



**Dear Exhibitor;**

The SWWA 2024 Conference is in Saskatoon, Saskatchewan on November 6 – 7, 2024.

Our **Handy Exhibitor Kit** is filled with important information, order forms and services to assist in your contribution to the show success. Before planning your organization's participation, we suggest you review and familiarize yourself with **all** information in this kit, especially the policies, guidelines and rules governing Handy Special Event rentals and services.

To further assist you in your planning, please contact Handy Special Events for any services or rental items **not** provided within this kit. For a quick reference to all information and order forms and the dates by which they must be returned, review the **Table of Contents** provided on the following page.

Review the order forms and services carefully to determine your booth requirements. Complete the required information forms (pages 2 & 3), and order forms detailing your booth requests. If your organization contracts a **"Display Company"** please forward this kit to your representative.

Take advantage of **"Early Bird"** pricing by submitting your orders before **October 24, 2024**. Late fees will be in effect after the Early Bird deadline. **Handy Special Events requests that all orders be prepaid in full; no orders will be processed until full payment has been received.** A receipt detailing your request will be provided to you after the order & payment is processed. Prompt return of your order forms will ensure effective handling of your requirements.

**Please note: your booth comes equipped with the following: 8' back drape and 3' side drape, 1 – 6' skirted table and 2 blue folding chairs**

If you require any additional information or assistance our Handy Special Events Rental Consultants will be happy to help, phone: (306)933-2727 or email [specialevents@sohandy.com](mailto:specialevents@sohandy.com).

**Please initial each page in the designated area indicating you have read and understand the contents that applies to what you need**

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



2642 Millar Avenue  
Saskatoon, SK S7K 4C8  
Ph. (306)933-2727  
[www.sohandy.com](http://www.sohandy.com)

Initials:



<b>Order Deadline:</b> <b>October 24, 2024</b>	<b>Show Dates:</b> <b>November 6 – 7, 2024</b>
<b>Show Name:</b> <b>SWWA Conference 2024</b>	<b>Venue:</b> <b>TCU Place Salons</b>

Saskatchewan’s Largest Independent Rental Company

## Handy Special Events Show Services & Rentals

Dear Exhibitor ..... 0

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Handy Furnishing & Carpet Rental Form ..... 4

Want more than the basics in your booth?  
Handy Special Events has all your furnishing needs from an extra skirted table to leather sofas.  
Take a load off your staffs’ feet. Carpet your booth, any size and your choice of color

Handy Material Handling & Outbound Shipments.....5

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Let us handle the move! We will store your materials & displays up to 30 days prior to the show. Deliver them to your booth on the move in date, pick them up after the show, and arrange for your courier to pick up from our warehouse.

Handy Material Handling Labels.....7

Handy Installation & Dismantling ..... 8

Need a hand setting up your exhibit display? We can unpack it, set it up, take it down and pack it all up again, with no frustration for your show staff.

Handy Cleaning Services ..... 9

Let us keep your booth neat and tidy, disposal of daily garbage and vacuuming your booth.

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**Exhibitor Contact & Mailing Information**

**Please enclose this completed form with all order information.  
(REQUIRED)**

Company Name	
Address	
Street	
City	
Province/State	
Postal Code/Zip	
Contact Name	
Phone	
Cell	
Fax	
Email Address	
Booth Number	
On Site Contact Name	
On Site Contact Cell	
Notes	

**Initials:** \_\_\_\_\_



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**Credit Card Authorization**

*Please enclose this completed form with all order information.*

**WE REQUEST THAT ALL ORDERS MUST BE PREPAID IN FULL; NO ORDERS WILL BE PROCESSED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below.

 Visa
   MasterCard
   American Express

Card #																			
--------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date			-		
-----------------	--	--	---	--	--

Security Code			
---------------	--	--	--

Card Type	Personal Credit Card <input type="checkbox"/>	Corporate Credit Card <input type="checkbox"/>
Card Holder's Name		
Card Holder's Billing Address		
Street		
City		
Province/State		
Postal Code/Zip		
Phone		
Representative authorized to add charges (if any)		
Print Name of Card Holder		
Signature		

I have read, understood, and agree to all terms as described above and have advised our show site representative accordingly. All rates are for the run of the show up to one week duration. No orders will be processed until payment has been received in full.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you, have a great show!**

All rental equipment to remain the property of Handy Special Event Centre. Rentals are designed for display booth purposes only and are not to be otherwise utilized. The exhibitor is responsible for any lost or damaged equipment.

Initials: \_\_\_\_\_



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### Handy Furnishing & Carpet Rental Form

**IMPORTANT! This form must be accompanied with the method of payment before processing will begin.**

Please Note: Show management may dictate booth specifications and color availability.

Qty.	Description	Pre-Show	Late Order	Total
<b>Tables and Table Accessories</b>				
	8' x 24" Skirted Table	\$90.00	\$120.00	
	6' x 24" Skirted Table	\$90.00	\$120.00	
	4' x 24" Skirted Table	\$90.00	\$120.00	
Skirt Color Circle One - Red Black White Green Blue				
	Table Leg Extension - 42" high	\$24.20	\$33.00	
	Skirt and Vinyl Top only (rectangular tables)	\$55.00	\$66.00	
	30" Round 29" High with Linen	\$90.00	\$120.00	
	30" Round 42" High with Linen	\$90.00	\$120.00	
Circle One: White Black Blue Purple Red				
<b>Furniture and Booth Accessories</b>				
	Drape (per lineal foot)	\$9.00	\$13.00	
	Folding Plastic Chair	\$14.00	\$17.00	
	Padded Chair	\$22.00	\$32.00	
	Bar Chair (with back rest)	\$22.00	\$28.00	
	Bar Stool (no back rest)	\$22.00	\$28.00	
	Office Chair	\$50.00	\$66.00	
	Display Board 4'x8'	\$60.00	\$72.00	
	Coat Tree	\$40.00	\$55.00	
	Draw Drum	\$44.00	\$52.00	
	Easel	\$27.00	\$42.00	
	Chrome Sign Holder	\$27.00	\$42.00	
	Wastebasket	\$15.00	\$19.00	
	Brochure Holder Z-Up—6 levels	\$85.00	\$110.00	
	Lounging Furniture	Call for pricing		
<b>Electrical and Lighting</b>				
	Par 38 Light	\$27.00	\$38.00	
	Power Bar	\$16.00	\$22.00	
	25' Extension Cord Triple End	\$24.00	\$33.00	
<b>Carpet</b>				
	10'x10'	\$200.50	\$225.50	
	10'x20'	\$375.00	\$400.50	
	10'x30'	\$525.50	\$625.75	
	Bulk per sq. ft. (Over 400 sq. ft.)	\$1.50	\$2.10	
	Underlay per sq.ft	\$.85	\$1.00	
	Poly per sq.ft for bulk booth ( <b>not optional</b> )	\$.25	\$.35	
Circle One: Blue Green Charcoal Black Red				
*Please note: Bulk Carpet Only Available in Black or Red				

**A 25% Cancellation Fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied.**

To qualify for Pre-Show prices orders must be received 30 days prior to event date. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show date. All prices in Canadian Dollars.

**A minimum \$25.00 charge will apply for all on site changes.**

For other services available please inquire.

Sub Total	
GST 5% #732841523	
PST 6%	
<b>Total</b>	

**Initials:** \_\_\_\_\_



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## Materials Handling & Outbound Shipments

### Advanced Material Handling

- Receive & store shipment up to 30 days in warehouse
- Delivery of shipment from advanced warehouse to show site
- Priority unloading status
- Removing of empty containers from booth to storage area
- Returning of empty containers to booth upon show closing
- Reloading of shipment from booth to exhibitor arranged outbound courier

### Conditions

- All orders must be prepaid
- All orders must be received at least 2 days prior to exhibitor move in or be subject to a 25% late fee
- There will be a surcharge of \$150.00 as well as import/duty fees that Handy Special Events is charged for. **Exhibitors are responsible for finding a broker and paying all associated fees before your materials cross the boarder.**
- Please arrange shipments to arrive between 9:30 am-4:30 pm Monday-Friday
- Loose and uncrated shipments will not be received
- **Return Bill of Lading and/or shipping labels 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.
- A service charge will not be applied if the return labels are emailed **3 days prior to the show opening**

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## Outbound Shipments

- It is the sole responsibility of the Exhibitor to properly pack & seal all boxes & crates
- Shipping label must be attached to **EACH** piece of any outbound shipment and attach a **COMPLETED bill of lading** covering each outbound shipment
- All old shipping labels must be removed
- **Exhibitors are responsible for arranging pick up of their materials with a courier company**
- **We require Bill of Ladings from all couriers used in outbound shipments including local couriers picking up on behalf of a different courier**

Initials: \_\_\_\_\_



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### Handy Advanced Materials Handling Form

**IMPORTANT! This form must be accompanied with the method of payment before processing will begin.**

#### Advanced Material Handling

\$140.00 per hundred pounds (lbs) (\$280.00 min. charge)

Weight \_\_\_\_\_ @ \$140.00/cwt \_\_\_\_\_

(In the event of discrepancy Courier Weight will be used)

=	\$
GST 5% #732841523	
PST 6%	
<b>Total</b>	

Carrier Name	
Bill of Lading #	
# of Pieces	
Exhibitor Courier Account #	

#### Return Information (REQUIRED)

Return Address:		Courier Name	
Street		Courier Phone	
City		Courier Account #	
Province/State		Pick Up Location	<input type="checkbox"/> HSE Warehouse <input type="checkbox"/> Venue
Postal Code/Zip		# of Pieces	
Country		Weight (lbs)	

**Exhibitors are responsible for arranging pick up of their materials. Please inform us if your items are getting picked up from the venue or from our warehouse. Please note that venues do not allow you to keep your items there after the event is over and torn down.**

#### Cancellation Fee

A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show date. All prices in Canadian dollars.

#### Limits and Liabilities

Handy Special Events will not be held responsible for concealed damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Handy Special Events. The condition, count and contents of the material found in the booth at the 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. Handy Special Events will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. Handy Special Events will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control. The liability of Handy Special Events is hereby limited to \$0.30 per pound, per article and values exceeding this limitation should be insured by the shipper.

All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment uncrated will be charged an additional 50% handling charge. Handy Special Events will receive goods only if this form is returned signed and freight is PREPAID. Handy Special Events will not receive collect shipments nor accept any charges for outbound shipments.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Initials: \_\_\_\_\_





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These labels are mandatory and must be attached to each piece. Place one on EACH piece shipped to ensure proper delivery



YOU'LL LOOK OUR BEST!

To: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

C/O: Handy Special Events  
2642 Millar Ave  
Saskatoon, SK S7K 4C8

Show: \_\_\_\_\_

Show Date: \_\_\_\_\_

Booth#: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs

Total Weight (lbs): \_\_\_\_\_



YOU'LL LOOK OUR BEST!

To: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

C/O: Handy Special Events  
2642 Millar Ave  
Saskatoon, SK S7K 4C8

Show: \_\_\_\_\_

Show Date: \_\_\_\_\_

Booth#: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs

Total Weight (lbs): \_\_\_\_\_

Initials: \_\_\_\_\_



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### Handy Installation & Dismantle Form

**IMPORTANT! This form must be accompanied with the method of payment before processing will begin.**

Installation & Dismantle Rates		
Regular Time (RT):	8:00 a.m. – 8:00 p.m.	\$80.00/hr
Overtime (OT):	9:00 p.m. -7:00 a.m.	\$120.00/hr
Double Time (DT):	Statutory Holidays	\$150.00/hr

Installation: (estimated requirements)			
# of _____ installers	_____ hours	\$80.00/hr. (RT)	\$
# of _____ installers	_____ hours	\$120.00/hr. (OT)	\$
# of _____ installers	_____ hours	\$150.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

Dismantle: (estimated requirements)			
# of _____ installers	_____ hours	\$80.00/hr. (RT)	\$
# of _____ installers	_____ hours	\$120.00/hr. (OT)	\$
# of _____ installers	_____ hours	\$150.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

Additional Information and Total		
Client Supervised? Yes( <input type="checkbox"/> ) No( <input type="checkbox"/> ) On Site Cell # _____ If yes, Supervisors name: _____	Total Estimated Charge	
Supervised by Handy Special Event Centre? Yes( <input type="checkbox"/> ) No( <input type="checkbox"/> ) If yes, add 25% to total estimated charges	25% Supervision Fee	
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)	Subtotal	
Tools Requires please specify: _____	GST 5% #732841523	
<b>Special Instructions</b>	PST 6%	
	<b>Total</b>	
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### Handy Cleaning Services Form

**IMPORTANT! This form must be accompanied with the method of payment before processing will begin.**

Cleaning Services			
Company Name		Address:	
Contact Name		Street	
Phone		City	
Email Address		Province/State	
Booth #		Postal Code/Zip	
Fax		Country	

**SERVICE INCLUDES -Exhibit Vacuuming & Emptying of Wastebaskets**

<p><b>PRE-ORDERS</b> (Must be received prior to above Deadline Date)</p> <p><b>Please Note: All booths will be clean prior to exhibitor move in. Charges will apply for further service.</b></p> <p>Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days _____ X \$0.55= _____ (min. 100 Sq. Ft.)</p> <p style="text-align: center;"><b>LATE ORDERS</b> (Received after above Deadline Date)</p> <p>Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days _____ X \$0.65= _____ (min. 100 Sq. Ft.)</p>
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<b>SPECIAL INSTRUCTIONS</b>
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	#732841523	
	PST 6%	
	<b>Total</b>	

Initials: \_\_\_\_\_