

Exhibitor Information Kit

Technorama

Hilton Suites Toronto/Markham Conference
Centre & Spa

April 7th & 8th 2017

Deadline for Advance Price Ordering:

March 24th 2017

Technorama
April 7th & 8th 2017
Hilton Suites Toronto/Markham Conference Centre & Spa

Dear Exhibitor:

Wright Display has been appointed the official show decorator for:

Technorama

Located at:

Hilton Suites Toronto/Markham Conference Centre & Spa

Which will take place on:

April 7th & 8th 2017

We are more than willing to assist you with any or all of your needs. Whether it be as simple as a table and chair rental or complete show services including shipping, set-up, warehousing, and freight forwarding of your exhibit from one show to the next.

For your convenience, we have enclosed Rental Order Forms for the various accessories and services you may require. Please complete the forms and return them with FULL PAYMENT to Wright Display by:

March 24th 2017

Should you require assistance, additional information, special services or signage, please do not hesitate to contact one of our customer service representatives at: 416-410-1842 or 1-888-256-9962 or email John@wrightdisplay.com

We look forward to working with you and wish you a successful event.

Sincerely,



Your Booth

Show: Technorama

Date: April 7th & 8th 2017

Location:

Hilton Suites Toronto/Markham Conference Centre & Spa

What's Included?

QTY	Description	Colour
1	6' Table, Draped	-
1	Booth Sign	-
2	Electrical Outlet	-
1	Booth Space, Draped	-

What's NOT Included?

NO CHAIRS OR ADDITIONAL FUNITURE INCLUDED

Exhibits must be removed immediately at the conclusion of the show! Any goods left behind will be forced back to Wright Display's warehouse for pickup at owner's expense!

DEADLINES & IMPORTANT INFORMATION

<u>Date</u>	<u>Description</u>
March 24th 2017	Advance Furniture Ordering Deadline Electrical Order
March 16, 2017 to April 4 2017	Advance Freight Starts
March 24, 2017	FINAL ORDER DEADLINE Regular Pricing Begins
April 11, 2017	Post Show Freight Pickup from Warehouse

Exhibits must be removed immediately at the conclusion of the show!

Timing

In	From	To
Date: April 7th, 2017	Exhibitor Move In: 8:00AM	- 12:30PM
	Exhibit Hall/Show Hours: 3:00PM	- 9:00PM
Out		
Date: April 8th, 2017	Exhibitor Move Out: 1:30PM	- 4:00PM
	Exhibit Hall/Show Hours: 9:00AM	- 1:30PM

Furniture & Accessories

Company		
Street		
City	Province	Postal Code
Contact Name		Phone Number
email address		

Technorama	
Hilton Suites Toronto/Markham Conference Centre & Spa	
Show date:	April 7th & 8th 2017
Booth:	
Deadline:	March 24th 2017

QTY	Options	Description (select from dropdown)	Unit Price	Cost
			Sub Total	
			EarlyBird Saving:	
			HST	13.00%
			TOTAL	

*** The Wright Display Service reserves the right to adjust orders calculated incorrectly. All orders for rental furniture MUST be prepaid in full. ***

CREDIT CARD INFORMATION ON FILE - FOR SHOW CHARGES

I authorize Wright Display to charge any additional amounts incurred by myself or my show representative, including material handling and labor charges. If credit card is declined, Standard Floor pricing and a 25.00 service charge will be added

Visa
 MasterCard
 Amex

Card Number: _____

Expiry: _____ / _____

Cardholder Name: _____

Address: _____ City: _____ P/C _____

Signature:

Note: Acceptance of terms and conditions will be construed upon signature of this agreement.

Labour Order Form

Company		
Street		
City	Province	Postal Code
Contact Name		Phone Number
email address		

Technorama	
Hilton Suites Toronto/Markham Conference Centre & Spa	
Show date:	April 7th & 8th 2017
Booth:	
Deadline:	March 24th 2017

Pricing	Reg Time 8 AM -4 PM	Overtime 4 PM -8 AM & weekends	Double-time Holidays	OTHER
A: Client Supervised Labour (1hr minimum per labourer)	\$ 65.00/hr	\$ 100.00/hr	\$ 130.00/hr	
A: Supervised Labour (1hr minimum per labourer)	\$ 80.00/hr	\$ 120.00/hr	\$ 160.00/hr	

Labourers	Date	Description	Estimated Hours	Plan/Time Price	Amount
		INSTALLATION			
		DISMANTLING			

Special Instructions & Tools Required

	Sub Total	
HST	13.00%	
	TOTAL	

*** The Wright Display Service reserves the right to adjust orders calculated incorrectly ***

CREDIT CARD INFORMATION ON FILE - FOR SHOW CHARGES

I authorize Wright Display to charge any additional amounts incurred by myself or my show representative, including material handling and labor charges.

If credit card is declined, Standard Floor pricing and a 25.00 service charge will be added

Visa

 MasterCard

 Amex

Card Number: _____

Expiry: / _____

Cardholder Name: _____

Address: _____ City: _____ P/C _____

Signature:

Note: Acceptance of terms and conditions will be construed upon signature of this agreement.

Material Handling

Company		
Street		
City	Province	Postal Code
Contact Name		Phone Number
email address		

Technorama
Hilton Suites Toronto/Markham Conference Centre & Spa
Show date: April 7th & 8th 2017
Booth:
Deadline: March 24th 2017

Material Handling Includes:

- ♦ Unloading of truck at our warehouse*
- ♦ Storage up to 21 days prior to the show
- ♦ Certified weigh scale tickets
- ♦ Delivery to the show location
- ♦ Delivery to your booth
- ♦ Removal of empty crates for storage
- ♦ Return of empty crates to your booth for dismantle
- ♦ Return to our warehouse for carrier pick-up
- ♦ Storage for 5 days after the show

* A \$50.00 charge will apply to Loose & Un-Skidded/Un-Crated Shipments

# of Skids	Weight rounded up to the nearest 100 lbs	\$78 per 100 lbs	Amount
		HST	13.00%
		TOTAL	

**** The Wright Display Service reserves the right to adjust orders calculated incorrectly. All shipments are based on actual/cubed weight, whichever is greater. There is a minimum billable weight of 200 lbs for material handling. All orders for material handling Must be prepaid in full. ****

CREDIT CARD INFORMATION ON FILE - FOR SHOW CHARGES

I authorize Wright Display to charge any additional amounts incurred by myself or my show representative, including material handling and labor charges.

If credit card is declined, Standard Floor pricing and a 25.00 service charge will be added

Visa

 MasterCard

 Amex

Card Number: _____

Expiry: _____ / _____

Cardholder Name: _____

Address: _____ City: _____ P/C _____

Signature:

Note: Acceptance of terms and conditions will be construed upon signature of this agreement.

If you have already filled out the Material Handling form post show handling is already included (you do not need to fill out this form)

Post Show Handling

Company		
Street		
City	Province	Postal Code
Contact Name		Phone Number
email address		

Technorama	
Hilton Suites Toronto/Markham Conference Centre & Spa	
Show date:	April 7th & 8th 2017
Booth:	
Deadline:	March 24th 2017

Post Show Handling Includes:

- Shrink Wrapping & Loading of our truck at show site
- Certified Weigh Scale Ticket
- Return to our warehouse for carrier pick-up
- Storage for 5 days after the show

# of Skids	Weight rounded up to the nearest 100 lbs	\$50 per 100 lbs	Amount
		HST	13.00%
		TOTAL	

All orders for material handling Must be prepaid in full.

There is a minimum billable weight of 200 lbs for Post Show Handling
*** The Wright Display Service reserves the right to adjust orders calculated incorrectly ***
All shipments are based on actual/cubed weight, whichever is greater

CREDIT CARD INFORMATION ON FILE - FOR SHOW CHARGES

I authorize Wright Display to charge any additional amounts incurred by myself or my show representative, including material handling and labor charges.

If credit card is declined, Standard Floor pricing and a 25.00 service charge will be added

Visa
 MasterCard
 Amex

Card Number:

Expiry: _____ / _____

Cardholder Name: _____

Address: _____ City: _____ P/C _____

Signature: _____

Note: Acceptance of terms and conditions will be construed upon signature of this agreement.

Cost Summary

Company		
Street		
City	Province	Postal Code
Contact Name		Phone Number
email address		

Technorama	
Hilton Suites Toronto/Markham Conference Centre & Spa	
Show date:	April 7th & 8th 2017
Booth:	
Deadline:	March 24th 2017

Description	Amount (Subtotals)	TAX (13% H.S.T.)	Totals
Furniture & Acc.			
Material Handling			
Post Show Handling			
Labour			
Misc./Other			
TOTAL			

*** The Wright Display Service reserves the right to adjust orders calculated incorrectly ***

CREDIT CARD INFORMATION ON FILE - FOR SHOW CHARGES

I authorize Wright Display to charge any additional amounts incurred by myself or my show representative, including material handling and labor charges.

If credit card is declined, Standard Floor pricing and a 25.00 service charge will be added

Visa

 MasterCard

 Amex

Card Number: _____

Expiry: _____ / _____

Cardholder Name: _____

Address: _____ City: _____ P/C _____

Signature:

Note: Acceptance of terms and conditions will be construed upon signature of this agreement.

RENTALS

** All prices are in CDN Dollars**

EarlyBird Deadline: March 24th 2017

Accessories	Options	EarlyBird	Regular
20 Pocket Literature Rack	N/A	\$75.00	\$90.00
5 Pocket Literature Rack	N/A	\$75.00	\$90.00
Easels	N/A	\$35.00	\$42.00
Bag Rack	N/A	\$0.00	\$0.00
Podium, 2 shelves	N/A	\$75.00	\$90.00
28" HD LCD TV	N/A	\$150.00	\$180.00
46" HD LCD TV	N/A	\$300.00	\$360.00
LCD TV Stand	N/A	\$250.00	\$300.00
DVD Player (SD Video)	N/A	\$30.00	\$36.00
USB/SD Media Reader (HD Video)*	N/A	\$30.00	\$36.00
Blu-Ray Player (HD Video)*	N/A	\$100.00	\$120.00

* HD Devices will only output full HD from an HD source playing an HD Video (HD video file, Blu-Ray disc)

Please indicate which outputs your computer has if you need a cable supplied

Pop-Up Displays	Options	EarlyBird	Regular
6' Table Top Display	N/A	\$250.00	\$300.00
3 Panel Table Top Display	N/A	\$250.00	\$300.00
10' Pop-Up	<i>Choice: colours</i>	\$500.00	\$600.00
10' Pop-Up & Podium	<i>Choice: colours</i>	\$550.00	\$660.00
10' Pop-Up with Wedge End Caps	N/A	\$550.00	\$660.00
10' Pop-up Flat Wall	N/A	\$500.00	\$600.00

Glass Displays & Counters	Options	EarlyBird	Regular
Glass Display (1 x 0.5 x 1m)	<i>ADD: your logo*</i>	\$250.00	\$300.00
Mirrored Glass Display (1 x 0.5 x 1m)	<i>ADD: your logo*</i>	\$275.00	\$330.00
Jewellery Display (1.5 x 0.5 x 1m)	N/A	\$275.00	\$330.00
Glass Display Tower (1 x 0.5 x 2.5m)	N/A	\$400.00	\$480.00
Counter (1 x 0.5 x 1m)	<i>ADD: your logo*</i>	\$165.00	\$198.00
<i>*Add your logo to marked products for a fee of \$65.00</i>			

The Wright Display Service reserves the right to adjust orders calculated incorrectly. A 25% cancellation fee will be applied to orders that have already been received. If full service has been provided, then 100% of the original fee will be applied.

RENTALS

** All prices are in CDN Dollars**

EarlyBird Deadline: March 24th 2017

Furniture	Options	EarlyBird	Regular
High Back Padded Stool	N/A	\$75.00	\$90.00
High Back Bar Stool	N/A	\$75.00	\$90.00
Padded Bar Stool	N/A	\$45.00	\$54.00
Executive Hydraulic Stool	N/A	\$90.00	\$108.00
Hydraulic Stool	N/A	\$75.00	\$90.00
Arm Chair	N/A	\$50.00	\$60.00
Leather Arm Chair	N/A	\$60.00	\$72.00
Stacking Chair	N/A	\$20.00	\$24.00

Tables	Options	EarlyBird	Regular
4' Table	<i>4th side drape** , Raise*</i>	\$65.00	\$78.00
6' Table	<i>4th side drape** , Raise*</i>	\$75.00	\$90.00
8' Table	<i>4th side drape** , Raise*</i>	\$85.00	\$102.00
Cruiser Table (42" tall)	N/A	\$85.00	\$102.00
Pedestal Table (30" tall)	N/A	\$75.00	\$90.00
Coffee Table (18" tall)	N/A	\$65.00	\$78.00
**4th side draping: add \$25.00 *Raise table to 42" tall: \$35.00			

Packages	Description	EarlyBird	Regular
Combo "A"	2x Leather Arm Chair & 1x Pedestal Table	\$160.00	\$192.00
Combo "B"	2x Leather Arm Chair & 1x Coffee Table	\$150.00	\$180.00
Combo "C"	2x High Back Padded Stool & 1x Cruiser Table	\$225.00	\$270.00

Orders NOT received 14 days prior to show are subject to a 20% surcharge

All prices include rental for the duration of the show (up to one week)

All orders are subject to availability

The Wright Display Service reserves the right to adjust orders calculated incorrectly. A 25% cancellation fee will be applied to orders that have already been received. If full service has been provided, then 100% of the original fee will be applied

Loading Dock

This facility is not equipped with a Loading Dock. Trucks should be equipped with a Lift Gate or Tail Lift. Items must be loaded directly into the freight elevator and taken directly to the exhibit floor.

We will release a target move in schedule shortly as the freight elevator is available on a first come first serve basis. Although we will have crew to assist you in facilitating a smooth move upstairs, this process could take some time.

To avoid any confusion at the loading dock and to ensure a smooth move in we recommend that you utilize our Material Handling Service.

Sincerely,



The Wright Display Service

Important

Hilton Suites Toronto/Markham Conference Centre & Spa will NOT accept advance freight & direct shipments.

Please make the necessary arrangements to ensure your goods will not be shipped back to you.

If you are planning to ship your display materials prior to the show set-up, we would recommend the use of our Drayage service.

Please call to make your arrangements
(416) 410-1824 | 1 (888) 256-9962

Shipments to our warehouse
MUST arrive BETWEEN:

March 16th

&

April 4th

Terms and Conditions / Limits of Liability

1. **INSURANCE** – It is understood that Wright Display is NOT an insurer. Insurance should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsement to existing policies. Exhibitor materials should be insured from the time it leaves their firm until it is returned to the firm after the close of the show.
2. The consignment or delivery of any shipment to Wright Display by an exhibitor or by any shipper on behalf of the exhibitor shall be deemed as an acceptance by the exhibitor (and/or shipper) to the terms and conditions set forth herein.
3. Wright Display shall not be responsible for damage to un-crated materials, materials that are improperly packed, or concealed damage after delivery to the booth, before or during installation, or at the conclusion of the show prior to delivery to our truck.
4. Wright Display shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth nor will they be responsible prior to materials being picked up from exhibitor's booth.
5. Wright Display assumes no responsibility for the preparation of exhibitor's bills-of-lading or shipping labels. Each exhibitor is responsible for completing all paperwork.
6. The exhibitor is responsible for damage to rental furniture, accessories, and/or carpet- other than normal wear and tear.
7. Wright Display shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond their control.
8. Wright Display shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
9. **IMPORTANT.** Claims will not be considered unless filed by the exhibitor prior to show closing.

Terms of Sale

1. We cannot accept or process orders that are not prepaid in full (including taxes where applicable).
2. Advance Orders: To qualify for the advance order discount, your order must be received with your full payment by the advance order date shown on the Rental Order Form. Purchase Orders do not qualify for pre-show discounts.
3. Show-Site Orders: All rentals or services ordered at the show site must include full payment at the time the order is placed. On-Site rentals and services are subject to availability. On site orders are not accepted at every show.
4. All charges, regardless of the amount, must be paid in full prior to close of show by cash, company cheque, or credit card. If a credit card is used, please ensure that sufficient credit is available.
5. Drayage: If you will be shipping freight to our warehouse or show site you must notify us of the total number of pieces, approximate weights, expected date of delivery, and (if available) tracking information.
6. If labour or material handling is required on the move-out, these charges will be processed on your credit card and a copy of the receipt will be forwarded by mail or email within 10 days of show closing
7. Important: Claims will not be considered unless filed by the exhibitor prior to show closing.
8. Any customer's cheque returned to use due to insufficient funds will be subject to a \$50.00 reprocessing fee.

**EXHIBIT MATERIAL
DO NOT DELAY**

EXHIBITING
COMPANY

SHIP TO:

THE WRIGHT DISPLAY SERVICE
3 JODY AVE. UNIT-G
NORTH YORK, ON, M3N 1H3
CANADA

TEL: 416 410 1842 | FAX: 416 398 0058

SHOW: TECHNORAMA 2017

BOOTH #: _____

CARRIER: _____

Number: _____ of _____

**EXHIBIT MATERIAL
DO NOT DELAY**

EXHIBITING
COMPANY

SHIP TO:

THE WRIGHT DISPLAY SERVICE
3 JODY AVE. UNIT-G
NORTH YORK, ON, M3N 1H3
CANADA

TEL: 416 410 1842 | FAX: 416 398 0058

SHOW: TECHNORAMA 2017

BOOTH #: _____

CARRIER: _____

Number: _____ of _____

please fill out either by hand or by using Adobe Reader