

# Material Handling Order Form

## **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

#### **Note:**

- Transportation to and from show site is not included as part of this service.
- Shipments arriving at the advance warehouse must complete a material handling form.

### **ESTIMATING MATERIAL HANDLING CHARGES:**

- Material handling services are billed per shipment received, per each forklift used. Move-in and move-out are charged separately.
- Services are charged by the hour and rounded up to the nearest half hour. A minimum charge of 1 hour per forklift and driver for move-in and 1 hour for move-out are applicable.
- Additional time will be charged in half hour increments.
- On-site orders are subject to a 25% surcharge.
- Off target shipments will be charged an additional 30%.

### **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>     | THE MOTORCYCLE SHOW              | <b>DEADLINE DATE</b> | January 22, 2019       |
| <b>LOCATION</b> | Enercare Centre – Halls B, C & G | <b>SHOW DATES</b>    | February 15 – 17, 2019 |
| <b>COMPANY</b>  |                                  | <b>BOOTH #</b>       |                        |
| <b>ADDRESS</b>  |                                  |                      |                        |
| <b>CITY</b>     |                                  | <b>PROV / STATE</b>  |                        |
| <b>CONTACT</b>  |                                  | <b>TITLE</b>         |                        |
| <b>TEL</b>      |                                  | <b>EXT</b>           |                        |

**\*\*CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE\*\***

| RATES                       |           |   |  |                 |                  |
|-----------------------------|-----------|---|--|-----------------|------------------|
| TIME                        |           |   | PRICE PER HOUR<br>( 1HR Minimum for move-in & 1 HR minimum for move-out) |                 |                  |
|                             |           |   | PRE-SHOW   | AFTER DEADLINE  | SPECIAL HANDLING |
| REGULAR TIME                | Mon - Fri | 8:00 am – 4:00 pm   | <b>\$223.00</b>  | <b>\$278.00</b> | <b>ADD 30%</b>   |
| OVERTIME                    | Mon – Fri | Before 8:00 am and<br>Between 4:00 pm-6:00 pm                                   | <b>\$258.00</b>  | <b>\$323.00</b> | <b>ADD 30%</b>   |
|                             | Sat – Sun | 8:00 am – 4:00 pm   |  |                 |                  |
| DOUBLE TIME                 | Mon-Fri   | After 6:00 pm   | <b>\$319.00</b>  | <b>\$398.00</b> | <b>ADD 30%</b>   |
|                             | Sat & Sun | After 4:00 pm   |  |                 |                  |
|                             | Holidays  | All day   |  |                 |                  |
| <b>MINIMUM CHARGE</b>       |           | The minimum charge of 1hr additional time will be charged in 1/2 hr increments. |  |                 |                  |
| <b>ON-SITE ORDERS</b>       |           | A 25% surcharge will be applied to on-site orders.                              |  |                 |                  |
| <b>OFF-TARGET SHIPMENTS</b> |           | A 30% surcharge will be applied to off-target shipments.                        |  |                 |                  |

• If your move-in or move-out fall during overtime or double-time hours, overtime or double-time rate will be applied.  
• Minimum charge of one hour per shipment per forklift driver for move-in and one hour for move-out is applicable. Services over 1 hour will be charged in 1/2 hour increments.

### PLEASE COMPLETE THE FOLLOWING

Goods are scheduled for delivery to:     Show Site     Advance Warehouse

Goods are scheduled to arrive: \_\_\_\_\_ Total Weight: \_\_\_\_\_ lbs

Carrier Name: \_\_\_\_\_ Number of Pieces: \_\_\_\_\_

### CALCULATION

|                 |                          |   |      |   |    |    |  |
|-----------------|--------------------------|---|------|---|----|----|--|
| <b>MOVE-IN</b>  |                          | x |      | = | \$ |    |  |
|                 | Number of Hours Required |   | Rate |   |    |    |  |
| <b>MOVE-OUT</b> |                          | x |      | = | \$ |    |  |
|                 | Number of Hours Required |   | Rate |   |    |    |  |
|                 | ONSITE SURCHARGE (25%)   |   |      |   |    | \$ |  |

### PAYMENT

|  |             |                  |  |
|--|-------------|------------------|--|
| Note: You must complete a credit card authorization form if you are paying by cheque                                 |             | <b>SUB TOTAL</b> |  |
| <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ |             | <b>13% HST</b>   |  |
|  |             | <b>TOTAL</b>     |  |
| CARD NUMBER  | EXPIRY DATE |                  |  |
| 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.