

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

SHOW	THE MOTORCYCLE SHOW	DEADLINE DATE	January 27, 2020
LOCATION	Enercare Centre - Hall B, C & G	SHOW DATES	February 21 - 23, 2020
COMPANY		BOOTH #	
ADDRESS			
CITY		PROV / STATE	
CONTACT		TITLE	
TEL		EXT	

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

RATES					
TIME			PRICE PER HOUR (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	\$223.00	\$278.00	ADD 30%
OVERTIME	Mon – Fri	Before 8:00 am and Between 4:00 pm-6:00 pm	\$258.00	\$323.00	ADD 30%
	Sat – Sun	8:00 am – 4:00 pm			
DOUBLE TIME	Mon-Fri	After 6:00 pm	\$319.00	\$398.00	ADD 30%
	Sat & Sun	After 4:00 pm			
	Holidays	All day			
MINIMUM CHARGE		The minimum charge of 1hr additional time will be charged in 1/2 hr increments.			
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.			
<ul style="list-style-type: none"> 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 ½ 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

MOVE-IN	Number of Hours Required	x	Rate	=	\$ _____
MOVE-OUT	Number of Hours Required	x	Rate	=	\$ _____
ONSITE SURCHARGE (25%)					\$ _____

PAYMENT

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

VISA MC AMEX CHQ

		SUB TOTAL	
		13% HST	
		TOTAL	

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.