



SHIPPING & RECEIVING ADDRESS:

3201 Arbutus Drive | Whistler, BC | V8E 0B8
 www.whistlershowservices.com | ops@whistlershowservices.com
 PH: 877-938-4891

Date _____

Page # _____ of _____ Pages

Exhibitor Name _____

Show |Name _____

Booth Number _____

Order Deadline Date _____

ORDER SUMMARY

<i>Complete with sums carried forward</i>	Amount	GST 5%	PST 7%	TOTAL
SITE CART SERVICE & Drayage				
OTHER				
			Total	

Exhibitor Company Name: _____ Contact Name: _____

c/o Third party billing: _____ Email: _____

address: _____ phone: _____ On site _____

city: _____ phone _____

prov./ _____ Postal code: _____

Click link for Secure Payment Portal to submit payment authorisation

<https://whistlershowserv.securepayments.cardpointe.com/pay>

A 25% Cancellation fee will be applied to all orders cancelled within 3 business days of show open.

If full service has been provided the 100% of the original fee will be applied.

Additional material handling charges may be collected upon actual shipment weight confirmation.

Credit card payments will be processed 7 business days prior to show dates.

EXHIBIT QUESTIONNAIRE

WILL YOUR EXHIBIT BE SET UP BY:	Whistler Show Services: <input type="checkbox"/>	Exhibitor Staff: <input type="checkbox"/>	Other: <input type="checkbox"/>
Estimated time required for set up	<input type="text"/>		Est. arrival time: <input type="text"/>
EAC Display Co. Name	<input type="text"/>	Contact: <input type="text"/>	Ins. Certificate attached: <input type="checkbox"/>

ORDER FORM SUMMARY



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MATERIAL HANDLING | CLASSIFICATIONS

Advance Receiving, *Show Site Receiving* and *Special Handling* services include: receiving shipments at warehouse up to 10 business day prior to the posted exhibitor move-in date/time. Shipment is stored and delivered directly to booth/event location during event installation times. Empty containers are removed during the event and returned to booth for repacking during dismantle times. Repacked and labelled freight is returned to outbound carriers at show/event site or post

ADVANCE WAREHOUSE

SHIPMENT TYPE	DESCRIPTION	RATE	LBS	MIN
CRATED / SKIDDED	Crates, wrapped skids, pallets, wheeled travel cases etc. \$98.00/ea additional 100lbs up to 500lbs From 500lbs : \$78.00/ea additional 100lbs	98.00/100lbs	200lbs minimum	196.00
SMALL SHIPMENT	Rolling display cases, fibre cases, portable displays, cartons tubes, from 100 - 200lbs Max 4 pieces	\$ 75.00	100-200lbs	150.00
SPECIAL HANDLING	Uncrated, stacked, loose, pad wrapped, carpet pads, carpet roll, trussing, signs, graphics, fragile.	\$ 108.00	200lbs minimum	216.00
PARCEL	Max 3 cartons not exceeding 45lbs combined /12x12x12in ea.	\$60.00	45 lbs	60.00
POST EVENT	Shipments returned to Adv WH in the instance of carriers being unable to pick up during the posted event move-out times.	\$ 55.00	100lbs minimum	55.00
MANDATORY POST EVENT	The POST EVENT HANDLING rate is mandatory when an event end time is scheduled after 15:00 from Monday to Friday and 8:00-24:00 on Saturday and Sunday.	\$ 45.00	100lbs minimum	45.00
DOCUMENTATION SUPPORT	All inbound and outbound courier preparation, incomplete documentation and delivery receipt administrative fee.	\$ 45.00	n/a	n/a
RUSH / ALTERNATE SITE	Shipments arriving at warehouse after posted dates ,requiring priority delivery or alternate location delivery / <i>in addition to above posted base rates</i>	\$ 32.00	n/a	n/a

SHOW SITE

SHIPMENT TYPE	DESCRIPTION	RATE	LBS	MIN
Cartload Service	Labourer with cart to unload small exhibit material shipment from private passenger vehicle and deliver to booth space . Must not exceed 6 pieces or 200bs.	\$ 60.00	n/a	60.00
CRATED / SKIDDED	Crates, wrapped skids, pallets, wheeled travel cases etc. \$98.00/ea additional 100lbs up to 500lbs From 500lbs : \$78.00/ea additional 100lbs	\$ 88.00/100lbs	200lbs minimum	176.00
SMALL SHIPMENT	Rolling display cases, fibre cases, portable displays, cartons tubes, from 100 - 200lbs Max 3 pieces	\$ 52.00	100-200lbs	104.00
SPECIAL HANDLING	Uncrated, stacked, loose, pad wrapped, carpet pads, carpet roll, trussing, signs, graphics, fragile.	\$ 98.00	200lbs minimum	196.00
PARCEL	Max 3 cartons not exceeding 45lbs combined /12x12x12in ea.	\$60.00	45 lbs	60.00
DOCUMENTATION SUPPORT	All inbound and outbound courier preparation, incomplete documentation and delivery receipt administrative fee.	\$ 45.00	n/a	n/a
RUSH / ALTERNATE SITE	Shipments arriving at warehouse after posted dates ,requiring priority delivery or alternate location delivery / <i>in addition to above posted base rates</i>	\$ 32.00	n/a	n/a

MATERIAL HANDLING & DRAYAGE / Description

TERMS & CONDITIONS | BY SUBMITTING THE MATERIAL HANDLING & DRAYAGE ORDER FORM, YOU AGREE TO THE FOLLOWING:

All shipments sent to WSS receiving are pre-paid. All transportation, carrier, customs and brokerage fees are the responsibility of the exhibitor and are pre-paid upon arrival at WSS receiving. | WSS is not responsible for any concealed damage, damage to loose or inadequately packed shipments or shipments damaged in transport and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. | It is the exhibitor's sole responsibility to insure and maintain Loss & Damage Insurance Coverage for their own exhibit properties. | Any and all claims must be settle at WSS office prior to show close. | Orders will be completed once payment in full has been received. | WSS reserves the right to adjust any orders that have been incorrectly calculated. | Shipments received with out completed and paid orders are subject to processing charge. | Materials must be loaded in and out through the designated loading dock. WSS controls the venue loading dock during the scheduled operations times. WSS material handling responsibility of the shipment ends once the transport company has taken possession of the shipment.



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Exhibitor Name _____

Show | Event Name _____

Booth Number _____

Show | Event Date _____

Facility | Location _____

Order Deadline Date _____

4- MATERIAL HANDLING & DRAYAGE / Venue - Dock Receiving to Exhibit Space

ESTIMATED SHIPPING DATE		EXHIBITOR MOVE IN DATE—ONLY		
CARRIER	TRACKING #	# OF PIECES	DESCRIPTION	EST. WEIGHT
ABC TRANSPORT	Z330202-7789076	3/3	PALLET, CRATE, CARTON	EX : 335 LBS

of pieces/ items _____ Total weight _____ X \$ 88.00/100 lbs (min 200 lbs) TOTAL \$ _____
 Min. \$ 176.00

5- MATERIAL HANDLING & DRAYAGE / Post Event Handling

CARRIER	TRACKING #	# OF PIECES	DESCRIPTION	EST. WEIGHT

of pieces/ items _____ Total weight _____ X \$ 55.00/100 lbs (min 100 lbs) TOTAL \$ _____
 Min. \$ 55.00

Special Instructions/Details _____

6- MATERIAL HANDLING & Drayage / Special Handling - Uncrated Materials

ESTIMATED SHIPPING DATE		EST. ARRIVAL DATE:		
CARRIER	TRACKING #	# OF PIECES	DESCRIPTION	EST. WEIGHT

of pieces/ items _____ Estimated total weight _____ X \$ TBA/ 100 lbs +/- Labour +/- equipment rental TOTAL \$ _____
 Min. \$ TBA

MATERIAL HANDLING & DRAYAGE