



**STRONCO**  
GROUP OF COMPANIES

# *EXHIBITOR ORDER FORMS*

**26<sup>TH</sup> ANNUAL VEGETARIAN FOOD FAIR 2010**

Harbourfront Centre

September 10 – 12, 2010

Please fax or mail your order to:

1510-B Caterpillar Road, Mississauga ON, L4X 2W9

tel 905.270.6767

fax 905.270.6771

toll free 800.665.2621

[www.stronco.com](http://www.stronco.com)

# General Information

Welcome to Stronco!

We are pleased to be appointed Official Service Contractor for **26<sup>TH</sup> ANNUAL VEGETARIAN FOOD FAIR 2010**.

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:

- **Carpet & Underpadding**
- **Tables**
- **Furnishings**
- **Material Handling 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
- 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.



# 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

<b>SHOW</b>	26 <sup>TH</sup> ANNUAL VEGETARIAN FOOD FAIR 2010	<b>DEADLINE DATE</b>	August 25, 2010
<b>LOCATION</b>	Harbourfront Centre	<b>SHOW DATES</b>	September 10 – 12, 2010

<b>COMPANY</b>	<b>BOOTH #</b>
<b>ADDRESS</b>	
<b>CITY</b>	<b>PROV / STATE</b>
<b>CONTACT</b>	<b>POSTAL / ZIP</b>
<b>TEL</b>	<b>EMAIL</b>
	<b>FAX</b>

**\*\*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	\$52.00	\$65.00	\$75.00
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 4:00 pm All day All day	\$66.00	\$80.00	\$94.00
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.				
<b>NOTE: If your move-in or move-out fall during overtime hours, overtime rate will be applied.</b>					

### 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 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)			\$63.00	

### PAYMENT

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

VISA   
  MC   
  AMEX   
  CHQ

_____	_____
<small>CARD NUMBER</small>	<small>EXPIRY DATE</small>

<b>SUB TOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	

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.

J21488  
CWT-04-27-10+15/35



# Furnishings / Tables / Carpet Form

<b>SHOW</b>	26 <sup>TH</sup> ANNUAL VEGETARIAN FOOD FAIR 2010	<b>DEADLINE DATE</b>	August 25, 2010
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<b>COMPANY</b>			
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<b>CITY</b>	<b>PROV / STATE</b>	<b>POSTAL / ZIP</b>	
<b>CONTACT</b>	<b>TITLE</b>	<b>EMAIL</b>	
<b>TEL</b>	<b>EXT</b>	<b>FAX</b>	

## FURNISHINGS

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
102		Side Chair, Grey Fabric	\$ 30.00	\$ 41.00	\$
103		Executive Chair, Black Fabric	\$ 62.00	\$ 84.00	\$
104		Round White Pedestal Table 30" High	\$ 64.00	\$ 87.00	\$
105		Round White Pedestal Table 18" High	\$ 57.00	\$ 77.00	\$
106		Counter Stool, Grey Upholstered	\$ 48.00	\$ 65.00	\$
121		Steno Chair (shown in 600 series)	\$ 52.00	\$ 71.00	\$

## DRAPED TABLES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
201		4' L X 24" W X 30" H	\$ 59.00	\$ 80.00	\$
202		6' L X 24" W X 30" H	\$ 75.00	\$ 102.00	\$
203		8' L X 24" W X 30" H	\$ 89.00	\$ 121.00	\$
204		4 <sup>th</sup> Side Draped – please add	\$ 28.00	\$ 38.00	\$

Select Colour  RED  BLUE  GOLD  SILVER  BLACK  BEIGE  WHITE  GREEN  PURPLE  BURGUNDY

## RAISED DRAPED TABLES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
208		4' L X 24" W X 42" H	\$ 82.00	\$ 111.00	\$
209		6' L X 24" W X 42" H	\$ 96.00	\$ 130.00	\$
210		8' L X 24" W X 42" H	\$ 111.00	\$ 150.00	\$
221		4 <sup>th</sup> Side Draped – please add	\$ 33.00	\$ 45.00	\$

Select Colour  WHITE  BLACK  GREEN  SILVER

## BOOTH CARPETING

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
403		10' x 10' – Single Booth	\$ 159.00	\$ 215.00	\$
404		10' X 20' – Double Booth	\$ 296.00	\$ 400.00	\$
409		10' X 30'	\$ 612.00	\$ 827.00	\$
410		20' x 20'	\$ 816.00	\$ 1102.00	\$
<b>Booth Size</b>		_____ ft x _____ ft = _____ sq ft	\$ 2.27	\$ 3.06	\$

Select Colour  RED  BLUE  GOLD  GREY  BLACK  GREEN  BURGUNDY

**Note: A colour will be selected for you if not indicated. Custom colours Available (Call a Customer Service representative for pricing)**

## PAYMENT \*\*\*Pre-show prices are only applicable if payment is received prior to deadline date\*\*\*

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

VISA  MC  AMEX  CHQ

CARD NUMBER	EXPIRY DATE

<b>SUB TOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### TERMS & CONDITIONS

- All orders must be paid in full 7 days prior to show set-up.
- All prices are for the duration of the show, unless otherwise stated.
- No cheques will be accepted on-site.
- All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. **Pre-show prices are only applicable if payment is received prior to deadline date.**
- If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing.

- 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.
- If no colour is indicated, Stronco will make the selection on your behalf.
- Carpet colour is subject to availability.
- Stronco will not be responsible for any materials or products left in exhibits, counters, storage units or showcases.

J21488  
04-27-10+15/35

# Accessories & Office Furnishings Order Form

<b>SHOW</b>	<b>26<sup>TH</sup> ANNUAL VEGETARIAN FOOD FAIR 2010</b>	<b>DEADLINE DATE</b>	<b>August 25, 2010</b>
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## ACCESSORIES

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
301		Easel	\$ 36.00	\$ 49.00	\$
302		Sign Holder	\$ 48.00	\$ 65.00	\$
303		Draw Drum, clear acrylic	\$ 75.00	\$ 102.00	\$
501		Acrylic Ballot Box – 21" square x 36"H	\$ 120.00	\$ 162.00	\$
309		Wastebasket	\$ 12.00	\$ 17.00	\$
311		Bar Fridge	\$ 190.00	\$ 257.00	\$
C-BA-7		Lit Stand - double-sided with 8 pockets	\$ 89.00	\$ 121.00	\$
304		Lit Stand – chrome base with 7 acrylic pockets	\$ 72.00	\$ 98.00	\$
124		Coat Tree	\$ 31.00	\$ 42.00	\$
113		Garment Rack, rolling	\$ 69.00	\$ 94.00	\$
114		Garment Rack, stationary	\$ 69.00	\$ 94.00	\$
123		Retractable Stanchion, with black strap	\$ 59.00	\$ 80.00	\$

## OFFICE FURNITURE

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
C-OF-1		Desk – 30"x60"	\$ 132.00	\$ 179.00	\$
C-OF-5		Bookshelf – 72"H	\$ 72.00	\$ 98.00	\$
C-OF-12		Meeting Table – 42" round, black top	\$ 146.00	\$ 198.00	\$

## PAYMENT \*\*\*Pre-show prices are only applicable if payment is received prior to deadline date\*\*\*

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

VISA    MC    AMEX    CHQ

\_\_\_\_\_

CARD NUMBER

\_\_\_\_\_

EXPIRY DATE

<b>SUB TOTAL</b>	
<b>13% HST</b>	
<b>TOTAL</b>	

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### TERMS & CONDITIONS

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- All prices are for the duration of the show, unless otherwise stated.
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04-27-10+15/35

# Display Tables, Carpet & Drapery

## Display Tables

### DRAPED TABLES

- 201 4' L x 24" W x 30" H
- 202 6' L x 24" W x 30" H
- 203 8' L x 24" W x 30" H

- 208 4' L x 24" W x 42" H
- 209 6' L x 24" W x 42" H
- 210 8' L x 24" W x 42" H



Actual colours may vary slightly.

Draped tables include white vinyl top and pleated skirt on three sides. Fourth side draping can be added. See order form for details.



### UNDRAPED TABLES

- 205 4' L x 24" W x 30" H
- 206 6' L x 24" W x 30" H
- 207 8' L x 24" W x 30" H

- 212 4' L x 24" W x 42" H
- 213 6' L x 24" W x 42" H
- 214 8' L x 24" W x 42" H

Undraped tables include white vinyl top.



## Drapery

We offer 3' high, 8' high and 12' high drape in a variety of colours. See order form for available colours.



Actual colours may vary slightly.

## Carpet

Our carpet is available in a variety of colours and sizes. Prices include delivery, installation and removal. Carpet underpad and visqueen covering are also available as additions. See order form for details.



Actual colours may vary slightly.

