Labour Service Form

SHOW	Ottawa Fall Home Show	DEADLINE DATE	October 18, 2021
LOCATION	EY Centre	SHOW DATES	October 28-31, 2021

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

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

- Labour rates are charged per labourer per hour in half hour increments.
- A minimum charge of one hour per labourer is applicable.
- If Stronco supervision is required, add 25% to the total labour cost.
- A 25% surcharge is applicable on onsite orders.

RATES			
REGULAR TIME	**Mon - Fri**	**8:00 a.m. – 4:00 p.m.**	**$121.00 / hour / man**
OVERTIME	**Mon – Fri** **Sat – Sun**	**4:00 p.m. – 6:00 p.m.** **8:00 a.m. – 4:00 p.m.**	**$169.00 / hour / man**
DOUBLE TIME	**Mon – Fri** **Sat – Sun** **All Holidays**	**After 6:00 p.m.** **After 4:00 p.m.**	**$216.00 / hour/ man**

INSTALLATION LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***

Date Required _____ Start Time Required _____ ☐ A.M. ☐ P.M.

_____ x _____ = _____ x _____ = $ _____

No of People Required | Hours Per Person | Total Hours | Rate | **Total**

SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)

☐ Exhibitor Supervised
*Exhibitor must be present to supervise

Exhibitor Contact Name _____

☐ Stronco Supervised
*Exhibitor does not need to be present

$ _____ Add 25%

DELIVERY INFORMATION

Carrier _____ Delivery Date _____ Delivery Time _____ ☐ A.M ☐ P.M

EXHIBIT INFORMATION

Set up drawings/photos required: ☐ YES ☐ NO Set up drawings/photos attached: ☐ YES ☐ NO

DISMANTLE LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***

Date Required _____ Start Time Required _____ ☐ A.M. ☐ P.M.

_____ x _____ = _____ x _____ = $ _____

No of People Required | Hours Per Person | Total Hours | Rate | **Total**

SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)

☐ Exhibitor Supervised
*Exhibitor must be present to supervise

Contact Name _____

☐ Stronco Supervised
*Exhibitor does not need to be present

$ _____ Add 25%

PICK-UP INFORMATION

Carrier _____ Pick-up Date _____ Pick-up Time _____ ☐ A.M ☐ P.M

PAYMENT

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

☐ VISA ☐ MC ☐ AMEX ☐ CHQ

SUB TOTAL	
13% HST	
TOTAL	

CARD NUMBER EXPIRY DATE

HST# R129612164

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

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.

- No cheques will be accepted on-site.
- If exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco service desk.
- Stronco reserves the right to change Labourers and/or rates as shifts change.
- All claims/discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per labourer.
- Actual totals and amounts will be adjusted according to final hours.

J-51082
OTT21-09-22-21

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

STRONCO GROUP OF COMPANIES

In-Booth Forklift Order Form

SHOW	Ottawa Fall Home Show	DEADLINE DATE	October 18, 2021
LOCATION	EY Centre	SHOW DATES	October 28-31, 2021

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

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

- **In-booth forklift service is available to assist exhibitors with handling of exhibitor materials within the exhibitor's booth space.** This service does not include movement of goods from loading dock to booth or to and from storage area. If you require assistance moving goods outside of booth area, please complete a material handling order form.
- Rates include forklift and driver.
- Minimum charge of one hour per order

REGULAR TIME	Mon - Fri	8:00 a.m. – 4:00 p.m.	$192.00 / hour
OVERTIME	Mon – Fri Sat – Sun	4:00 p.m. – 6:00 p.m. 8:00 a.m. – 4:00 p.m.	$225.00 / hour
DOUBLE TIME	Mon – Fri Sat – Sun All Holidays	After 6:00 p.m. After 4:00 p.m.	$264.00 / hour
ON-SITE ORDERS	A 25% SURCHARGE WILL BE APPLIED TO ALL ON-SITE ORDERS.		

Please Complete the Following Section:

Goods are scheduled to arrive: ____ ____ (DAY) ____ ____ (MONTH) ____ ____ (YEAR)

Trucking Company: _____

Number of Pieces _____ Total Weight (specify lbs or kg) _____

Move- In Start: _____ Finish: _____

Move-Out Start: _____ Finish: _____

_____ x $ _____ = $ _____
Total Hours Rate Sub Total

PAYMENT

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

☐ VISA ☐ MC ☐ AMEX ☐ CHQ

SUB TOTAL	
13% HST	
TOTAL	

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.

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