

Handy special events

YOU'LL LOOK OUR BEST!

Dear Exhibitor;

Saskatoon Shines! Saskatoon is host to your upcoming conference. The 2017 CSOHNS Conference is scheduled for June 8-12, 2017 at TCU Place.

Our **Handy Exhibitor Kit** is filled with important information, order forms and services to assist in your contribution to the show's success. Before planning your organization's participation, we suggest you review and familiarize yourself with **all** information in this kit, especially the policies, guidelines and rules governing Handy Special Event rentals and services.

To further assist you in your planning, please contact Handy Special Events for any services or rental items **not** provided within this kit. For a quick reference to all information and order forms and the dates by which they must be returned, review the "**Handy Checklist**" provided on the following page.

Complete the required information forms (pages 2 & 3), and order forms detailing your booth requests. **Please FAX the completed forms to (306)933-9742.** If your organization contracts a "**Display Company**" please forward this kit to your representative.

Early bird pricing for supply orders is May 25, 2017. Late fees will be in effect after the Early Bird deadline. **Handy Special Events requests all orders be prepaid in full; no orders will be processed until full payment has been received.** A receipt detailing your request will be provided to you after the order & payment is processed. Prompt return of your order forms will ensure effective handling of your requirements.

If you require any additional information or assistance our Handy Special Events Rental Consultants will be happy to help, phone: (306)933-2727, fax (306)933-9742, or email **Seena at seenab@sohandy.com.**

We look forward to working with you and creating a successful event.

YOU'LL LOOK OUR BEST!



2642 Millar Avenue
Saskatoon, SK S7K 4C8
Ph. (306)933-2727
Fax (306)933-9742
www.sohandy.com

Saskatchewan's Largest Independent Rental Company

Order Deadline: May 25, 2017	Show Dates: June 8-12, 2017
Show Name: CSOHS Conference 2017	Venue: TCU Place-Salons, Saskatoon Sk

You're in good Hands with Handy Special Events

If you don't see what you need, or have any questions, call us. We're here to lend a hand.

Included in your booth space is

8ft high back drape and 3ft high side drape

6ft skirted table and 2 folding chairs

Handy Special Events Show Services & Rentals

Dear Exhibitor.....	0
IMPORTANT INFORMATION	Error! Bookmark not defined.
Exhibitor Contact & Mailing Information	2
Credit Card Authorization Form	2
Handy Furnishing & Carpet Rental Form	4
Want more than the basics in your booth?	
Handy Special Events has all your furnishing needs from an extra skirted table to leather sofas.	
Take a load off your staffs' feet. Carpet your booth, any size and your choice of color	
Handy Advanced Materials Handling Form	5
Let us handle the move! We will store your materials & displays up to 30 days prior to the show. Deliver them to your booth on the move in date, pick them up after the show, and arrange for your courier to pick up from our warehouse.	
Handy Installation & Dismantling	8
Need a hand setting up your exhibit display? We can unpack it, set it up, take it down and pack it all up again, with no frustration for your show staff.	
Handy Cleaning Services.....	9
Let us keep your booth neat and tidy, disposal of daily garbage and vacuuming your booth.	
Handy Tent Rentals.....	10
We have many sizes or tents and structures. If there is something you don't see, feel free to contact us and we will assist you in finding what you are looking for.	

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Exhibitor Contact & Mailing Information

**Please enclose this completed form with all order information.
(REQUIRED)**

Company Name: _____

Street: _____

City: _____

Province/State: _____

Postal/Zip Code: _____

Contact Name: _____

Phone: _____

Fax: _____

Cell: _____

E-Mail Address: _____

Booth Number: _____

On Site Contact: _____

On Site Contact Cell: _____

Notes: _____

www.sohandy.com

Credit Card Authorization Form

Please enclose this completed form with all order information.

Order Deadline: May 25, 2017	Show Dates: June 8-12, 2017
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WE REQUEST THAT ALL ORDERS MUST BE PREPAID IN FULL; NO ORDERS WILL BE PROCESSED UNTIL FULL PAYMENT HAS BEEN RECEIVED.

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below.

 **Visa**

  **MasterCard**

  **American Express**

Card #

Expiration Date: -

Personal Credit Card Corporate Credit Card

Card Holder's Name: _____

Cardholder's Billing Address: _____

Street: _____

City/Province/State: _____

Postal Code/Zip Code: _____

Phone Number: _____

Representative authorized to add charges (if any): _____

Print Name of Card Holder: _____

Signature: _____

=====

We have read, understand, and agree to all terms as described above and have advised our show site representative accordingly. All rates are for the run of the show up to one week duration. No orders will be processed until payment has been received in full.

Signature: _____

Print Name: _____

Date: _____

Thank you, have a great show!

All rental equipment to remain the property of Handy Special Event Centre. Rentals are designed for display booth purposes only and are not to be otherwise utilized. The exhibitor is responsible for any lost or damaged equipment.

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Handy Furnishing & Carpet Rental Form

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

Please Note: Show management may dictate booth specifications and color availability.

Qty.	Description	Pre-Show	Late Order	Total
Tables and Table Accessories				
	8' x 24" Skirted Table	\$65.00	\$87.50	
	6' x 24" Skirted Table	\$65.00	\$87.50	
	4' x 24" Skirted Table	\$65.00	\$87.50	
Skirt Color Red () Black () White () Forest Green () Blue ()				
	Table Leg Extension - 42" high	\$18.00	\$25.00	
	Skirt and Vinyl Top only (rectangular tables)	\$38.00	\$50.00	
	Single Step Table Riser with cover 4' () 6' () 8' ()	\$25.00	\$30.00	
	30" Round 29" High with black spandex hug	\$65.00	\$87.50	
	30" Round 42" High with black spandex hug	\$65.00	\$87.50	
Furniture and Booth Accessories				
	Drape (per lineal foot)	\$3.00	\$4.00	
	Folding Plastic Chair Blue () White ()	\$11.00	\$14.00	
	Padded Chair	\$18.00	\$25.00	
	Bar Chair	\$16.00	\$23.00	
	Gas Lift Steno Chair	\$46.00	\$72.00	
	4'x8' Pin Board (pins not included)	\$60.00	\$85.00	
	Coat Tree	\$22.00	\$29.00	
	Draw Drum	\$36.00	\$49.50	
	Easel	\$27.00	\$38.00	
	Chrome Sign Holder	\$27.00	\$38.00	
	Wastebasket	\$15.00	\$19.00	
	Brochure Holder Z-Up—6 levels	\$23.00	\$30.00	
	Lounging Furniture	Call for	pricing	
Electrical and Lighting				
	Par 38 Light	\$27.00	\$38.00	
	LED wall washer	\$50.00	\$60.00	
	Power Bar	\$16.00	\$20.00	
	25' Extension Cord Triple End	\$24.00	\$30.00	
Flooring				
	Plywood subfloor – sq ft	\$3.00		
	Grey portable flooring – sq ft	\$1.50		
	Portable dance floor – sq ft	\$1.50		
	Carpet	Call for	pricing	

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.

To qualify for Pre Show prices orders must be received 14 days prior to event date. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show date. All prices in Canadian Dollars.

A MINIMUM \$25.00 CHARGE WILL APPLY FOR ALL ON SITE CHANGES. For other services available please inquire.

Sub Total	
G.S.T. 5% (#R1016120272)	
P.S.T 5%	
Total	

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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

- Receive & store shipment up to 30 days in warehouse
- Delivery of shipment from advanced warehouse to show site
- First 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 carrier

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.

SUBTOTAL	
#R1016120272 GST 5%	
PST 5%	
Total Amt. Due	

\$90.00 per hundred pounds (lbs) (\$180.00 min. charge)

Weight _____ @ \$80.00/cwt _____ (In the event of discrepancy Carrier Weight will be used)

Carrier Name: _____

of pcs. _____

Bill of Lading # _____

Exhibitor Courier Account # _____

CONDITIONS

- All orders must be prepaid
- All orders must be received at least 2 days prior to exhibitor move in or be subjected to a 25% late fee
- Please arrange shipments to arrive between 8:30 am – 3:30 pm, Monday – Friday
- Loose and uncrated shipments will not be received
- Return Waybills must be included with Materials received and properly filled. A \$50.00 service charge will be applied to any Material Handling request without required information.**

Return Information (REQUIRED)

Return Address: _____

of pcs: _____

Weight: _____ (lbs)

Carrier Name: _____

Handy Special Events will contact your preferred Carrier if pick-up has not been pre-arranged. **Contact information for any NON-National Carriers must be provided.**

Carrier Account #: _____

Pick up Pre-arranged: Yes or No (circle response)

Carrier Phone #: _____

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.

Signature _____ Date _____

Special Instructions

Order Deadline: May 25, 2017	Show Dates: June 8-12, 2017
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These labels are provided for your convenience. Place one on EACH piece shipped to ensure proper delivery.
MATERIALS HANDLING WILL BE ACCEPTED 30 DAYS PRIOR TO SHOW.
REMEMBER YOUR RETURN WEIGH BILLS & SHIPPING LABELS

To: _____

Exhibitor Name

C/O: Handy Special Events
 2642 Millar Ave
 Saskatoon, SK S7K 4C8

Event: _____

Event Date: _____

Booth#: _____ No. _____ of _____ Pcs

Total Weight (lbs): _____

To: _____

Exhibitor Name

C/O: Handy Special Events
 2642 Millar Ave
 Saskatoon, SK S7K 4C8

Event: _____

Event Date: _____

Booth#: _____ No. _____ of _____ Pcs

Total Weight (lbs): _____



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IMPORTANT

Materials Handling & 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 out bound shipment. All old shipping labels must be removed.

Handy Special Events can provide extra shipping labels and/or bills of lading (major carriers only) if requested. All requests must be made one day before the last day of the show. Please call 933-2727 if no Handy Special Events Representatives are available on-site.

Materials Handling does not include unpacking of material, setting up, dismantling or packing prior to shipping.

Handy Special Events reserves the right to charge a \$100.00 service charge for any missing labels or bills of lading. Failing to follow these instructions may result in extra service charges, delay of shipment, or POSSIBLE LOSS OF MATERIALS.

Handy Special Events will not be held responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to collection by preferred 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 materials found in the booths at time of actual removal will be final and binding, and the right is reserved to alter exhibitor's bill of lading and final billing to reflect actual condition, count and contents found. Handy Special Events will not be responsible for damages while handling loose exhibit materials or those inadequately packaged. Handy Special Events will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage, or any other cause, unavoidable or beyond our control. The liability of Handy Special Events is hereby limited to \$0.30 per pound per article, and value exceeding this limitation should be insured by the shipper. HANDY Special Events will not receive collect shipments nor accept any charges for outbound shipments.

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Handy Installation & Dismantling

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

INSTALLATION & DISMANTLE RATES		
Regular Time (RT):	8:00 a.m. – 4:00 p.m. Monday to Friday	\$75.00/hr
Overtime (OT):	4:00 p.m. – 6:00 p.m. Monday to Friday 8:00 a.m. – 4:00 p.m. Saturday & Sunday	\$105.00/hr
Double Time (DT):	All other hours including Statutory Holidays	\$130.00/hr

INSTALLATION: (estimated requirements)			
# of _____ installers	_____ hours	\$75.00/hr. (RT)	\$
# of _____ installers	_____ hours	\$105.00/hr. (OT)	\$
# of _____ installers	_____ hours	\$130.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

DISMANTLE: (estimated requirements)			
# of _____ installers	_____ hours	\$75.00/hr. (RT)	\$
# of _____ installers	_____ hours	\$105.00/hr. (OT)	\$
# of _____ installers	_____ hours	\$130.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

Client Supervised? Yes(<input type="checkbox"/>) No(<input type="checkbox"/>) On Site Cell # _____ If yes, Supervisors name: _____	Total Estimated Charge	
Supervised by Handy Special Event Centre? Yes(<input type="checkbox"/>) No(<input type="checkbox"/>) If yes, add 25% to total estimated charges	25% Supervision Fee	
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)	Subtotal	
Ladders Required, Qty _____	PST 5%	
Special Instructions	#R1016120272 GST 5%	
	Total Amount Due	
	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.	

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Handy Cleaning Services

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

Name of Company:	Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, State:	Email	Postal Code:

SERVICE INCLUDES -Exhibit Vacuuming & Emptying of Wastebaskets

PRE-ORDERS
(Must be received prior to above Deadline Date)

Please Note: All booths will be clean prior to exhibitor move in. Charges will apply for further service.

Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days _____ X \$0.40= _____
(min. 100 Sq. Ft.)

LATE ORDERS
(Received after above Deadline Date)

Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days _____ X \$0.45= _____
(min. 100 Sq. Ft.)

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	PST 5%	
	#R1016120272 GST 5%	
	TOTAL AMOUNT DUE	