



EXHIBITOR ORDER FORMS

OTTAWA FALL HOME SHOW
EY Centre
September 22 – 25, 2022



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

General Information

We are pleased to be appointed Official Service Contractor for **OTTAWA FALL HOME SHOW**.

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. The following are some of the products and services we can provide:

- Display Tables & Drapery
- Counters, Storage & Display Units
- Chairs, Stools, Tables, Sofas
- Exhibit Rentals
- Signs & Graphics
- Installation & Dismantling Labour Services
- Transportation Services
- Customs Brokerage Services

The following order forms contain some of the more commonly ordered products and services you may need for your booth. Visit us at www.stroncoonline.com for more options.

PLACING YOUR ORDER

1. Place your order online by visiting www.stroncoonline.com

The show code for this event is: **510924622**

2. Email your order to: exhibitorservices@stronco.com
3. Fax your order to: 905-270-6771
4. Mail your order to: Stronco
1510-B Caterpillar Rd.
Mississauga, ON L4X 2W9

STRONCO EXHIBITOR SERVICES CENTRE

Leading up to the show we will periodically touch base with you to make sure all your exhibiting needs are taken care of. Our team is here to make your exhibiting experience as easy and seamless as possible.

Our Exhibitor Services team is available Mon-Fri from 8:30 am – 5:00 pm at 800-665-2621 or via email at exhibitorservices@stronco.com.

We hope you have a successful show and look forward to working with you.

Stronco Exhibitor Services

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	OTTAWA FALL HOME SHOW	DEADLINE DATE	August 31, 2022
LOCATION	EY Centre	SHOW DATES	September 22 – 23, 2022

COMPANY INFORMATION

COMPANY		BOOTH #	
ADDRESS			
CITY		PROV / STATE	
CONTACT		TITLE	
TEL		EXT	

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

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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.

