

Material Handling Information Sheet

IMPORTANT – PLEASE READ CAREFULLY.

Stronco has been appointed as the Official Material Handling Service Provider for this event.

MATERIAL HANDLING SERVICE INCLUDES:

- 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

*** This service includes move-in and move-out, whether fully or partially used**

Note: Transportation to and from show site is not included as part of this service.

ESTIMATING MATERIAL HANDLING CHARGES:

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred. A minimum charge of 200 lbs per shipment is applicable.
- 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.

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.

Material Handling Order Form

SHOW	O AFC CONFERENCE AND TRADE SHOW	DEADLINE DATE	April 10, 2019
LOCATION	International Centre	SHOW DATES	May 3 - 4, 2019

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					
TIME			PRICE PER CWT (200 lb minimum)		
			CRATED	UNCRATED	SPECIAL HANDLING
REGULAR TIME	Mon - Fri	8:00 am – 4:00 pm	\$62.00	\$77.00	\$88.00
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 4:00 pm All day All day	\$77.00	\$92.00	\$107.00
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.				
NOTE: If your move-in or move-out fall during overtime hours, overtime rate will be applied.					

CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum (200 lbs), whichever is greater)

DESCRIPTION <small>(see material handling information sheet for definitions of shipments)</small>	WEIGHT (LBS) <small>(200 lbs minimum)</small>		CWT	RATE <small>(see applicable rates above)</small>	ESTIMATED TOTAL <small>(Final total will be adjusted according to shipment weight)</small>
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 \$50.00 surcharge will apply if shipment has to be weighed. Off target shipments will be charged an additional 30% to the applicable CWT rate.

	WEIGHT (LBS)	QTY	RATE <small>(per shipment)</small>	TOTAL
SMALL PACKAGE (not to exceed 30 lbs)			\$66.00	

PAYMENT

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

VISA MC AMEX CHQ

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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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CWT-07-10-17+17-50-T2



Labour Service Form

SHOW	O AFC CONFERENCE AND TRADE SHOW	DEADLINE DATE	April 10, 2019
LOCATION	International Centre	SHOW DATES	May 3 - 4, 2019
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.	\$114.00 / hour / man
OVERTIME	Mon – Fri	4:00 p.m. – 6:00 p.m.	\$168.00 / hour / man
	Sat – Sun	8:00 a.m. – 4:00 p.m.	
DOUBLE TIME	Mon – Fri	After 6:00 p.m.	\$225.00 / hour / man
	Sat – Sun	After 4:00 p.m.	
	All Holidays		

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 Contact Name _____
 Stronco Supervised \$ _____

*Exhibitor must be present to supervise *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 Contact Name _____
 Stronco Supervised \$ _____

*Exhibitor must be present to supervise *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 _____

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.

- 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.

