



STRONCO
GROUP OF COMPANIES

EXHIBITOR ORDER FORMS

EDMONTON COTTAGE LIFE & CABIN SHOW

Edmonton Expo Centre

April 25 – 27, 2014

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

Welcome to Stronco!

We are pleased to be appointed Official Service Contractor for **EDMONTON COTTAGE LIFE & CABIN SHOW**.

Our goal is to make your exhibiting experience easy, pleasant and an unparalleled success.

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. The following products and services are available for your event:

- **Exhibit Rentals**
- **Display Tables & Drapery**
- **Counters, Storage & Display Units**
- **Accessories & Office Furnishings**
- **Chairs & Stools**
- **Tables**
- **Plants**
- **Carpet & Underpadding**
- **Signs & Banners**
- **Installation & Dismantling Services**
- **Booth Cleaning**
- **In-Booth Forklift Services**
- **Advance Show Receiving**
- **Transportation Services**
- **Customs Brokerage Services**

Please see the following order forms for more details.

STRONCO EXHIBITOR SERVICES CENTRE

If you require assistance with your exhibiting needs or any of our products and services, please contact our Exhibitor Services Centre at 800-665-2621.

Thank you for your business! We hope you have a successful show.

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:

- Advance Show Receiving
- Installation & Dismantle Labour Services
- In-Booth Forklift Services
- Transportation Services
- Customs Brokerage Services
- 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.

Online Ordering Information Sheet



Stronco is pleased to make our online ordering service available for the upcoming:

EDMONTON COTTAGE LIFE & CABIN SHOW

Edmonton Expo Centre

April 25 – 27, 2014

To place your order online, view the show schedule or print order forms, go to **www.stroncoonline.com**.

In order to protect your privacy and restrict access to exhibitors in this event we have assigned the following show code to this event:

Show Code: 426601177

To place online orders you will be required to enter your Show Code and Booth Number.

If you have not registered on our online ordering system before, you must complete the registration process.

Once you have registered your information in our Online Ordering System you will not be required to register again to place online orders for future events serviced by Stronco.

If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-665-2621.

J42660
11-29-10

Credit Card Authorization

SHOW	EDMONTON COTTAGE LIFE & CABIN SHOW	DEADLINE DATE	April 9, 2014
LOCATION	Edmonton Expo Centre	SHOW DATES	April 25 – 27, 2014

COMPANY INFORMATION

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL / ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

IMPORTANT

This form must be filled out if:

1. You are paying by cheque
2. Your representative will be placing any orders onsite
3. You are ordering Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services

CREDIT CARD INFORMATION

I understand that Stronco will use this authorization to charge any outstanding fees upon show closing to the credit card listed below. These include funds related to any unpaid or outstanding balance due to STRONCO, an NSF cheque, show site orders placed by your representative, material handling and advance shipment overages, installation and dismantle labour charge adjustments and transportation and customs brokerage service adjustments.

☐ VISA
 ☐ MC
 ☐ AMEX
 ☐ CORPORATE CARD
 ☐ PERSONAL CARD

CARD NUMBER

EXPIRY DATE

CARDHOLDER _____

SIGNATURE _____ DATE _____

BILLING ADDRESS _____
(If different from above)

EMAIL _____ TEL _____ FAX _____

Cheques will not be accepted without this authorization.
If this form is not completed, onsite orders must be paid in full prior to delivery.

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Rev 01-04-11

Carpet Order Form

-CUST

SHOW	EDMONTON COTTAGE LIFE & CABIN SHOW	DEADLINE DATE	April 9, 2014
LOCATION	Edmonton Expo Centre	SHOW DATES	April 25 – 27, 2014

COMPANY		BOOTH #	
ADDRESS			
CITY		PROV / STATE	
CONTACT		TITLE	
TEL		EXT	
		EMAIL	
		FAX	

BOOTH CARPET – STANDARD SIZE

If your booth size is not specified below, please complete the Custom Size section.

ITEM #	QTY	DESCRIPTION	PRE-SHOW	AFTER DEADLINE	TOTAL
11-05-001		10' x 10' - Single Booth	\$ 167.00	\$ 226.00	\$
11-05-002		10' x 20' - Double Booth	\$ 311.00	\$ 420.00	\$
Select Colour	<input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> BLACK				

BOOTH CARPET – CUSTOM SIZE

If your booth size is not listed above, please complete this section. Additional charges may apply for angled cuts.

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 2.27	\$ 3.06	\$
Select Colour	<input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GOLD <input type="checkbox"/> GREY <input type="checkbox"/> BLACK <input type="checkbox"/> TEAL <input type="checkbox"/> GREEN <input type="checkbox"/> PURPLE <input type="checkbox"/> BURGUNDY		

UNDERPADDING

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 1.08	\$ 1.46	\$

VISQUEEN (PLASTIC CARPET COVERING)

Booth Size	PRE-SHOW	AFTER DEADLINE	TOTAL
_____ ft x _____ ft = _____ sq ft	\$ 0.45	\$ 0.61	\$

PAYMENT ***Pre-show prices are only applicable if payment is received prior to deadline date***

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

☐ VISA
 ☐ MC
 ☐ AMEX
 ☐ CHQ

 CARD NUMBER

 EXPIRY DATE

SUB TOTAL	
5% GST	
TOTAL	

I have read and understand the Terms & Conditions of my agreement with Stronco

HST# R129612164

CARD HOLDER _____ SIGNATURE _____ DATE _____

TERMS & CONDITIONS

- No refunds or exchanges on carpet once they are delivered.
- If no colour is indicated, Stronco will make the selection on your behalf.
- Carpet colour is subject to availability.
- All orders must be paid in full 7 days prior to show set-up.
- All prices are for the duration of the show, unless otherwise stated.
- No cheques will be accepted on-site.

- All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability. **Pre-show prices are only applicable if payment is received prior to deadline date.**
- If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing.
- 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.