

## *Exhibitor Rental & Service Manual*



**FAN EXPO**  
CANADA

August 22 – 25, 2024



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**Please scan and email your completed exhibitor forms to: [admin@ops-eventrentals.ca](mailto:admin@ops-eventrentals.ca)**

**Official Show Service Contractor:**

**OPS Event Rentals Inc.**

P.O. Box 88060, Levi Creek, Mississauga, Ontario L5N 8M1

Tel: 905-624-6955

Website: [www.ops-eventrentals.ca](http://www.ops-eventrentals.ca)

Email: [admin@ops-eventrentals.ca](mailto:admin@ops-eventrentals.ca)

Email: [info@ops-eventrentals.ca](mailto:info@ops-eventrentals.ca)

## General Information

Dear Exhibitor

OPS Event Rentals Inc. is pleased to return as the *Official Show Services Contractor* and welcomes you to *Fan Expo Canada* which is taking place at the Metro Toronto Convention Centre **August 22 - 25, 2024**.

For your convenience we have compiled this exhibitor rental and service manual, which provides the forms required for our services. We can provide you with products and services to help enhance your booth's visibility and professionalism.

### **Exhibitor Rental & Service Manual:**

Should you have any special requests or require further assistance you can reach out to the OPS Event Rentals team at 905-624-6955; one of our team members will be pleased to be of assistance.

Kindly print and complete the forms; then email back to [admin@ops-eventrentals.ca](mailto:admin@ops-eventrentals.ca).

Upon receipt of your order, we will email a confirmation to acknowledge your proof of order.

Please make sure to provide us with your complete email address.

### **Discount Price Deadline:**

Take advantage of our “**advance price discount**” deadline date which is **Thursday August 1<sup>st</sup>, 2024**.

We must receive your order, and full payment by that date.

All orders received after discount deadline date will automatically be calculated at the regular pricing.

### **Final Order Deadline Date:**

- **Thursday August 15, 2024** will be the last day we will be accepting orders, please contact our office for further assistance.

### **Payment Policy:**

- All orders must be paid in full prior to delivery.
- Your order will not be processed if a completed credit card authorization form is not submitted along with your order forms.
- All advance order payments will be processed on **Friday August 2<sup>nd</sup>, 2024**.
- Receipts will be sent electronically, please make sure to provide us with an appropriate email address.

### **Payments may be made by Visa, Mastercard, EFT or wire transfer.**

If the credit card number you have provided is declined a \$ 25.00 surcharge will be added.

If you are a foreign exhibitor please ensure that your payment is made in Canadian funds.

All exhibitors are responsible for payment of HST when exhibiting in Ontario.

On site orders may be paid by Visa, Mastercard, Debit and Cash.

Wire transfers are subject to a transfer fee charged by your bank, please consult with your bank as to their fees, as they are the responsibility of the exhibitor.

Banking fees vary from \$30.00 - \$50.00; the wire transfer will be required **7 days** prior to the show move in date.

All discrepancies must be settled on site prior to show move out.

Kindly note that any additional charges will automatically be charged to your credit card for such services as; material handling, storage, in booth labour, damages or any additional on-site requests.



## **General Information Continued:**

### **Third Party Billing:**

You may have made arrangements to have an outside exhibit house (or other agent) manage and/or order services on your behalf; they will be charged directly for our services and will need to make payment arrangements with OPS Event Rentals Inc. However please note that ultimately the exhibitor understands and agrees that the exhibitor is ultimately responsible for all payment of charges incurred on their behalf by the third party. If your designated third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card. Both firms must complete and sign the "Third Party billing form" which will need to be submitted by **Thursday August 1st, 2024.**

### **Cancellation Policy:**

- A 30% administration charge will apply to all orders cancelled **7 days** prior to show.
- **No refund** will be given on signage or customized products.
- **No refunds** will be given for items cancelled after the cancellation period, or to orders changed or cancelled on site.

### **Rental Information:**

- Equipment rental prices are for the duration of the show; and include installation, removal of items & are the exhibitor's responsibility.
- All items are subject to availability; quantities, colours, sizes and styles may vary.
- Display or exhibit material must not be attached to the drape.
- Never staple, pin, cut, or deface drapes and table skirts.
- The customer is responsible for breakage, loss or damage to the rented equipment. The equipment must be returned in the same condition as it is received. Exhibitors will ultimately be responsible for damages to OPS owned equipment; replacement costs will automatically be charged for loss or damages.
- Should you need to hang a sign from the top rail "S" hooks are available at a fee from the on-site OPS Event Rentals Inc exhibitor service desk.
- Display furniture and hard wall booths must be ordered by **Thursday August 1st, 2024** as they are not available on site. Electrical and lighting is not included. (Please contact Showtech for all Electrical requirements)
- All rented material and equipment remain the sole property of OPS Event Rentals Inc. and will be removed upon show closing.
- We are not responsible for any material, equipment, or products, left behind in booth, tables, counters, showcases, or floor.

## **Material Handling, Advance Warehousing & Shipping, Storage:**

OPS Event Rentals Inc has been appointed the official material handling service provider for this event. We offer advance shipping services; whether for crated skids, uncrated material, special handling items or small packages. Turn to the advance shipping page for further information. If you have any queries don't hesitate to reach out to our team for specific details pertaining to your order.

### **Note:**

OPS Event Rentals Inc. will not be responsible for exhibit material abandoned on show floor. Note that any booth or freight remaining on the show floor or at the loading dock upon show tear down will be collected by OPS Event Rentals Inc. and taken to our warehouse for storage. Material handling, transportation fees and storage will apply and be charged to the exhibitor.

**General Information Continued:**

**Dates to Remember:**

Tuesday July 30 <sup>th</sup> , 2024	Warehouse opens to accept freight
Thursday August 1 <sup>st</sup> , 2024	Third Party billing forms due.
Thursday August 1 <sup>st</sup> , 2024	Advance price discount deadline date Don't forget to take advantage of the discounted rates!
Friday August 2 <sup>nd</sup> , 2024	Regular Pricing begins.
Thursday August 15, 2024	Warehouse closes to receiving freight.
Thursday August 15, 2024	Final date for receiving orders.
Friday August 30, 2024	Final date for post-show freight pick up.

**OPS Exhibitor Service Centre:**

We will have our OPS exhibitor service centre in order to tend to your onsite needs.

Should you need assistance after these hours please leave a message at our service desk or at 905-624-6955.

**Service Centre Hours:**

Tuesday August 20, 2024	12:00 pm – 8:00 pm <i>For move in only</i>
Wednesday August 21, 2024	8:00 am – 10:00 pm <i>For move in only</i>
Thursday August 22, 2024	7:00 am – 1:00 pm <i>For move in only</i>
Sunday August 25, 2024	5:00 pm – 10:00 pm <i>For move out only</i>

**Show Hours:**

Thursday August 22, 2024	4:00 pm – 9:00 pm
Friday August 23, 2024	10:00 am – 7:00 pm
Saturday August 24, 2024	10:00 am – 7:00 pm
Sunday August 25, 2024	10:00 am – 5:00 pm

*We wish you a successful Show!*

**\*Credit Card Authorization – Must be completed in full with your order\***

Company Name:	Booth #:
Address:	City: Postal / Zip Code:
Province / State:	Cell No:
Contact Name:	Phone No:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

Summary of Forms Included		In order to confirm that we have received all forms included & completed for your order, please check off or mark with an "X" what paperwork you are sending us.	
		Page Totals	
<b>Third Party Billing &amp; Authorization Form</b>	<b>Page 6</b>	<input type="checkbox"/> Mark with an "X" or Check	
<b>Seating</b>	<b>Page 7-8</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Tables</b>	<b>Page 9-10</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Round Tables &amp; Carpet</b>	<b>Page 11-12</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Racks &amp; Stanchions</b>	<b>Page 13-14</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Display Items</b>	<b>Page 15-16</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Accessories</b>	<b>Page 17-18</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Hard wall System</b>	<b>Page 19-20</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Show Special</b>	<b>Page 21</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Security Cage</b>	<b>Page 22</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>In Booth Labour</b>	<b>Page 23</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>In Booth Forklift</b>	<b>Page 24</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Material Handling</b>	<b>Page 25-26</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Storage</b>	<b>Page 27</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
<b>Advance Warehouse / Shipping</b>	<b>Page 28-29</b>	<input type="checkbox"/> Mark with an "X" or Check	\$
	<b>Subtotal</b>		\$
	<b>13% HST Tax</b>		\$
	<b>Total</b>		\$

This information below is given with the understanding that OPS Event Rentals Inc. will use this authorization to charge your credit card listed below. These include funds related to any unpaid or outstanding balance due to OPS, on -site show orders placed by your representatives, material handling, storage, and advance shipment overages, installation and dismantle labour charge adjustments. If the credit card number you have provided is declined a \$ 25.00 surcharge will be added.

**PLEASE PRINT - Receipts will be sent electronically**

Cards Accepted: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Expiry Date:
Credit Card Number:	Validation Code:
Credit Card Holder Name:	Date:
Authorizing Signature:	I have read and understand the terms and conditions.

All orders received after deadline date will automatically be calculated at the after deadline rate. Pre -show prices are only applicable if payment is received prior to deadline date. No refunds or exchanges on site. OPS is not responsible for exhibitor material left behind in booth or OPS rental equipment. Any shipments brought back to the OPS warehouse are subject to charges. This order is placed with the understanding that we hereby release OPS Event Rentals Inc., its employees and agents from all liability and or damage to our merchandise or property.

### Third Party Billing Authorization Form

You may have made arrangements to have an outside exhibit house (or other agent) manage and/or order services on your behalf; they will be charged directly for our services and will need to make payment arrangements with OPS Event Rentals Inc. However please note that ultimately the exhibitor understands and agrees that the exhibitor is ultimately responsible for all payment of charges incurred on their behalf by the third party. If your designated third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card. Both firms must complete and sign the "Third Party billing form" which will need to be submitted by **August 1, 2024**.

**Exhibitor Information:**

Exhibitor Company Name:	Booth #:
Exhibitor Address:	City:
Province/State:	Postal/Zip Code:
Exhibitor Contact Name:	Phone No:
Exhibitor Contact Email :	Cell No.:
Exhibitor's Binding Signature:	The exhibitor agrees that they are ultimately responsible for all charges incurred on their behalf if your designated third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.
Authorized Name (Print):	
Cards Accepted: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Expiry Date:
Credit Card Number:	Validation Code:
Credit Card Holder Name:	Date:
Authorizing Signature:	I have read and understand the terms and conditions.

**Third Party Billing Information:**

Agent Company Name:	Booth #:
Agent Address:	City:
Province/State:	Postal/Zip Code:
Agent Contact Name:	Phone No:
Contact Email :	Cell No.:
Agent's Binding Signature:	<b>I agree to abide by the terms and conditions listed in this manual.</b>

Cards Accepted: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Expiry Date:
Credit Card Number:	Validation Code:
Credit Card Holder Name:	Date:
Authorizing Signature:	I have read and understand the terms and conditions.

All orders received after deadline date will automatically be calculated at the after deadline rate. Pre -show prices are only applicable if payment is received prior to deadline date. No refunds or exchanges on site. OPS is not responsible for exhibitor material left behind in booth or OPS rental equipment. Any shipments brought back to the OPS warehouse are subject to charges. This order is placed with the understanding that we hereby release OPS Event Rentals Inc., its employees and agents from all liability and or damage to our merchandise or property.

**SEATING**

Company Name:	Booth #:	
Address:	City:	Postal/Zip Code
Province/State:	Cell No:	
Contact Name:	Phone No:	
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.	

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: August 1<sup>st</sup>, 2024</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Plastic Folding Chair <input type="checkbox"/> Burgundy <input type="checkbox"/> Black	15.00	22.00	
	Padded Resin Folding Chair / Black	19.00	26.00	
	Chrome Stacking Chair without Arms <input type="checkbox"/> Grey	46.00	60.00	
	Chrome Stacking Chair with Arms <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Navy Blue	46.00	60.00	
	Padded Banquet Chair <input type="checkbox"/> White & Gold <input type="checkbox"/> Black	49.00	64.00	
	ABC Chair	76.00	95.00	
	Steno Chair / Office Chair	91.00	116.00	
	Executive Chair <i>(limited quantities)</i>	95.00	121.00	
	Rippleback Office Chair	102.00	133.00	
	Bar Stool <i>(limited quantities)</i>	38.00	49.00	
	Counter Height Chair - Folding	79.00	103.00	
	Equino Stool / White Only <i>(limited quantities)</i>	99.00	131.00	
	Adjustable Drafting Chair	99.00	131.00	
	Leather Chair <input type="checkbox"/> White <input type="checkbox"/> Black	263.00	368.00	
	Leather Loveseat <input type="checkbox"/> White <input type="checkbox"/> Black	368.00	478.00	
	Leather Sofa <input type="checkbox"/> White <input type="checkbox"/> Black	473.00	583.00	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Customer is responsible for breakage, loss or damage to equipment.</li> </ul>		13% HST		
		R846706208RT0001		
<b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH</b>		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**





Samsonite Folding Chair



Padded Resin Folding Chair



Chrome Stacking Chair without arms & with arms



Banquet Chair (Black or White / Gold)



ABC Chair



Steno / Office Chair



Executive Chair



Rippleback Chair



Bar Stool



Counter Height Chair



Equino Stool



Adjustable Drafting Chair

**TABLES**

Company Name:	Booth #:
Address:	City: Postal/Zip Code:
Province/State:	Cell No:
Contact Name:	Phone No:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: August 1<sup>st</sup>, 2024</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	4' x 30" Table – Rectangular – Plain	47.00	63.00	
	6' x 30" Table – Rectangular – Plain	53.00	68.00	
	8' x 30" Table – Rectangular - Plain	68.00	84.00	
	8' x 18" Table – Rectangular – Plain	68.00	84.00	
	Skirted Tables – 30" High <input type="checkbox"/> White <input type="checkbox"/> Lime <input type="checkbox"/> Raspberry <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Navy <input type="checkbox"/> Green <input type="checkbox"/> Gold <input type="checkbox"/> Orange <input type="checkbox"/> Grey <input type="checkbox"/> Black			
	4' x 30" Table, Skirted	63.00	82.00	
	6' x 30" Table, Skirted	74.00	96.00	
	8' x 30" Table, Skirted	89.00	116.00	
	Fourth Side skirting – additional	35.00	45.00	
	Spandex Cover for Rectangular Table <input type="checkbox"/> 4' cover <input type="checkbox"/> 6' cover <input type="checkbox"/> 8' cover	53.00	68.00	
	Vinyl top and skirting for existing table provided by show	47.00	63.00	
	White Vinyl (per 6' sheet)	25.00	35.00	
	Table Leg Extensions for existing table provided by show (set of 4)	25.00	35.00	
	4' x 30" Table – Counter Height - Rectangular – Plain	72.00	98.00	
	6' x 30" Table – Counter Height - Rectangular – Plain	78.00	103.00	
	8' x 30" Table – Counter Height - Rectangular - Plain	93.00	119.00	
	Counter Height Skirted Tables – 36" High <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Navy Blue <input type="checkbox"/> Green <input type="checkbox"/> Black			
	4' x 30" Table, Counter Height, Skirted	78.00	105.00	
	6' x 30" Table, Counter Height, Skirted	90.00	119.00	
	8' x 30" Table, Counter Height, Skirted	106.00	139.00	
	Fourth Side skirting – additional	35.00	45.00	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Customer is responsible for breakage, loss or damage to equipment.</li> </ul>		13% HST		
<b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH</b>		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Plain Table - Choice of 4', 6' and 8' x 30"



Undraped Table with white vinyl top



RED Skirted Table



GREEN Skirted Table



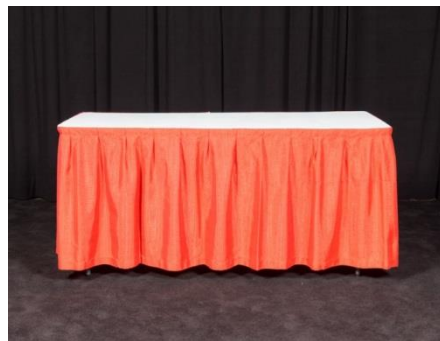
BLUE Skirted Table



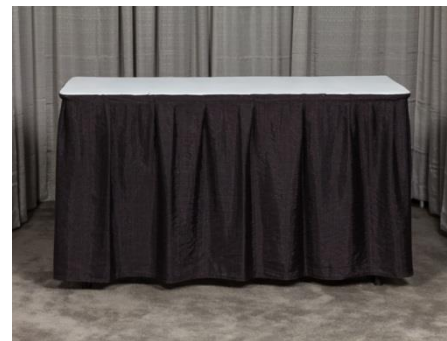
WHITE Skirted Table



LIME Skirted Table



ORANGE Skirted Table



BLACK Skirted Table



RASPBERRY Skirted Table



GOLD Skirted Table



GREY Skirted Table



**ROUND TABLES & CARPET**

Company Name:	Booth #:
Address:	City: Postal/Zip Code:
Province/State:	Cell No:
Contact Name:	Phone No:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: August 1<sup>st</sup>, 2024</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Cruiser Table <input type="checkbox"/> 42'' High Wood Top <input type="checkbox"/> 30'' High Wood Top	70.00	90.00	
	48'' Diameter Table – Round – Plain	66.00	82.00	
	60'' Diameter Table – Round - Plain	81.00	97.00	
	72'' Diameter Table – Round - Plain	96.00	110.00	
	Spandex Cover for Cruiser Table <input type="checkbox"/> Black <input type="checkbox"/> White	42.00	58.00	
	Tablecloth Round <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Grey <input type="checkbox"/> Navy Blue Tablecloth Rectangular <input type="checkbox"/> White <input type="checkbox"/> Blue	42.00	58.00	
	<b><u>Draping - Colours Available:</u></b> <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Navy Blue <input type="checkbox"/> Green <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> White			
	Pipe & Drape - 30'' Low	13.00/ft.	15.00/ft.	
	Pipe & Drape - 8' High	13.00/ft.	15.00/ft.	
	Bare Rail <input type="checkbox"/> 8' High <input type="checkbox"/> 30'' Low	13.00/ft.	15.00/ft.	
	Hardware (per piece) Base / Upright / Crossbar	16.00/each	21.00/each	
	<b><u>Carpeting - Colours Available:</u></b> (Colour is subject to availability, additional charges apply for pillar cuts) <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black			
	10' x 10' Booth Carpet	300.00	400.00	
	10' x 20' Booth Carpet	600.00	800.00	
	10' x 30' Booth Carpet	900.00	1200.00	
	<b>If you are ordering electrical services will under carpet wiring be required?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Other size: No.of ft. _____ x No. of ft. _____ = _____sq. ft. (100 sq. ft. minimum)	3.00 sq. ft.	4.00 sq. ft.	
	Custom cut carpet (per sq. ft. additional charges may apply for angled / round and pillar cuts)	4.25 sq. ft.	6.00 sq. ft.	
	Underpad Size: _____ x _____ = _____sq. ft. (100 sq. ft. minimum)	1.95 sq. ft.	2.80 sq. ft.	
	Protective Plastic Carpet Covering: No.of ft. _____ x No. of ft. _____ = _____sq. ft. (100 sq. ft. minimum)	1.00 sq. ft.	1.30 sq. ft.	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Customer is responsible for breakage, loss or damage to equipment.</li> </ul>		13% HST		
<b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH</b>		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

Signature

Date

**Include the completed credit card authorization form with this order located on page 5.**



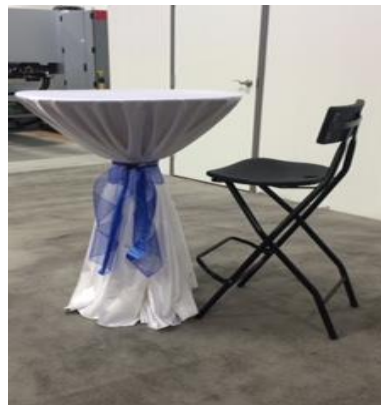
Cruiser Table / PLAIN 30'' or 42'' High



Cruiser Table / 42'' High with Spandex Cover (BLACK / WHITE)



Cruiser & Orange Table Cloth



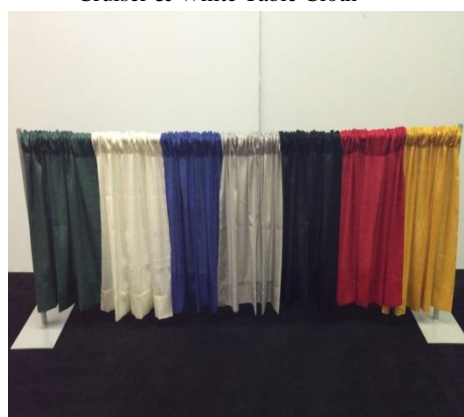
Cruiser & White Table Cloth



Cruiser & Red Table Cloth



60'' & 48'' Diameter Table / Plain



30'' Low Pipe & Drape



8' High Pipe & Drape



RED / BLUE / GREY / BLACK Carpet & Underpad



**RACKS & STANCHIONS**

Company Name:	Booth #:	
Address:	City:	Postal/Zip Code:
Province/State:	Cell No:	
Contact Name:	Phone No:	
Email :	<b>Receipts will be sent electronically / please provide us with an appropriate email address.</b>	

QTY	<u>DEADLINE FOR ADVANCE PRICE: August 1<sup>st</sup>, 2024</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Standard Rolling Garment Rack	48.00	62.00	
	Double Rolling Garment Rack	55.00	68.00	
	Bridal Height Rolling Garment Rack	55.00	68.00	
	Waterfall Garment Rack <i>(limited quantities)</i>	55.00	68.00	
	Circular Waterfall Garment Rack <i>(limited quantities)</i>	55.00	68.00	
	Circular Stationary Garment Rack <i>(limited quantities)</i>	55.00	68.00	
	Coat Tree <i>(limited quantities)</i>	41.00	53.00	
	Hangers (bundle of 25) <input type="checkbox"/> Plastic <input type="checkbox"/> Wire	16.00	26.00	
	Mirror – Free Standing	41.00	53.00	
	Chrome Stanchions	41.00	53.00	
	Stanchion Ropes <input type="checkbox"/> 6' or <input type="checkbox"/> 8' <input type="checkbox"/> Red <input type="checkbox"/> Black	31.00	40.00	
	Retractable Stanchions <input type="checkbox"/> Red <input type="checkbox"/> Black <i>(limited quantities)</i>	72.00	99.00	
	30'' Low Pipe & Chain – per linear ft.	13.00/ft.	15.00/ft.	
<u>Terms &amp; Conditions</u>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Customer is responsible for breakage, loss or damage to equipment.</li> </ul>		13% HST		
<b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH</b>		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Standard & Bridal Height Rolling Rack



Double Rolling Garment Rack



Waterfall Garment Rack



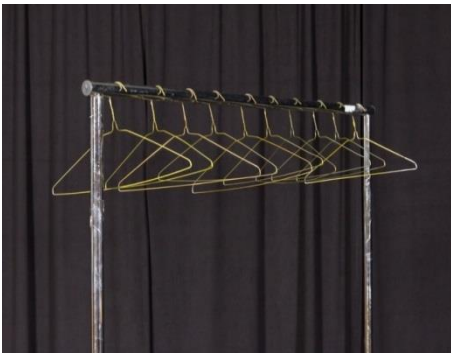
Circular Waterfall Garment Rack



Circular Stationary Garment Rack



Coat Tree



Wire Hangers (bundle of 25)



Plastic Hangers (bundle of 25)



Mirror - Free Standing



30'' Low Pipe & Chain



Stanchions and Ropes (BLACK or RED)



Retractable Stanchion (BLACK or RED Belt)

**DISPLAY ITEMS**

Company Name:	Booth #:
Address:	City: Postal/Zip Code:
Province/State:	Cell No:
Contact Name:	Phone No:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: August 1<sup>st</sup>, 2024</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Display Case – 1 1/2' x 3' x 3 1/2' (25% Glass) <b>(DP1)</b> <i>(limited quantities)</i>	365.00	510.00	
	Display Case w/ shelf – lighting - 1 1/2' x 3' x 3 1/2' <b>(DP2)</b> <i>(limited quantities)</i>	404.00	566.00	
	Display Case w/ shelf – lighting - 1 1/2' x 3' x 5' <b>(DP3)</b> <i>(limited quantities)</i>	445.00	614.00	
	Acrylic Cube Display Case – 1 1/2' x 1 1/2' x 3 1/2' <i>(limited quantities)</i>	150.00	225.00	
	Display Stand – 1 1/2' x 1 1/2' x 3 1/2' <b>(DP4)</b> <i>(limited quantities)</i>	150.00	225.00	
	5' Tall Glass Showcase <b>(GS3)</b> <i>(limited quantities)</i>	262.00	378.00	
	8' Tall Glass Showcase – lighting <b>(GS4)</b> <i>(limited quantities)</i>	558.00	698.00	
	Table Top Riser – Single Step	58.00	68.00	
	Table Top Riser – Double Step	68.00	79.00	
	Easel	52.00	68.00	
	Sign Holder – 22" x 28"	58.00	77.00	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Customer is responsible for breakage, loss or damage to equipment.</li> </ul>		13% HST		
<b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH</b>		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Display Case / 1 1/2' x 3' x 3 1/2' (25% Glass) - **(DP1)**



Display Case w / shelf - 1 1/2' x 3' x 3 1/2' - **(DP2)**



Display Case w / shelf - 1 1/2' x 3' x 5' - **(DP3)**



Display Stand / 1 1/2' x 1 1/2' x 3 1/2' - **(DP4)**



5' Tall Glass Showcase - **(GS3)**



8' Tall Glass Showcase - **(GS4)**



8' Table Top Riser - Single Step



8' Table Top Riser - Double Step



Easel



Sign holder



**ACCESSORIES**

Company Name:	Booth #:
Address:	City: Postal/Zip Code:
Province/State:	Cell No:
Contact Name:	Phone No:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: August 1<sup>st</sup>, 2024</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Small Waste Basket	21.00	32.00	
	Large Garbage Can	25.00	35.00	
	Draw Drum (Table Top Model) <i>(limited quantities)</i>	58.00	81.00	
	Plants 3' – Artificial tree – “Ficus Benjamina”	37.00	52.00	
	Plants 5' – Artificial tree – “Ficus Benjamina”	39.00	54.00	
	Sales counter / white 40”high x 40”wide x 20”deep	265.00	325.00	
	Slatwall Section – 1 Meter wide x 96” High - WHITE	126.00	168.00	
	Wire Grids – Black – 6’ x 2’ – per panel (does not include legs) <i>(limited quantities)</i>	75.00	98.00	
	Wire Grids – Black – 6’ x 2’ – per panel ( include legs) <i>(limited quantities)</i>	85.00	112.00	
	4’ x 8’ Peg Board <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	140.00	165.00	
	4’ x 8’ Pin Up Board <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	140.00	165.00	
<b>Terms &amp; Conditions</b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Customer is responsible for breakage, loss or damage to equipment.</li> </ul>		13% HST		
		R846706208RT0001		
<b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR’S BOOTH</b>		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**

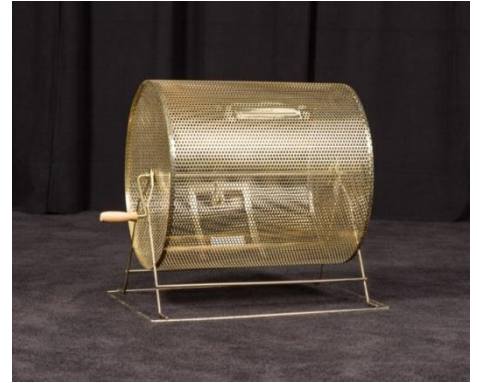




Small Waste Basket



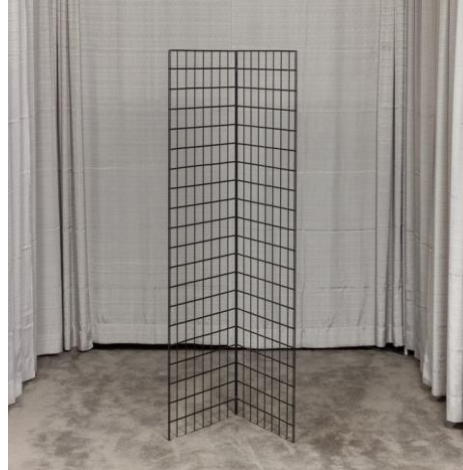
Large Garbage Can



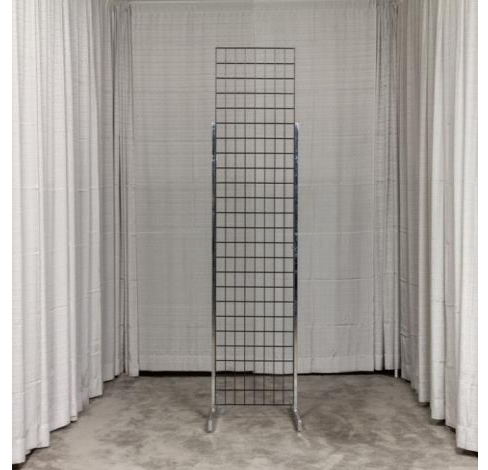
Draw Drum (Table top Model)



Sales counter / white - 40" h x 40" w x 20" deep



Wire Grids/Black/6' x 2'/per panel  
(does not include legs - shown here 2 sections)



Wire Grids/Black /6' x 2'/per panel include legs



4' x 8' Peg Board or Pin Up Board / Horizontal or Vertical



Slatwall Section - 3' x 8' (shown 2 sections each)



3' Artificial Tree - Ficus Benjamina



5' Artificial Tree - Ficus Benjamina

**HARDWALL SYSTEMS**

Company Name:	Booth #:
Address:	City: Postal/Zip Code:
Province/State:	Cell No:
Contact Name:	Phone No:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<u>DEADLINE FOR ADVANCE PRICE: August 1<sup>st</sup>, 2024</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	** Model 1 – 10’ x 10’ Hardwall Booth	1,595.00	2,095.00	
	** Model 2 - 10’ x 10’ Hardwall Booth	1,595.00	2,095.00	
	** Model 3 - 10’ x 10’ Hardwall Booth	1,795.00	2,347.00	
	** Model 4 - 10’ x 10’ Hardwall Booth	1,795.00	2,347.00	
	** Model 5 - 10’ x 10’ Hardwall Booth	1,795.00	2,347.00	
	** Model 6 - 10’ x 10’ Hardwall Booth	1,395.00	1,995.00	
	<b>CUSTOM GRAPHICS – to upgrade to a customized booth contact us at 905-624-6955 for a quote</b>			
	** Indicate when you intend to arrive to set up your exhibit: DATE: _____ TIME: _____			

**Terms & Conditions:**

- Orders must arrive before deadline date to receive advance price.
- Rates include rental for length of show, installation & removal.
- There will be no refunds or exchanges for cancellation onsite.
- Quantity, colours, sizes and styles may vary.
- Carpeting, Electrical and Lighting not included.
- All items subject to availability.
- Any changes to the offered selection or graphics will result in a supplementary charge.
- Customer is responsible for breakage, loss or damage to equipment.

**UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR’S BOOTH**

Taxable Sub Total	
13% HST	
R846706208RT0001	
Total Amount Of Invoice	

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Model # 1 – 10' x 10' Hardwall Booth



Model # 2 – 10' x 10' Hardwall Booth



Model # 3 – 10' x 10' Hardwall Booth



Model # 4 – 10' x 10' Hardwall Booth



Model # 5 – 10' x 10' Hardwall Booth




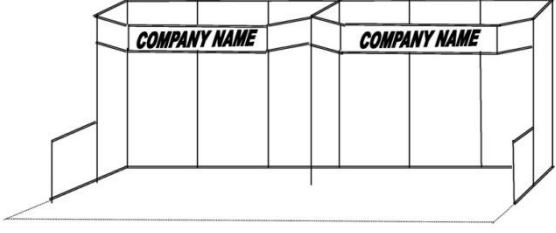
Model # 6 – 10' x 10' Hardwall Booth

**\*\* Booth does not include carpet\*\***



**SHOW SPECIAL**

Company Name:	Booth #:	
Address:	City:	Postal/Zip Code:
Province/State:	Cell No:	
Contact Name:	Phone No:	
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.	

<p><b>10' x 10' Booth:</b>  <b>Advance deadline rate: \$1,795.00</b>  <b>Advance Deadline date: August 01, 2024</b></p>  <p><b>Price after deadline: \$2,350.00</b>  <b>Includes:</b></p> <ul style="list-style-type: none"> <li>➤ 1 – 10' x 10' Carpet</li> <li>➤ 1 – 4' Table / Skirted</li> <li>➤ 2 – Resin Folding Chairs</li> <li>➤ 1 – Signage</li> </ul>	<p><b>A complete booth Includes:</b></p> <ul style="list-style-type: none"> <li>• Carpet</li> <li>• Skirted Table</li> <li>• Resin Folding Chairs</li> <li>• Signage</li> <li>• Installed</li> <li>• Dismantled</li> <li>• No Substitutions</li> </ul>	<p><b>10' x 20' Booth</b>  <b>Advance deadline rate: \$3,200.00</b>  <b>Advance Deadline date: August 01, 2024</b></p>  <p><b>Price after deadline: \$4,200.00</b>  <b>Includes:</b></p> <ul style="list-style-type: none"> <li>➤ 1 – 10' x 20' Carpet</li> <li>➤ 1 – 6' Table / Skirted</li> <li>➤ 2 – Resin Folding Chairs</li> <li>➤ 2 – Signage</li> </ul>
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**Indicate Your Choice**

10' x 10' including carpet, one header sign, one skirted 4' table and two Resin Folding Chairs.

10' x 20' including carpet, two header signs, one skirted 6' table and two Resin Folding Chairs.

**Panel Colour:**     White

**Carpet Colour:**     Blue     Black     Red     Grey

**Skirt Colour:**     Blue     Navy     Black     Red     Grey     Green     Gold     White     Lime     Raspberry     Orange

**10' x 10', sign to read:** \_\_\_\_\_

**10' x 20', sign to read: Left:** \_\_\_\_\_ **Right:** \_\_\_\_\_

<p><b>Terms &amp; Conditions:</b></p> <ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Electrical and lighting not included.</li> <li>- All items subject to availability.</li> <li>- Any changes to the offered selection or graphics will result in a supplementary charge.</li> <li>- Customer is responsible for breakage, loss or damage to equipment.</li> </ul> <p><b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITORS'S BOOTH</b></p>	Taxable Sub Total	
	13% HST	
	R846706208RT0001	
	Total Amount Of Invoice	

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

**Include the completed credit card authorization form with this order located on page 5.**

## Security Cage Order Form

Company Name:	Booth #:
City:	Address:
Province/State:	Postal/Zip Code:
Contact Name:	Cell No:
Email :	Phone No:
	Receipts will be sent electronically / please provide us with appropriate email address.

### **Security Cage with Lock – Dimensions 6 ft. tall by 5 ft. long by 2.5 ft. wide (Cages are on wheels)**

Number of Lockable Cages Required:	
Price per Cage:	\$ 325.00
Subtotal:	
R846706208RT0001 13% HST:	
Total:	
	Number of days: 4 (Price is for duration of the show)

Date Required: (must be picked up from OPS desk)	Time Required:
Return Date: (must be returned to OPS desk)	Time Returned:

### **Special Note:**

This price is for a security cage only which is to be kept in your own booth space.  
If security cage is to be put in the **storage area** additional **storage charges** will apply. (See storage form located on page 35)

A \$ 30.00 charge will apply should **lock** or **key** not be returned at the end of the show.

Upon arrival to show, exhibitor must check in with OPS Event Rentals Inc. desk in order to pick up their Security Cage.  
In turn the security cage must be returned to the OPS Event Rentals Inc. desk at the end of the show.

All orders and full payment must be received prior to delivery of goods.  
OPS Event Rentals Inc. accepts at the show, Visa, Mastercard, Debit and cash.  
All exhibitors are responsible for payment of HST when exhibiting in Ontario.  
This order is placed with the understanding that OPS Event Rentals Inc., its employees and/or agents are released from all liability for loss, theft, and/or damage to merchandise/property, no matter how caused and that properties being handled have been insured.  
Customer is responsible for breakage, loss or damage to equipment.

**UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITORS'S BOOTH**

**Include the completed credit card authorization form with this order located on page 5.**



**IN – BOOTH LABOR SERVICE ORDER FORM**

Company Name:		Credit Card: (circle one)	Visa	Mastercard
Address:		Card Number:		
City	Booth #:	Expiry Date:		
Prov/State:	Postal/Zip Code:	Validation code (on back):		
Phone No:	Cell No:	Name on Card:		
Contact Name:	Email:	Signature:		

**EXHIBITOR MUST REPORT TO OPS CUSTOMER SERVICE DESK TO OBTAIN SERVICES ORDERED.**

QTY.		PER HOUR	AFTER DEADLINE / ONSITE	SUBTOTAL
	Monday – Friday 8:00am – 4:00pm	\$116.00	\$162.00	
	Monday – Friday after 4:00pm	\$145.00	\$195.00	
	Saturday – Sunday	\$185.00	\$265.00	

1. This service is for assistance within your booth space.
2. Exhibitor must be present to supervise.
3. Labour rates are charged per person at a minimum charge of 1 hour. Labour over 1 hour is charged in 1/2 hour increments. We reserve the right to change labourers & or rates as shift changes.
4. Priority will be given to pre-booked orders. Exhibitors must report to the onsite OPS service desk in order to book their labour.
5. All labour orders must be either pre-paid in full or paid in full on site prior to service.
6. A 30% surcharge will be applied to on-site orders.

SUPERVISOR NAME: \_\_\_\_\_

INSTALLATION DATE: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

# of Workers: \_\_\_\_\_ Total # of Hours: \_\_\_\_\_

DISMANTLE DATE: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

# of Workers: \_\_\_\_\_ Total # of Hours: \_\_\_\_\_

This order is placed with the understanding that <b>OPS Event Rentals Inc.</b> , its employees, and/or agents are released from all liability for loss, theft, and/or damage to merchandise/property, no matter how caused and that properties being handled have been insured.  <b>Signature:</b> _____	<b>Taxable Sub Total</b>	
	13% HST	
	<b>R846706208RT0001</b>	
	<b>Total Amount Of Invoice</b>	

**Labour cancelled on site will be charged at a minimum of 1 hour per worker requested. It is the responsibility of the exhibitor to ensure that the booth labour hired can check in for time supplied above.**

**IN – BOOTH FORKLIFT SERVICE ORDER FORM**

Company Name:		Credit Card: (circle one)	Visa	Mastercard
Address:		Card Number:		
City	Booth #:	Expiry Date:		
Prov/State:	Postal/Zip Code:	Validation code (on back):		
Phone No:	Cell No:	Name on Card:		
Contact Name:	Email:	Signature:		

**EXHIBITOR MUST REPORT TO OPS CUSTOMER SERVICE DESK TO OBTAIN SERVICES ORDERED.**

QTY.		PER HOUR	AFTER DEADLINE	SUBTOTAL
	Monday – Friday 8:00am – 4:00pm	\$250.00	\$325.00	
	Monday – Friday after 4:00pm	\$270.00	\$350.00	
	Saturday – Sunday	\$375.00	\$480.00	

1. This service is for assistance within your booth space.
2. Exhibitor must be present to supervise.
3. Labour rates are charged per person at a minimum charge of 1 hour. Labour over 1 hour is charged in ½ hour increments. We reserve the right to change labourers & or rates as shift changes.
4. The service does not include movement of goods from loading dock to booth or to and from storage area.
5. If you require assistance moving goods outside of booth please complete a **material handling** order form.
6. Priority will be given to pre-booked orders. Exhibitors must report to the onsite OPS service desk in order to book their labour.
7. All labour orders must be either pre-paid in full or paid in full on site prior to service.
8. A 30% surcharge will be applied to on-site orders.
9. If overweight freight or equipment is being moved and special weight restriction forklift services are required, the above prices will not apply and special arrangements will need to be made by Advance Discount Deadline date.

SUPERVISOR NAME: _____		
INSTALLATION DATE: _____		
Start Time: _____	Finish Time: _____	Total # of Hours: _____
# of Workers: _____	Number of Forklifts: _____	
DISMANTLE DATE: _____		
Start Time: _____	Finish Time: _____	Total # of Hours: _____
# of Workers: _____	Number of Forklifts: _____	

This order is placed with the understanding that <b>OPS Event Rentals Inc.</b> , its employees, and/or agents are released from all liability for loss, theft, and/or damage to merchandise/property, no matter how caused and that properties being handled have been insured.  <b>Signature:</b> _____	<b>Taxable Sub Total</b>	
	<b>13% HST</b>	
	<b>R846706208RT0001</b>	
	<b>Total Amount Of Invoice</b>	

**Labour cancelled on site will be charged at a minimum of 1 hour per worker requested. It is the responsibility of the exhibitor to ensure that the booth labour hired can check in for time supplied above.**

## Material Handling Order Form

Company Name:	Credit Card: (circle one)      Visa      MasterCard
Address:	Card Number:
City                                  Booth #:	Expiry Date:
Prov/State:                          Postal/Zip Code:	Validation code (on back):
Phone No:                              Cell No:	Name on Card:
Contact Name:                          Email:	Signature:

Material handling services will be available to assist exhibitors with in and out handling of exhibitor materials at a minimum charge of one hour per shipment per forklift. Services over 1 hour will be charged in 1/2 hour increments. (Move in & out)

**Material Handling Service Includes:**

- During Move In Receive goods at exhibiting hall loading dock and unload vehicle/carrier.
- Deliver & spot freight once to booth.
- Move any empty cartons/crates from booth to storage.
- Upon Move out - At end of show return empty cartons/crates from storage to your booth.
- Remove exhibiting material from your booth and load your vehicle/carrier at loading dock.

QTY.		PER HOUR	AFTER DEADLINE	SUBTOTAL
	Monday – Friday 8:00 am – 4:00 pm	\$375.00	\$ 425.00	
	Monday – Friday after 4:00 pm	\$ 385.00	\$ 445.00	
	Saturday – Sunday	\$575.00	\$ 625.00	

All orders are subject to a 1 hour minimum for move in, and 1 hour minimum for move out.

All orders requiring **storage** are subject to a 1.5 hour minimum for move in, and 1.5 hour minimum for move out.

Amount of Time Required	No. of Hours	Rate Per Hour	Total Amount
<b>Move – In Requirement:</b>		\$	\$
<b>Move – Out Date Requirement:</b>		\$	\$
<b>Subtotal</b>		\$	\$
<b>R846706208RT0001      HST</b>		\$	\$
<b>Total</b>		\$	\$

<b>Date Shipped:</b>	<b>Shipped from (City):</b>
<b>Customs Broker (if appl.):</b>	<b>Carrier (Trucking) Company:</b>
<b>Date Goods are scheduled to arrive :</b>	<b>Time Goods are scheduled to arrive:</b>
<b>Number of Pieces:</b>	<b>Total Weight:</b>
<b>Special Notes:</b>	

**Read and sign the terms & conditions on page 26.**

**Terms:**

All orders must be prepaid in full prior to movement of goods.  
Purchase orders do not qualify as payments.  
OPS Event Rentals Inc. accepts Visa, Mastercard, Debit and cash on show floor.  
All exhibitors are responsible for payment of HST when exhibiting in Ontario.

**Should your carrier’s arrival to the loading dock be later than scheduled your rate may change according to time of arrival. Please take note of rate change and cut off times (as of 4:00pm Monday - Friday).**

Orders must be cancelled by **August 12, 2024** to be considered for a 70% refund, any claims for services not provided will not be considered after the show closes.

**Conditions:**

OPS Event Rentals Inc. must be notified in advance (**by August 2<sup>nd</sup>, 2024**) of any individual piece of equipment that is overweight (exceeds 3000 lbs.) or will require special handling.

We reserve the right to deem which item(s) will require additional labour & special handling and assess charges accordingly.  
ie: Uncrated or Special Handling shipments (see definitions below).

*Skidded & Crated:* Material that is skidded or is in a shipping container that can be unloaded at the loading dock with no additional handling.

*Uncrated:* Material that is shipped loose or pad wrapped or un-skidded equipment/items without proper lifting bars.

*Special Handling:* Shipments that require additional handling, such as ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper documentation or delivery receipts.

**All pallets must be wrapped and labeled on arrival as well as prior to pick up from show floor.**

It is the sole responsibility of the exhibitor to ensure their delivery vehicle arrives at the designated unloading area or dock. OPS Event Rentals Inc. reserves the right to take whatever actions and provide whatever equipment and labour it deems necessary to unload the vehicle and assess charges accordingly.

OPS Event Rentals Inc. will begin returning containers from storage to booth as soon as the aisle carpet is completely removed from show floor.

OPS Event Rentals Inc. will not be responsible for exhibit material abandoned on show floor. Note that any booth or freight remaining on the show floor or at the loading docks upon show tear down will be collected by OPS Event Rentals Inc. and taken to our warehouse for storage. Material handling and transportation fees will apply and charged to the exhibitor.

**Liability:**

This order is placed with the understanding that OPS Event Rentals Inc., its employees and/or agents are released from all liability for loss, theft, and/or damage to merchandise/property, no matter how caused and that properties being handled have been insured by the exhibitor.

**Instructions:**

Once your shipment is packed and ready to be picked up – make your way to the OPS customer service desk and confirm that the order is ready to be picked up and loaded onto the vehicle.

I have read and understand the terms and conditions of my agreement with OPS Event Rentals Inc.
<b>Signature/ Authorization:</b>
<b>Date:</b>





**Advance Warehouse Receiving Order Form**

Company Name:	Credit Card: (circle one)      Visa      Mastercard
Address:	Card Number:
City                                      Booth #:	Expiry Date:                                      Validation code (on back):
Prov/State:                                      Postal/Zip Code:	Name on Card:
Phone No:                                      Cell No:	Signature:
Contact Name:                                      Email:	Credit Card: (circle one)      Visa      Mastercard

**PAYMENT IN FULL WILL BE REQUIRED IN ORDER TO SECURE DELIVERY TO / FROM BOOTH.**

**Small Package Shipment**

Carrier Name:	Box size & weight: (max 30lbs per box)
Carrier Contact:	Number of Boxes:
Carrier Phone Number:	Price per Box: \$89.00
Pro. Bill Number:	Subtotal:
<b>Expected Arrival Date:</b>	R846706208RT0001 13% HST:
Goods may be delivered to our warehouse prior to as of <b>August 1, 2024</b> or to the OPS Exhibitor service desk on move in the <b>Wednesday</b> on show floor.	Total:

**Standard Pallet Shipment**

Carrier Name:	<b>Standard Pallet size: 4' x 4' x 4' high</b>
Carrier Contact:	Number of Pallets:
Carrier Phone Number:	Price per Pallet: \$495.00
Pro. Bill Number:	Subtotal:
<b>Expected Arrival Date:</b>	R846706208RT0001 13% HST:
	Total:

**Oversize Shipment – charges based on weight of shipment per hundred weight & rounded up to nearest hundred**

Carrier Name:	Pro. Bill Number:
Carrier Phone Number:	<b>Expected Arrival Date:</b>
Size; length x width x height of item:	Total weight shipped:
Size; length x width x height of item:	Price per 100 lb: \$ 47.00
Size; length x width x height of item:	Subtotal:
Size; length x width x height of item:	R846706208RT0001 13% HST:
Size; length x width x height of item:	Total:
<b>Minimum charges will apply</b>	<b>Minimum charges will apply</b>

**Address to Ship Material to:**

Exhibiting Company Name: \_\_\_\_\_

Show Name: **Fan Expo 2024**

Booth No: \_\_\_\_\_

**C/O: OPS Event Rentals Inc.  
Loading Docks # 10 or # 11  
500 Carlingview Drive, Etobicoke, Ontario, M9W 5R3  
Tel: 905-624-6955**

**Deadline for shipment arrival at OPS Event Rentals Inc. warehouse is: Thursday August 15, 2024.**

All orders and full payment must be received on or before **Tuesday August 1st, 2024.**

For **standard shipments**, all pallets must be wrapped and labeled on arrival as well as prior to pick up from show floor. The exhibitor is responsible for providing a complete Bill of Landing form to OPS Event Rentals Inc.

For **oversized shipments**, charges are based on weight of shipment and will be rounded up to nearest hundred. Shipments must include a certified weight ticket. Charges are estimated and adjusted upon receipt. The exhibitor is responsible for providing a complete Bill of Landing form to OPS Event Rentals Inc.

**Our services include the following:**

1. Receipt of shipment at OPS Event Rentals Inc. warehouse as of **July 30<sup>th</sup>, 2024.** (Monday to Friday 9:00 am – 4:00 pm)
2. Record any visual damage upon arrival.
3. Notify exhibitor as to condition of goods.
4. Transfer shipment from OPS Event Rentals Inc. warehouse to venue – Metro Toronto Convention Centre.
5. Unloading of shipment at venue – Metro Toronto Convention Centre and delivery to booth site.
6. Moving empty shipping containers to show storage. (Does not include applicable storage charges – see storage form)
7. Upon conclusion of show, returning empty shipping containers to booth location.

**Notes:**

- We **do not** make shipping arrangements to or from our warehouse.
- All pallets, and crates, are to be picked up from our warehouse by **Friday August 30, 2024 at NOON.**
- All items not picked up by **Friday August 30, 2024 will be** subject to an additional daily storage fee of **\$105.00 per day.**

This order is placed with the understanding that OPS Event Rentals Inc., its employees and/or agents are released from all liability for loss, theft, and/or damage to merchandise/property, no matter how caused and that properties being handled have been insured.

OPS Event Rentals Inc. will not be responsible for exhibit material abandoned on show floor. Note that any booth or freight remaining on the show floor or at the loading docks upon show tear down will be collected by OPS Event Rentals Inc. and taken to our warehouse for storage. Material handling, transportation and storage fees will apply and charged to the exhibitor.

**ADVANCE SHOW WAREHOUSE RECEIVING / SHIPPING**

**To:** \_\_\_\_\_  
Exhibitor Name / Company Name

**OPS Event Rentals Inc.  
Loading Dock # 10 & # 11  
500 Carlingview Drive  
Etobicoke, Ontario M9W 5R3  
Canada**

**EVENT:** \_\_\_\_\_  
Fan Expo 2024

**BOOTH NO.** \_\_\_\_\_ **#** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

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