

**Exhibitor Rental Kit
For**



March 4 – 6, 2016

Better Living Centre / Exhibition Place / Toronto

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Please scan and email your completed exhibitor forms to: admin@ops-eventrentals.ca

5440 Maingate Drive Mississauga, Ontario L4W 1R8

Tel: 905-624-6955 Fax: 905-624-8025

Website: www.ops-eventrentals.ca

Email: admin@ops-eventrentals.ca

General Information

Dear Exhibitor

We are pleased to be appointed as the official show service contractor and would like to welcome you to the *Toronto International Bicycle Show* taking place at the Better Living Centre this March 4 - 6, 2016.

For your convenience we have compiled this exhibitor rental kit, which provides the information and forms required for equipment rental.

Exhibitor Kit:

If you require assistance we can be reached at 905-624-6955 or 416-453-2942, our team members will be pleased to help. Please complete the forms, scan and email to admin@ops-eventrentals.ca

Discount Price Deadline:

Take advantage of our "advance price" deadline date which is ***February 18, 2016.***

We must receive your order, and full payment by that date. Please note that all orders must be paid in full prior to delivery. All orders received after deadline date will automatically be calculated at after deadline pricing.

Final Order Deadline Date:

Tuesday March 1, 2016 will be the last day we will be accepting orders. Contact our office for further assistance.

Payment Policy:

Please note all advance order payments will be processed on ***February 18, 2016.***

Receipts will be sent electronically, please make sure to provide us with appropriate email address.

Payments may be made by Visa, Mastercard, and wire transfer. On site orders may be paid by Visa, Mastercard, Debit and cash. We do not accept cheques.

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 \$ 25.00 - \$ 45.00.

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

Cancellation Policy:

A 30% administration charge will apply to all orders cancelled 10 days prior to show. No refund will be given on signage. No refunds will be given for items cancelled after the cancellation period. No refunds will be given to orders changed or cancelled on site.

Rental Information:

Equipment rental prices are for duration of show, and include installation and removal of items.

Quantities, colours, sizes and styles may vary.

No damage of any nature may be done to any part of the rented equipment.

Never staple, pin, cut, or deface drapes and table skirts. Should you need to hang a sign from the top rail Hooks are available at a fee from the on-site OPS Event Rentals Inc desk.

Display furniture and hard wall booths must be ordered prior to show date; and are not available on site.

All items are subject to availability.

Electrical and lighting is not included.

We are not responsible for any material, equipment, or products, left behind in booth, tables, counters, showcases, or floor.

All material and equipment remain the sole property of OPS Event Rentals Inc. and will be removed upon show closing. The customer is responsible for breakage, loss or damage of equipment. The equipment must be returned in the same condition as it is received.

We wish you a successful Show!

Dates to Remember

Tuesday February 16, 2016 - Warehouse opens to accept freight

Thursday February 18, 2016 – Advance price date deadline – don't forget to take advantage of the discounted rates!

Monday February 29, 2016 – Warehouse closes to receiving freight.

Tuesday March 1, 2016 – Final date for orders

Friday March 11, 2016 – Final date for post-show freight pick up.

Credit Card Authorization - Include this completed form with your order

Company Name:	Booth #:	
City:	Address:	
Province/State:	Postal/Zip Code:	
Contact Name:	Phone No:	Fax No.:
Email :	Receipts will be sent electronically / please provide us with appropriate email address.	
Summary of Services Required		Totals
Seating	Page 5	\$
Tables	Page 7	\$
Round Tables & Carpet	Page 10	\$
Racks & Stanchions	Page 13	\$
Plants & Display Items	Page 16	\$
Display Cases	Page 18	\$
Accessories	Page 20	\$
Hardwall System	Page 23	\$
Show Special	Page 25	\$
In Booth Labour	Page 26	\$
In Booth Forklift	Page 27	\$
Advance Shipping	Page 31	\$
Security Cage	Page 32	\$
	Subtotal	\$
	13% HST Tax	\$
	Total	\$

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.

PLEASE PRINT - Receipts will be sent electronically

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

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.

Wire Transfer Form

Please send confirmation by email that this wire transfer has been sent to:

Accounts Receivable
OPS Event Rentals
Tel: 905 624 6955
Fax: 905 624 8025
info@ops-eventrentals.ca

Company Name: _____

Booth Number: _____ Event: Toronto International Bicycle Show

OPS Event Rentals Bank Information

Please be sure to include all information to ensure the successful transfer of funds

Account Name: OPS Event Rentals
Bank Name: Bank of Montreal
Address: 50 Bay Street South, Hamilton, Ontario, L8P 4V9

Swift Code: BOFMCAM2
Account #: 1995136
Beneficiary's Bank: 00062001

Amount: _____ Date of Transfer: _____

Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note:

- We have only included the transfer fees charged by our bank.
- All wire transfer fees are the responsibility of the exhibitor.
- Please consult with your bank regarding their transfer fees.

Seating

March 4 – 6, 2016

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

QTY	<u>DEADLINE FOR ADVANCE PRICE: February 18, 2016</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Plastic Folding Chair <input type="checkbox"/> Burgundy <input type="checkbox"/> White <input type="checkbox"/> Black	6.00	11.00	
	Padded Folding Chair / Black	10.00	15.00	
	Bistro Chair <input type="checkbox"/> White <input type="checkbox"/> Black	8.00	13.00	
	XL Chrome Stacking Chair <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Blue	15.00	22.00	
	Padded Banquet Chair	15.00	22.00	
	Lounge Chair – Upholstered	30.00	38.00	
	Stool without back	15.00	22.00	
	Counter Stool - folding	25.00	32.00	
	Steno Chair	35.00	43.00	
	Executive Chair	45.00	55.00	
	Adjustable Drafting Stool	45.00	55.00	
	Black Leather Chair	130.00	160.00	
	Black Leather Loveseat	250.00	300.00	
	Black Leather Sofa	350.00	400.00	
<u>Terms & Conditions</u>		Taxable Sub Total		
<ul style="list-style-type: none"> - 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. - I have read and understand the Terms & Conditions. 		13% HST		
		R846706208RT0001		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH		Total Amount Of Invoice		

Include the completed credit card authorization form with this order located on page 3



Samsonite Folding Chair



Black Padded Folding Chair



Bistro Chair



XL Chairs without arms



XL Chairs with arms



Banquet Chair



Lounge Chair



Steno / Office Chair



Executive Chair



Bar Stool



Counter Height Chair



Adjustable Drafting Stool

Tables

March 4 – 6, 2016

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

QTY	DEADLINE FOR ADVANCE PRICE: <u>February 18, 2016</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	4' x 30" Table – Rectangular – Plain	29.00	44.00	
	6' x 30" Table – Rectangular – Plain	35.00	50.00	
	8' x 30" Table – Rectangular - Plain	39.00	54.00	
	8' x 18" Table – Rectangular – Plain	35.00	50.00	
	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"/> Green <input type="checkbox"/> Gold <input type="checkbox"/> Orange <input type="checkbox"/> Grey <input type="checkbox"/> Black			
	4' x 30" Table, Skirted	50.00	65.00	
	6' x 30" Table, Skirted	55.00	70.00	
	8' x 30" Table, Skirted	65.00	80.00	
	Fourth Side skirting – additional	25.00	35.00	
	Vinyl top and skirting for existing table provided by show	35.00	40.00	
	Counter Height Skirted Tables – 36" High <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Black			
	4' x 30" Table, Skirted	60.00	75.00	
	6' x 30" Table, Skirted	65.00	80.00	
	8' x 30" Table, Skirted	75.00	85.00	
Terms & Conditions		Taxable Sub Total		
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		R846706208RT0001		
		Total Amount Of Invoice		
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Plain Table - Choice of 4', 6' and 8' x 30"



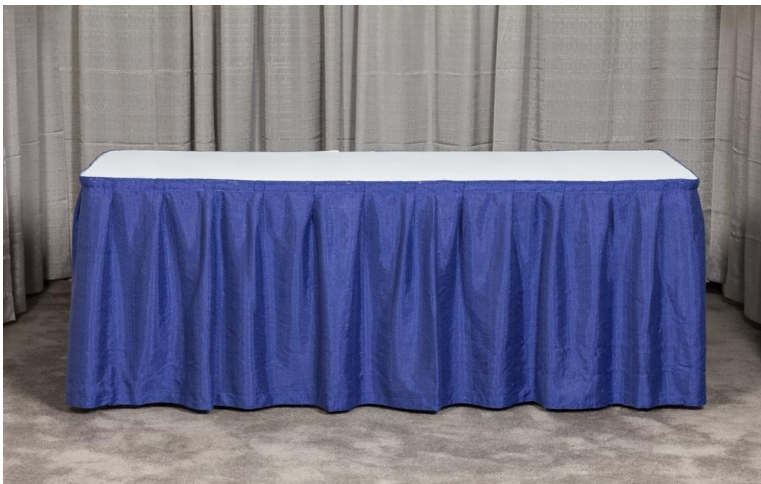
Undraped Table with white vinyl top Choice of 4', 6' and 8' x 30"



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



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



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



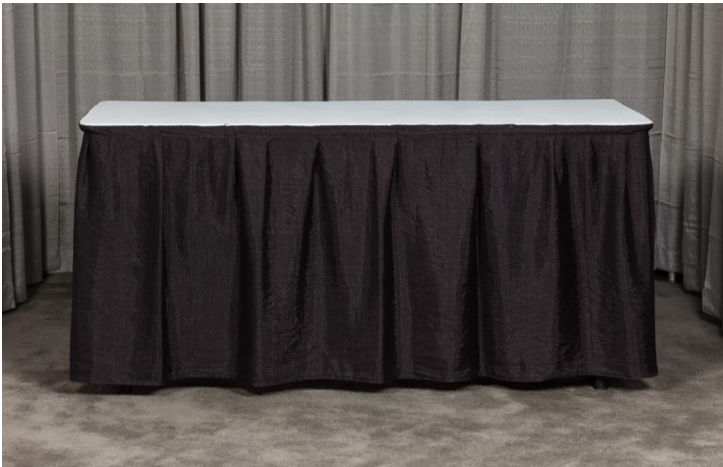
WHITE Skirted Table - Choice of 4', 6' and 8' x 30"



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



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



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



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



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



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

Round Tables & Carpet

March 4 – 6, 2016

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

QTY	DEADLINE FOR ADVANCE PRICE: <u>February 18, 2016</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Cruiser Table – 42” High - Round – Plain	50.00	65.00	
	Cruiser Table – 30” Low - Round – Plain	40.00	55.00	
	Spandex Cover for Cruiser Table <input type="checkbox"/> Black <input type="checkbox"/> White	25.00	30.00	
	Tablecloth <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	25.00	30.00	
	30” Diameter Coffee Table (18” High) – Round – White	40.00	55.00	
	42” Diameter Patio Table – White	40.00	55.00	
	48” Diameter Table – Round – Plain	50.00	65.00	
	Tablecloth for 48” round Table <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Navy Blue <input type="checkbox"/> Royal Blue	25.00	30.00	
	Colours Available: <input type="checkbox"/> Red <input type="checkbox"/> 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	5.00/ft.	7.00/ft.	
	Pipe & Drape 8’ High	7.00/ft.	9.00/ft.	
	Bare Rail 8’ or 30” High <i>(please circle one)</i>	2.50/ft.	4.50/ft.	
	Colours Available: <i>(Availability may vary)</i> <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Green			
	10’ x 10’ Booth Carpet	155.00	205.00.	
	10’ x 20’ Booth Carpet	310.00	410.00	
	10’ x 30’ Booth Carpet	465.00	615.00	
	10’ x 40’ Booth Carpet or 20’ x 20’ Booth Carpet	620.00	820.00	
	Other size: No.of ft. _____ x No. of ft. _____ = _____ sq. ft.	1.55 sq. ft.	2.05 sq. ft.	
	Underpad Size: _____ x _____ = _____ sq. ft.	.70 sq. ft.	.90 sq. ft.	
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		R846706208RT0001		
		Total Amount Of Invoice		

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Cruiser Table – 30” or 42” High – Plain



Cruiser Table – 42” High – Spandex Cover (BLACK / WHITE)



Cruiser Table – 42” High – Orange Table Cloth



Cruiser Table – 42” High – White Table Cloth



Cruiser Table – 42” High – Red Table Cloth



30” Diameter Coffee Table (18” High) – White



42” Diameter Patio Table – White



60" & 48" Diameter Table – Round – Plain



30" Low Pipe & Drape



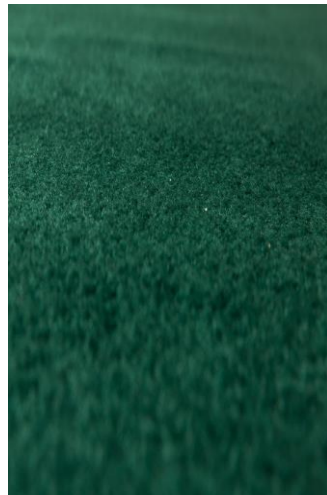
8' High Pipe & Drape



RED & BLUE Carpet



Grey & Black Carpet



Green Carpet



Underpad

Racks & Stanchions

March 4 – 6, 2016

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

QTY	<u>DEADLINE FOR ADVANCE PRICE: February 18, 2016</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Standard Rolling Garment Rack	30.00	40.00	
	Double Rolling Garment Rack	35.00	45.00	
	Bridal Height Rolling Garment Rack	35.00	45.00	
	Waterfall Garment Rack	35.00	45.00	
	Circular Waterfall Garment Rack	35.00	45.00	
	Circular Stationary Garment Rack	35.00	45.00	
	Coat Tree	15.00	25.00	
	Hangers (bundle of 25)	5.00	10.00	
	Mirror – Free Standing	20.00	30.00	
	Mannequin (limited quantities)	40.00	50.00	
	Chrome Stanchions	25.00	35.00	
	Stanchion Ropes <input type="checkbox"/> 6' or <input type="checkbox"/> 8' <input type="checkbox"/> Red <input type="checkbox"/> Black	15.00	25.00	
	Retractable Stanchions <input type="checkbox"/> Red <input type="checkbox"/> Black	45.00	55.00	
	30'' Low Pipe & Chain	2.50	4.50	
<u>Terms & Conditions</u>		Taxable Sub Total		
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Standard / Bridal Height Rolling Garment Rack



Double Rolling Garment Rack



Waterfall Garment Rack



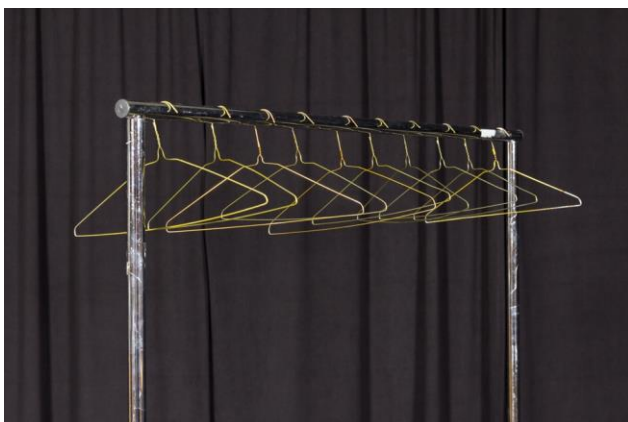
Circular Waterfall Garment Rack



Circular Stationary Garment Rack



Coat Tree



Wire Hangers (bundle of 25)



Plastic Hangers (bundle of 25)



Mirror – Free Standing



Mirror – Free Standing



Mannequin



30" Low Pipe & Chain



Stanchions and Ropes (BLACK & RED)



Retractable Stanchion (BLACK & RED Belt)

Plants & Display Items

March 4 – 6, 2016

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

QTY	<u>DEADLINE FOR ADVANCE PRICE: February 18, 2016</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Plants 3' – Artificial tree – “Ficus Benjamina”	25.00	35.00	
	Plants 5' – Artificial tree – “ Ficus Benjamina”	25.00	35.00	
	Table Top Flower Arrangement – Artificial	25.00	35.00	
	Table Top display – fold a wall – 3 panels	75.00	85.00	
	Table Top Riser – Single Step	30.00	40.00	
	Table Top Riser – Double Step	40.00	50.00	
	Easel	25.00	35.00	
	Sign Holder – 22” x 28”	35.00	45.00	
<u>Terms & Conditions</u>		Taxable Sub Total		
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		R846706208RT0001		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR’S BOOTH		Total Amount Of Invoice		

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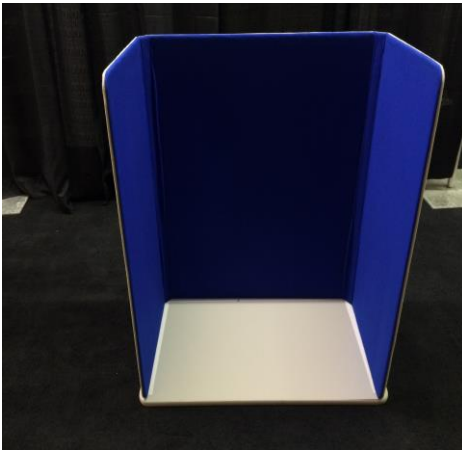
3' Artificial Tree – Ficus Benjamina



5' Artificial Tree – Ficus Benjamina



Table Top Flower Arrangement – Artificial



Tabletop display – fold a wall – 3 panels



Table Top Riser – Single Step



Table Top Riser – Double Step



Easel



Sign Holder – 22” x 28”

Display Cases

March 4 – 6, 2016

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

QTY	<u>DEADLINE FOR ADVANCE PRICE: February 18, 2016</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Display Case – 1 1/2' x 3' x 3 1/2' (25% Glass) (limited quantities)	260.00	290.00	
	Display Case w/ shelf – 1 1/2' x 3' x 3 1/2' (limited quantities)	290.00	320.00	
	Display Case w/ shelf – 1 1/2' x 3' x 5' (limited quantities)	335.00	365.00	
	Display Stand – 1 1/2' x 1 1/2' x 3 1/2' (limited quantities)	100.00	125.00	
	5' wide Glass Showcase – lighting (limited quantities)	335.00	365.00	
	6' wide Glass Showcase – lighting (limited quantities)	355.00	395.00	
	5' Tall Glass Showcase (limited quantities)	175.00	200.00	
	8' Tall Glass Showcase – lighting (limited quantities)	450.00	500.00	
	Locks for showcases – should you require the showcase to be locked you must order the locks separately.	10.00	15.00	

<p>Terms & Conditions:</p> <ul style="list-style-type: none"> - 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. - Electrical and lighting not included. - All items subject to availability. - I have read and understand the Terms & Conditions. <p>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH</p>	Taxable Sub Total	
	13% HST	
	R846706208RT0001	
	Total Amount Of Invoice	

Include the completed credit card authorization form with this order located on page 3



Display Case – 1 1/2' x 3' x 3 1/2' (25% Glass)



Display Case w / shelf – 1 1/2' x 3' x 3 1/2' or 1 1/2' x 3' x 5'



Display Stand – 1 1/2' x 1 1/2' x 3 1/2'



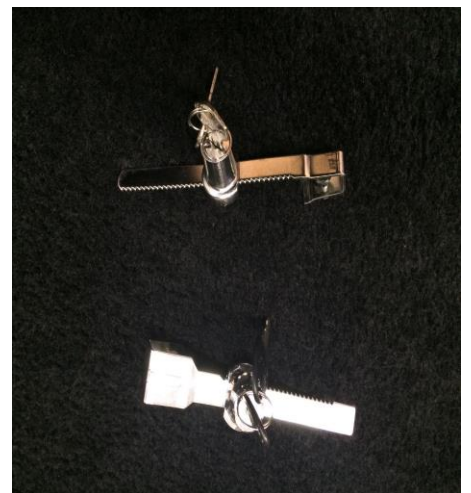
5' & 6' Glass Showcase with lighting



5' Tall Glass Showcase



8' Tall Glass Showcase



Locks

Accessories

March 4 – 6, 2016

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

QTY	DEADLINE FOR ADVANCE PRICE: <i>February 18, 2016</i>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Ballot Box – 1 ½' x 1 ½' x 3 ½' (limited quantities)	75.00	100.00	
	Small Waste Basket	8.00	15.00	
	Large Garbage Can	10.00	20.00	
	Draw Drum (Table Top Model)	35.00	45.00	
	Draw Drum (Floor Model)	40.00	50.00	
	Bar Fridge (limited quantities)	110.00	135.00	
	Counter with Sign – 1 ½' x 3' x 8' (limited quantities)	170.00	225.00	
	Sales counter / white 40"high x 40"wide x 20"deep	135.00	185.00	
	Wire Grids – Black – 6' x 2' – per panel (does not include legs)	40.00	55.00	
	Wire Grids – Black – 6' x 2' – per panel (include legs)	55.00	70.00	
	4' x 8' Peg Board <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	95.00	115.00	
	4' x 8' Pin Up Board <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	95.00	115.00	
	Slatwall Section – 3' x 8'	100.00	135.00	
Terms & Conditions: <ul style="list-style-type: none"> - 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. - I have read and understand the Terms & Conditions. <p>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH</p>		Taxable Sub Total		
		13% HST		
		R846706208RT0001		
		Total Amount Of Invoice		

Include the completed credit card authorization form with this order located on page 3



Ballot Box – 1 ½' x 1 ½' x 3 ½'



Small Waste Basket



Large Garbage Can



Draw Drum (Table top Model)



Draw Drum (Floor Model)



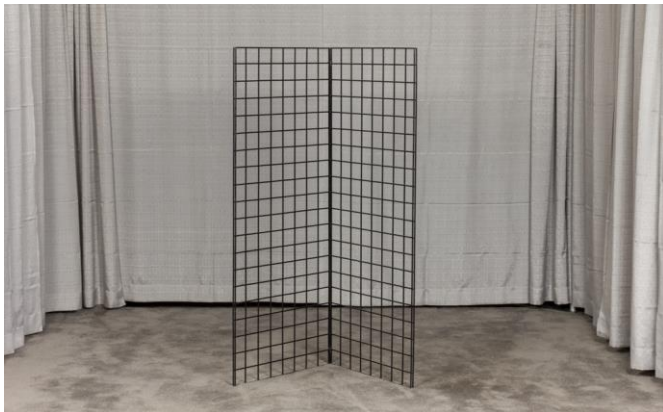
Bar Fridge



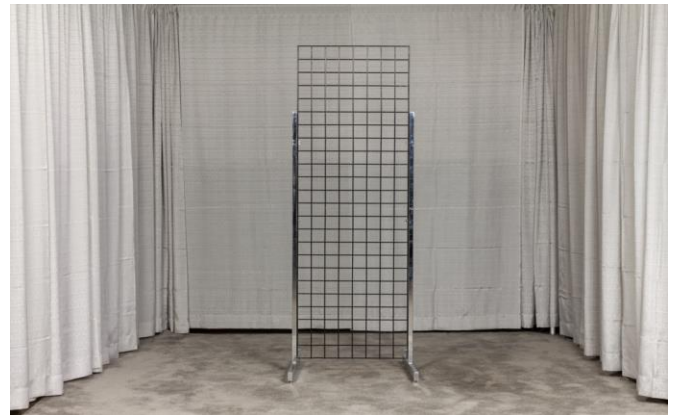
Counter with Sign – 1 ½' x 3' x 8'



Sales counter / white 40"high x 40"wide x 20"deep



Wire Grids – Black – 6' x 2' – per panel (does not include legs)
(shown 2 sections each)



Wire Grids – Black – 6' x 2' – per panel (include legs)



4' x 8' Peg Board or 4' x 8' Pin Up Boards



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

Hardwall Systems

March 4 – 6, 2016

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

QTY	<u>DEADLINE FOR ADVANCE PRICE: February 18, 2016</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	** Model 1 – 10’ x 10’ Hardwall Booth	950.00	1,230.00	
	** Model 2 - 10’ x 10’ Hardwall Booth	950.00	1,230.00	
	** Model 3 - 10’ x 10’ Hardwall Booth	1,050.00	1,360.00	
	** Model 4 - 10’ x 10’ Hardwall Booth	1,050.00	1,360.00	
	** Model 5 - 10’ x 10’ Hardwall Booth	950.00	1,230.00	
	** Model 6 - 10’ x 10’ Hardwall Booth	650.00	850.00	
	** Indicate when you intend to arrive to set up your exhibit: DATE: _____ TIME: _____			

<p><u>Terms & Conditions:</u></p> <ul style="list-style-type: none"> - 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. - Electrical and lighting not included. - All items subject to availability. - I have read and understand the Terms & Conditions. <p>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR’S BOOTH</p>	Taxable Sub Total	
	13% HST	
	R846706208RT0001	
	Total Amount Of Invoice	

Include the completed credit card authorization form with this order located on page 3



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




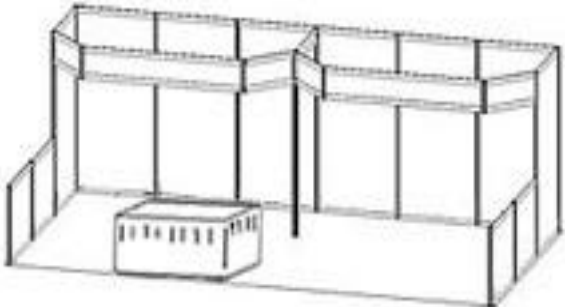
Model # 6 – 10' x 10' Hardwall Booth

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

Show Special

March 4 – 6, 2016

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

<p>10' x 10' Booth: Advance deadline rate: \$985 Advance Deadline date: February 18, 2016</p>  <p>Price after deadline: \$1275</p> <ul style="list-style-type: none"> • 10' x 10' Carpet • 1 – 4' Table / skirted • 2 – Folding Chairs • Signage 	<p>A complete booth Includes:</p> <ul style="list-style-type: none"> • Carpet • Skirted Table • Chairs • Signage • Installed & Dismantled 	<p>10' x 20' Advance deadline rate: \$1350 Advance Deadline date: February 18, 2016</p>  <p>Price after deadline: \$1660</p> <ul style="list-style-type: none"> • 10' x 20' Carpet • 1 – 6' Table / skirted • 2 – Folding Chairs • Signage
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Indicate Your Choice

10' x 10' including carpet, one header sign, one skirted 4' table and two chairs.
 10' x 20' including carpet, two header signs, one skirted 6' table and two chairs.

Panel Colour: White

Carpet Colour: Blue Black Red Grey

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

10' x 10', sign to read: _____

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

<p>Terms & Conditions:</p> <ul style="list-style-type: none"> - 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. - Electrical and lighting not included. - All items subject to availability. - I have read and understand the Terms & Conditions. <p>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITORS'S BOOTH</p>	Taxable Sub Total	
	13% HST	
	R846706208RT0001	
	Total Amount Of Invoice	

Include the completed credit card authorization form with this order located on page 3



5440 Maingate Drive
 Mississauga, Ontario
 L4W 1R8
 Tel: 905.624.6955 Fax: 905.624.8025
 info@ops-eventrentals.ca



In – Booth Labour

March 4 – 6, 2016

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

QTY	<u>DEADLINE FOR ADVANCE PRICE: February 18, 2016</u>		
	<u>In - Booth Labour Service Order Form</u>	Price per Hour	
	Monday – Friday 8:00 am – 4:00 pm	\$ 80.00	
	Monday – Friday before 8:00 am & after 4:00 pm	\$ 120.00	
	Saturday – Sunday & All Holidays	\$ 160.00	
	Labour rates are charged per person at a minimum charge of 1 hour. Labour over 1 hour is charged in 1/2 hour increments. Priority will be given to pre-booked orders. Exhibitors must report to the onsite OPS service desk in order to book their labour order. (A 25% surcharge will apply to onsite orders) All labour orders must be either pre-paid in full or paid In full on site prior to service.		
	In - Booth Labour required for:	Total Time Required	Total
	Date:		
	Start Time Required:		
	Finish Time:		
	Total Time:		
	Worker Quantity:		
	Date:		
	Start Time Required:		
	Finish Time:		
	Total Time:		
	Worker Quantity:		

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.

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. Signature: _____	Taxable Sub Total	
	13% HST	
	R846706208RT0001	
	Total Amount Of Invoice	

Include the completed credit card authorization form with this order located on page 3



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	<u>In - Booth Forklift Service Order Form</u>	Price per Hour	Booth #
Forklift & Driver	Monday – Friday	\$ 160.00	
	Saturday – Sunday & All Holidays	\$ 189.00	
	<p>Labour rates are charged per person at a minimum charge of 1 hour. Labour over 1 hour is charged in 1/2 hour increments.</p> <p>This service does not include movement of goods from loading dock to booth or to and from storage area.</p> <p>If you require assistance moving goods outside of booth please complete a material handling order form.</p> <p>Priority will be given to pre-booked orders. Exhibitors must report to the onsite OPS service desk in order to book their labour order.</p> <p>All labour orders must be either pre-paid in full or paid In full on site prior to service.</p>		
Move In	In - Booth Forklift & Driver Service required for:	Total Time Required	Total
	Date:		
	Start Time Required:		
	Finish Time:		
	Total Time:		
Move Out	Worker Quantity:		
	Date:		
	Start Time Required:		
	Finish Time:		
	Total Time:		
	Worker Quantity:		

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.

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. Signature: _____	Taxable Sub Total	
	13% HST	
	R846706208RT0001	
	Total Amount Of Invoice	



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Advance Shipping Order Form

March 4 – 6, 2016

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

Shipment Information

Carrier Name:	Standard Pallet size: 4' x 4' x 4' high
Carrier Contact:	Number of Pallets:
Carrier Phone Number:	Price per Pallet: \$ 225.00
Pro. Bill Number:	Subtotal:
	R846706208RT0001 13% HST:
	Total:

Address to Ship Material to:

Exhibiting company Name: _____	Booth No: _____
Show Name: Fan Expo Canada	
C/O OPS Event Rentals Inc	
5440 Maingate Drive	
Mississauga, Ontario L4W 1R8	
Tel: 905-624-6955 Fax: 905-624-8025	

Deadline for shipment arrival at OPS Event Rentals Inc. warehouse is: Monday February 29, 2016.

All orders and full payment must be received on or before **Thursday February 18, 2015**. OPS Event Rentals Inc. accepts Visa, MasterCard, or Wire transfers. All exhibitors are responsible for payment of HST when exhibiting in Ontario.

For non-palletized shipments including custom booths, please contact OPS Event Rentals Inc. for a quotation.
 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.
 OPS Event Rentals Inc. will not be responsible for exhibit material abandoned on show floor.

Our services include the following:

1. Receipt of shipment at OPS Event Rentals Inc. warehouse. (Monday to Friday 8:00 am – 4:00 pm)
2. Transfer shipment from OPS Event Rentals Inc. warehouse to venue – Better Living Center.
3. Unloading of shipment at venue – Better Living Centre and delivery to booth site.
4. Moving empty shipping containers to show storage. (Does not include applicable storage charges – see storage form)
5. Upon conclusion of show, returning empty shipping containers to booth location.
6. Loading of shipping containers onto truck in order to return back to OPS Event Rentals Inc. warehouse.

Note: We **do not** make shipping arrangements to or from our warehouse.

All pallets, crates, etc. are to be picked up from our warehouse no later than **Friday March 11, 2016 at NOON**.

All items not picked up by **Friday March 11, 2016 will be** subject to an additional daily storage fee of \$100.00 per day.

This order is placed with the understanding that OPS Event Rentals Inc., it 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.

Include the completed credit card authorization form with this order located on page 3



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Security Cage Order Form

March 4 – 6, 2016

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

Security Cage with Lock -

Number of Lockable Cages Required:	
Price per Cage:	\$ 225.00
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 30)

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.

Include the completed credit card authorization form with this order located on page 3