

Labour Service Form

SHOW	THE NATIONAL FRANCHISE & BUSINESS OPPORTUNITY SHOW 2012	DEADLINE DATE	December 30, 2011
LOCATION	Metro Toronto Convention Centre	SHOW DATES	January 14 – 15, 2012
COMPANY			BOOTH #
ADDRESS			
CITY	PROV / STATE	POSTAL/ ZIP	
CONTACT	TITLE	EMAIL	
TEL	EXT	FAX	

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

- Ø Labour rates are charged per labourer per hour in half hour increments.
- Ø A minimum charge of one hour per labourer is applicable.
- Ø If Stronco supervision is required, add 25% to the total labour cost (minimum charge \$25).
- Ø A 25% surcharge is applicable on onsite orders.

RATES			
REGULAR TIME	Mon - Fri	8:00 a.m. – 4:00 p.m.	\$80.50 / hour / man
OVERTIME	Mon – Fri	4:00 p.m. – 6:00 p.m.	\$120.75 / hour / man
	Sat – Sun	8:00 a.m. – 4:00 p.m.	
DOUBLE TIME	Mon – Fri	After 6:00 p.m.	\$161.00 / hour/ man
	Sat – Sun All Holidays	After 4:00 p.m.	

INSTALLATION LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***			
Date Required _____	Start Time Required _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
_____ x _____ = _____ x _____ = \$ _____ Total			
No of People Required _____	Hours Per Person _____	Total Hours _____	Rate _____
SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised <small>*Exhibitor must be present to supervise</small>	Exhibitor Contact Name _____	<input type="checkbox"/> Stronco Supervised <small>*Exhibitor does not need to be present</small>	\$ _____ Add 25% (\$25 min)
DELIVERY INFORMATION			
Carrier _____	Delivery Date _____	Delivery Time _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EXHIBIT INFORMATION			
Set up drawings/photos required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Set up drawings/photos attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	

DISMANTLE LABOUR ***Exhibitor must report to Stronco Service Desk to receive labour***			
Date Required _____	Start Time Required _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
_____ x _____ = _____ x _____ = \$ _____ Total			
No of People Required _____	Hours Per Person _____	Total Hours _____	Rate _____
SUPERVISION (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised <small>*Exhibitor must be present to supervise</small>	Contact Name _____	<input type="checkbox"/> Stronco Supervised <small>*Exhibitor does not need to be present</small>	\$ _____ Add 25% (\$25 min)
PICK-UP INFORMATION			
Carrier _____	Pick-up Date _____	Pick-up Time _____	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

PAYMENT	
Note: You must complete a credit card authorization form if you are paying by cheque.	
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHQ	
_____ <small>CARD NUMBER</small>	_____ <small>EXPIRY DATE</small>
I have read and understand the Terms & Conditions of my agreement with Stronco. HST# R129612164	
CARD HOLDER _____	SIGNATURE _____ DATE _____
TERMS & CONDITIONS <small>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.</small>	<ul style="list-style-type: none"> No cheques will be accepted on-site. If exhibitor is supervising labour, the Exhibitor must check labour in and out at the Stronco service desk. Stronco reserves the right to change Labourers and/or rates as shifts change. All claims/discrepancies must be settled within one week of show closing. Uncancelled labour will be charged a minimum fee of 1 hour per labourer. Actual totals and amounts will be adjusted according to final hours.

J30292
04-27-10+15/35



Credit Card Authorization

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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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 06-02-09
 Rev 01-04-11



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.