>			The minimum charge applies to each shipment and is not cumulative on multiple shipments.						<b>\$ 283.00</b>
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.						

<b>CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum, whichever is greater)</b>				
DESCRIPTION (see advance show receiving 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.

<b>PAYMENT</b>							
Note: You must complete a credit card authorization form if you are paying by cheque							
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;"><b>SUB TOTAL</b></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>13% HST</b></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td></td> </tr> </table>		<b>SUB TOTAL</b>		<b>13% HST</b>		<b>TOTAL</b>	
<b>SUB TOTAL</b>							
<b>13% HST</b>							
<b>TOTAL</b>							
CARD NUMBER	EXPIRY DATE						
I have read and understand the Terms & Conditions of my agreement with Stronco							
CARD HOLDER	SIGNATURE						
	DATE						
<b>TERMS &amp; CONDITIONS</b> 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.							
<ul style="list-style-type: none"> <li>• Refunds will not be given on orders cancelled on-site.</li> <li>• A 70% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.</li> <li>• All claims/discrepancies must be settled prior to show closing.</li> <li>• No cheques will be accepted on-site.</li> </ul>							

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CWT-07-23-19+17-50-T3+05

