

# 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.**



**SHIPPING LABELS - TO ADVANCE WAREHOUSE**

**A**

**ADVANCE  
WAREHOUSE  
EXHIBITION FREIGHT**

**FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVANCED SHIPMENT**

**TO**

EXHIBITING COMPANY \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**OTTAWA FALL HOME SHOW**

SHOW \_\_\_\_\_

C/O STRONCO LOGISTICS  
AC LOGISTICS  
1740 Comstock Rd.  
Ottawa, ON K1B 5L2  
**BAYS 45-55**

**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 \_\_\_\_\_

**OTTAWA FALL HOME SHOW**

SHOW \_\_\_\_\_

EY CENTRE  
4899 Uplands Drive  
Ottawa, ON K1V 2N6

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ **OF** \_\_\_\_\_

# TRANSPORTATION SERVICES



Need to get your exhibit materials to the show? Stronco Logistics is committed to fulfilling all your trade show logistics needs and gives you reliable service and great rates on air and ground shipping.

**We offer full service Logistics solutions including:**

- All modes of transportation including land, air and sea
- Local cartage service, tailgate, driver assist
- Real time freight tracking and tracing
- Canada, U.S. and International Customs Clearances
- Temporary imports, on-site clearances, ATA carnets
- On-site representation and around the clock contact information

**FOR MORE INFORMATION CONTACT:**

Stronco Logistics Services

T: 905.270.6767 | [logistics@stronco.com](mailto:logistics@stronco.com) | [www.stronco.com](http://www.stronco.com)

# Transportation Services Order Form

PICKUP ADDRESS		
COMPANY NAME _____		
IRS # _____		
ADDRESS _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

DELIVERY ADDRESS		
COMPANY NAME _____		
SHOW NAME _____	Ottawa Fall Home Show	BOOTH # _____
FACILITY _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
ON SITE CONTACT _____		
CELL PHONE # _____		

BILL TO		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

RETURN FREIGHT		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____		

TERMS OF PAYMENT AND SECURITY DEPOSIT – MUST BE COMPLETED																			
<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	<input type="checkbox"/> CORPORATE CARD	<input type="checkbox"/> PERSONAL CARD															
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																			
CARD NUMBER					EXPIRY DATE														
Card Holder _____																			
Signature _____					Date _____														
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.																			

SHIPMENT INFORMATION							
Pick Up Date _____	Time _____	Delivery Date _____	Time _____				
<b>TYPE</b>	<b>PIECES</b>	<b>DIMENSIONS (Inches)</b>			<b>WEIGHT (LBS)</b>		
Cartons / Boxes	_____	L _____	W _____	H _____	_____	_____	_____
Crates / Fiber Case	_____	L _____	W _____	H _____	_____	_____	_____
Skid / Pallet	_____	L _____	W _____	H _____	_____	_____	_____
Carpet / Other	_____	L _____	W _____	H _____	_____	_____	_____
<b>Total Pieces</b>				<b>Total LBS</b>			
Requested Service Level	<input type="checkbox"/> AIR	<input type="checkbox"/> 2 <sup>ND</sup> DAY	<input type="checkbox"/> TRUCK				
Additional Services Required	<input type="checkbox"/> LIFT GATE	<input type="checkbox"/> INSIDE PICKUP / DELIVERY					

CARGO INSURANCE / DECLARED VALUE	
The declared value of carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss/damage stated below. Cargo insurance will not apply or cover any electronic goods. (Additional fees for Cargo Insurance will apply)	
Do you require additional Insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Declared Value	\$ _____

TERMS & CONDITIONS		
This order is placed with the specific understanding that we hereby release Stronco and or agents from all liability for loss, damage and or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) Stronco shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) Stronco will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lockouts of any kind beyond its control. 3) Stronco liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) Stronco shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damaged to an exhibitors materials which make it impossible or impractical to exhibit same. 5) Each exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.		
<b>I have read and agreed to the Terms and Conditions of this contract with Stronco.</b>		
Print Name _____	Signature/Authorization _____	Date _____

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# INTERNATIONAL & U.S. EXHIBITORS



US and International shipments entering Canada require specialized documentation. Stronco can expedite the time-consuming and confusing paperwork involved. We can handle all inbound and outbound customs documents, eliminating unnecessary and time-consuming delays at border crossings. Our partnership with Canada's leading Customs Brokers ensures your clearances are being handled by licensed professionals with years of experience and long-standing relationships with Canada Border Services Agency.

## **We offer full service Logistics solutions including:**

- All modes of transportation including land, air and sea
- Local cartage service, tailgate, driver assist
- Real time freight tracking and tracing
- Canada, U.S. and International Customs Clearances
- Temporary imports, on-site clearances, ATA carnets
- On-site representation and around the clock contact information

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Stronco Logistics Services

T: 905.270.6767

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