# HUB CITY DISPLAY LTD.

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## MATERIAL HANDLING ORDER FORM

| | |
|---|---|
| **COMPANY:** | **NAME OF SHOW:** |
| **STREET:** | **SHOW DATES:** |
| **CITY:** | **CONTACT NAME:** |
| **PROVINCE: POSTAL CODE:** | **PHONE NUMBER:** |
| **EMAIL ADDRESS:** | **FAX NUMBER: BOOTH NUMBER:** |

WHEN YOU ORDER MATERIAL HANDLING, HUB CITY DISPLAY WILL:

Receive & cold store PREPAID shipments up to 20 days prior to show
Deliver shipment to show site and any empty cases/boxes will be returned following the show.
Return waybills MUST be included with materials received and properly completed.
A $150.00 service charge WILL be applied to any material handling request without the required information.

| **Material Handling Pricing** (includes inbound/outbound) | | **Weight** | **Total** |
|---|---|---|---|
| 0 – 100 Lbs. (Minimum Charge) | $264.00 | | |
| Each Additional 100 Lbs. | $86.00 | | |

| **Forklift Services (Includes Driver)** | | **Hours** | **Total** |
|---|---|---|---|
| Per ½ Hour (Minimum Charge) RT | $180.00 per 1/2 hr | | |
| OT | $270.00 per 1/2 hr | | |

*Note: On-site forklift services may be limited or unavailable at certain facilities.

**SUBTOTAL** _____
**5% GST (R102417581)** _____
**6% PST** _____
**TOTAL ORDER** _____

**INCOMING SHIPMENT**

Number of Pieces: _____ Date Shipped: _____

Shipping Company: _____ Shipper's Reference Number: _____

**Exhibitors from outside Canada are responsible for all customs papers and costs**

**RETURN SHIPMENT "COLLECT" TO:**

Company Name: _____ Contact Person: _____

Address: _____ Phone: _____ Fax: _____

City: _____ Province: _____ Postal Code: _____

Carrier Name: _____ Account Number: _____

METHOD OF PAYMENT: Cheque ☐ Mastercard ☐ Visa ☐ Debit ☐ Cash ☐

CREDIT CARD # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ EXP. DATE: ☐☐☐☐

** CUSTOMERS REQUIRING FEDERAL EXPRESS SERVICE MUST MAKE THEIR OWN INCOMING AND RETURN SHIPMENT ARRANGEMENTS.**

MATERIAL HANDLING TERMS AND CONDITIONS

- Hub City Display will only be responsible for damage caused by Hub City Display personnel, and will not be responsible for concealed damage.
- Shipments should be insured by the exhibitor for coverage outside the care, custody and control of Hub City Display. The liability of Hub City Display is hereby limited to 30 cents per pound. Articles and values exceeding this limitation will not be the responsibility of Hub City Display.
- Hub City Display will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage, facility restrictions or any other unavoidable cause beyond their control.
- Hub City Display will not be responsible for loss or damage of crates or merchandise after delivery to booth, before or during installation or at conclusion of show prior to delivery to common carrier.
- The condition, count and contents of the material found in the booth at time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found.
- Hub City Display will not return any shipment for which payment has not been secured.
- Hub City Display will not be responsible for shipments after they have been loaded on common carrier.
- Material Handling Services does not include unpacking of material, setting up, dismantling or packing prior to shipping. See Custom Labour Order Form for these services.

ORDER MUST BE SIGNED AND DATED BEFORE IT WILL BE PROCESSED

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

CUSTOMER SIGNATURE: _____ DATE: _____

***"SETTING YOU UP FOR SUCCESS"***