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| Order Deadline: September 19, 2024 | Show Dates: October 5-6, 2024 |
| Show Name: Franchise Expo 2024 | Venue: Prairieland Park |

Materials Handling & Outbound Shipments

Advanced Material Handling

- Receive & store shipment up to 30 days in warehouse
- Delivery of shipment from advanced warehouse to show site
- Priority unloading status
- Removing of empty containers from booth to storage area
- Returning of empty containers to booth upon show closing
- Reloading of shipment from booth to exhibitor arranged outbound courier

Conditions

- All orders must be prepaid
- All orders must be received at least 2 days prior to exhibitor move in or be subject to a 25% late fee
- There will be a surcharge of \$150.00 as well as import/duty fees that Handy Special Events is charged for. **Exhibitors are responsible for finding a broker and paying all associated fees before your materials cross the boarder.**
- Please arrange shipments to arrive between 9:30 am-4:30 pm Monday-Friday
- Loose and uncrated shipments will not be received
- **Return Bill of Lading and/or shipping labels must be included** with materials received and properly completed. A \$150.00 service charge will be applied to any material handling request without the required information.
- A service charge will not be applied if the return labels are emailed **3 days prior to the show opening**

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Outbound Shipments

- It is the sole responsibility of the Exhibitor to properly pack & seal all boxes & crates
- Shipping label must be attached to **EACH** piece of any outbound shipment and attach a **COMPLETED bill of lading** covering each outbound shipment
- All old shipping labels must be removed
- **Exhibitors are responsible for arranging pick up of their materials with a courier company**
- **We require Bill of Ladings from all couriers used in outbound shipments including local couriers picking up on behalf of a different courier**

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Handy Advanced Materials Handling Form

IMPORTANT! This form must be accompanied with the method of payment before processing will begin.

Advanced Material Handling

\$140.00 per hundred pounds (lbs) (\$280.00 min. charge)

Weight _____ @ \$140.00/cwt _____

(In the event of discrepancy Courier Weight will be used)

| | |
|----------------------|----|
| = | \$ |
| GST 5% #732841523 | |
| PST 6% | |
| Total | |

| | |
|-----------------------------|--|
| Carrier Name | |
| Bill of Lading # | |
| # of Pieces | |
| Exhibitor Courier Account # | |

Return Information (REQUIRED)

| | | | |
|-----------------|--|-------------------|---|
| Return Address: | | Courier Name | |
| Street | | Courier Phone | |
| City | | Courier Account # | |
| Province/State | | Pick Up Location | <input type="checkbox"/> HSE Warehouse <input type="checkbox"/> Venue |
| Postal Code/Zip | | # of Pieces | |
| Country | | Weight (lbs) | |

Exhibitors are responsible for arranging pick up of their materials. Please inform us if your items are getting picked up from the venue or from our warehouse. **Please note that venues do not allow you to keep your items there after the event is over and torn down.**

Cancellation Fee

A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show date. All prices in Canadian dollars.

Limits and Liabilities

Handy Special Events will not be held responsible for concealed 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. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Handy Special Events. The condition, count and contents of the material found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found. Handy Special Events will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. Handy Special Events will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control. The liability of Handy Special Events is hereby limited to \$0.30 per pound, per article and values exceeding this limitation should be insured by the shipper.

All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment uncrated will be charged an additional 50% handling charge. Handy Special Events will receive goods only if this form is returned signed and freight is PREPAID. Handy Special Events will not receive collect shipments nor accept any charges for outbound shipments.

Signature _____ Date _____

Initials: _____