

STRONCO

EXHIBITOR ORDER FORMS

OAFC CONFERENCE AND TRADE SHOW
International Centre
May 3 - 4, 2019



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

Welcome to Stronco!

We are pleased to be appointed Official Service Contractor for **O AFC CONFERENCE AND TRADE SHOW**.

Our goal is to make your exhibiting experience easy, pleasant and an unparalleled success.

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. The following products and services are available for your event:

- **Display Tables & Drapery**
- **Counters, Storage & Display Units**
- **Accessories & Office Furnishing**
- **Chairs, Stools, Tables, Sofas**
- **Exhibit Rentals**
- **Installation & Dismantling Labour**
- **Carpet & Underpadding**
- **Signs & Graphics**
- **Material Handling Services**
- **Advance Show Receiving**
- **Transportation Services**
- **Customs Brokerage Services**

Please see the following order forms for more details.

STRONCO EXHIBITOR SERVICES CENTRE

If you require assistance with your exhibiting needs or any of our products and services, please contact our Exhibitor Services Centre at 800-665-2621.

Thank you for your business! We hope you have a successful show.

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.

Online Ordering Information Sheet



Stronco is pleased to make our online ordering service available for the upcoming:

O AFC CONFERENCE AND TRADE SHOW **International Centre** **May 3 - 4, 2019**

To place your order online, view the show schedule or print order forms, go to **www.stroncoonline.com**.

In order to protect your privacy and restrict access to exhibitors in this event we have assigned the following show code to this event:

Show Code: 484143110

To place online orders, you will be required to enter your Show Code and Booth Number.

If you have not registered on our online ordering system before, you must complete the registration process.

Once you have registered your information in our Online Ordering System you will not be required to register again to place online orders for future events serviced by Stronco.

If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-665-2621.

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