



STRONCO
GROUP OF COMPANIES

EXHIBITOR ORDER FORMS

THE NATIONAL JOB FAIR & TRAINING EXPO

Metro Toronto Convention Centre

October 5 – 6, 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

Official Show Carrier Information Sheet

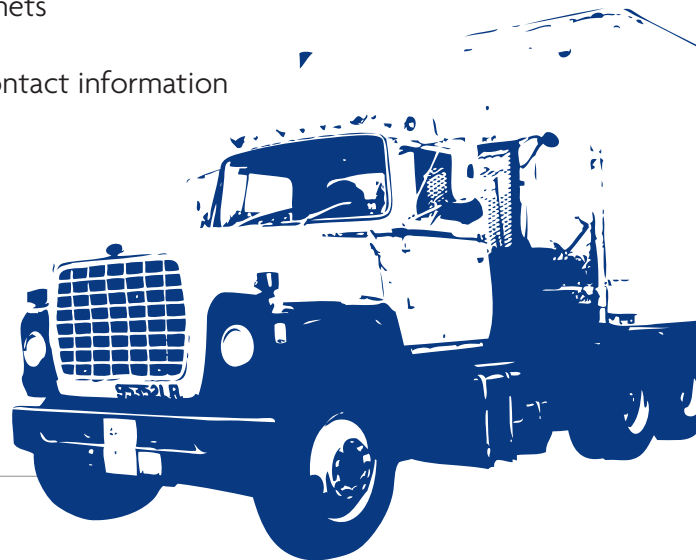
Stronco Logistics Services has been appointed as the
Official Transportation Provider and Customs Broker for this event.

Stronco Logistics (in partnership with Commerce Trade Show Logistics Group Ltd.) are committed to fulfilling all your trade show logistics needs.

Stronco Logistics Services gives you reliable service and great rates on air and ground shipping.

Our Customs and Logistics solutions include:

- All modes of transportation including land, air and sea
- Local cartage service, tailgate, driver assist
- Real time freight tracking and tracing
- Canada, U.S. and International Customs Clearances
- Temporary imports, on-site clearances, ATA carnets
- On-site representation and around the clock contact information



For more information contact:

Stronco Logistics Services
Tel: 800-665-2621
Fax: 905-270-6771
logistics@stronco.com

Commerce Trade Show Logistics Group Ltd.
Tel: 888-827-7469
Fax: 905-673-2574
brianm@commercetradeshows.com

Transportation Services Order Form

PICKUP ADDRESS		
COMPANY NAME _____		
IRS # _____		
ADDRESS _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

DELIVERY ADDRESS		
COMPANY NAME _____		
SHOW NAME _____	BOOTH # _____	
FACILITY _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
ON SITE CONTACT _____		
CELL PHONE # _____		

BILL TO		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____	FAX _____	

RETURN FREIGHT		
COMPANY NAME _____		
ADDRESS _____		
ADDRESS _____		
CITY _____	STATE PROV _____	ZIP/ POSTAL _____
CONTACT _____		
PHONE # _____		

TERMS OF PAYMENT AND SECURITY DEPOSIT – MUST BE COMPLETED				
<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	<input type="checkbox"/> CORPORATE CARD	<input type="checkbox"/> PERSONAL CARD
CARD NUMBER _____			EXPIRY DATE _____	
Card Holder _____				
Signature _____			Date _____	
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				

SHIPMENT INFORMATION				
Pick Up Date _____	Time _____	Delivery Date _____	Time _____	
TYPE	PIECES	DIMENSIONS (Inches)		WEIGHT (LBS)
Cartons / Boxes	_____	L _____	W _____	H _____
Crates / Fiber Case	_____	L _____	W _____	H _____
Skid / Pallet	_____	L _____	W _____	H _____
Carpet / Other	_____	L _____	W _____	H _____
Total Pieces _____			Total LBS _____	
Requested Service Level	<input type="checkbox"/> AIR	<input type="checkbox"/> 2 ND DAY	<input type="checkbox"/> TRUCK	
Additional Services Required	<input type="checkbox"/> LIFT GATE	<input type="checkbox"/> INSIDE PICKUP / DELIVERY		

CARGO INSURANCE / DECLARED VALUE (Only to be completed when using Commerce Logistics)	
The declared value of carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss/damage stated below. Cargo insurance will not apply or cover any electronic goods. (Additional fees for Cargo Insurance will apply)	
Do you require additional Insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Declared Value	\$ _____

TERMS & CONDITIONS		
This order is placed with the specific understanding that we hereby release Commerce Trade Show Logistics Group Ltd (C.T.S.L.G Ltd) and or agents from all liability for loss, damage and or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) C.T.S.L.G Ltd shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) C.T.S.L.G Ltd will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lockouts of any kind beyond its control.3) C.T.S.L.G Ltd liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) C.T.S.L.G Ltd shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damaged to an exhibitors materials which make it impossible or impractical to exhibit same. 5) Each exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.		
I have read and agreed to the Terms and Conditions of this contract with C.T.S.L.G Ltd		
Print Name _____	Signature/Authorization _____	Date _____

J21338



Advance Show Receiving Information Sheet

IMPORTANT – PLEASE READ CAREFULLY

BENEFITS OF ADVANCE SHIPPING:

- Storage of materials for up to 30 days prior to show
- Priority delivery of shipment to your booth prior to start of exhibitor move-in
- Saves you valuable time and additional costs during set-up

SERVICE INCLUDES:

- Receive shipment at the warehouse up to 30 days in advance of show (any items stored beyond 30 days will incur additional charges)
- Provide inventory count and record any visual damage
- Deliver materials to show site
- 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

ESTIMATING CHARGES:

- Charges are based on weight of shipment and are charged per hundred weight (CWT) and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Show Receiving Order Form.
- 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.
- A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive in the warehouse.
- A surcharge may apply if shipments are received with incomplete information.

NOTE:

- All shipments must be properly labeled including booth number. Labels must be on each item shipped.
- To avoid additional charges, ensure all shipments are in crates or on skids.
- Collect shipments will not be accepted by the warehouse.
- **Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.**

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.

SHIPMENT WEIGHTS

If no weight ticket is provided, Stronco's weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Stronco using cubic weight (dimensional weight) or actual shipment weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Stronco.

LIABILITY

Stronco will not be held responsible for concealed damage upon delivery to advance warehouse, or 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. Stronco will not be responsible for damages while handling loose or inadequately packed exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Stronco reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count, and contents at the time of removal. Stronco 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 Stronco's control. Stronco's liability is limited to \$0.30 per pound per article, to a maximum of \$30.00 per article and \$150 per shipment. Values exceeding this limitation should be insured by the shipper.

ALL ORDERS MUST BE ACCOMPANIED WITH AN ADVANCE RECEIVING ORDER FORM AND PAYMENT.

SHIPPING LABELS - TO ADVANCE WAREHOUSE

**ADVANCE
WAREHOUSE
EXHIBITION FREIGHT**

A

FROM

ADVANCED SHIPMENT

TO

EXHIBITING COMPANY

BOOTH NUMBER

THE NATIONAL JOB FAIR & TRAINING EXPO

SHOW

c/o **STRONCO LOGISTICS**
15 Strathearn Avenue
Brampton, ON L6T 4P1

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
Warehouse receiving hours are Monday – Friday, 8:00 am – 4:00 pm

CARRIER _____

NUMBER OF PIECES _____ OF _____

SHIPPING LABELS - DIRECT TO SHOW SITE

**DIRECT TO
SHOW SITE
EXHIBITION FREIGHT**

D

FROM

DIRECT SHIPMENT

TO

EXHIBITING COMPANY

BOOTH NUMBER

THE NATIONAL JOB FAIR & TRAINING EXPO

SHOW

Metro Toronto Convention Centre
255 Front St. West
Toronto, ON
M5V 2W6

CARRIER _____

NUMBER OF PIECES _____ OF _____

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.

