

<b>Show</b>
Dates
Location

<b>ExpoCité information</b>
250F, boulevard Wilfrid-Hamel Québec (Québec) G1L 5A7 Phone No.: 418 691-7110 Fax No: 418 691-7249 TPS No: 144247350RT0001 TVQ No: 1090046710TQ0001

<b>Client information</b>					
Company			On-site contact		
Address (number, street, city)				Province/State	Postal/zip code
Area code	Phone No.	Area code	Fax No.	Email address	Booth No.

<b>Payment information</b>					
Credit card:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	Card No.:	Security code (3 digits):	
Expiry date	Month	Year	Card holder	Authorized signature	

<b>Anticipated rate if the order is received 10 working days before the first day of set up.</b>					
Handling (including operator and equipment)	No. of forklifts	No. of hours	Anticipated hourly rate	Regular hourly rate	Total
Forklift / less than 5000 lbs			\$120.00	\$145.00	\$
Forklift / 5000 to 10 000 lbs			\$125.00	\$150.00	\$
Electric pallet truck / less than 5000 lbs			\$65.00	\$80.00	\$
Storage (calculated per sq. ft. per day, min. 100 sq. ft.)*	Qty/sq. ft.	No. of days	Anticipated rate/sq. ft.	Regular rate/sq. ft.	
<b>Inaccessible during the event</b>					
100 to 200 sq. ft.			\$0.35	\$0.40	\$
Between 201 and 500 sq. ft.			\$0.30	\$0.35	\$
501 sq. ft. and more			\$0.25	\$0.30	\$
<b>Available during the event</b>					
100 to 200 sq. ft.			\$0.40	\$0.50	\$
Between 201 and 500 sq. ft.			\$0.35	\$0.45	\$
501 sq. ft. and more			\$0.30	\$0.40	\$
Receiving and shipping of packages 7 days before or 7 days after the event (handling not included)	Qty	No. of days		Regular rate	
15 sq. ft. and less (1 standard pallet)			–	\$45.00	\$
Additional 15 sq. ft. increments			–	\$30.00	\$
Parking (if available)	Qty	No. of days		Daily rate	
Truck 16' to 26' per day			–	\$30.00	\$
Truck 53' per day			–	\$50.00	\$
				<b>Total without taxes</b>	\$
<b>Order date</b>	<b>Signature</b>				
Year    Month    Day					
			Applicable taxes (1.14975) \$		

<b>Comments section</b>
Please indicate the desired time for the handling and/or storage service as well as any other relevant information (length of equipment, etc., total number of pallets, fragile or not, etc.).

Please return the duly completed form by email to [manutention@expocite.com](mailto:manutention@expocite.com).

## TERMS AND CONDITIONS

### General conditions:

- Orders may be changed or reimbursed up to 10 working days before the first day of event set up.
- Fees must be paid when the order is placed, before the requested service is provided.
- Please note that exhibition materials cannot be delivered before the first day of event set up.
- It is the exhibitor's responsibility to ensure that all materials are delivered to the designated delivery bay for the event concerned.
- ExpoCité reserves the right to take any steps and to use any labour or equipment required for loading and unloading, and to invoice the client accordingly. ExpoCité also reserves the right to refuse any delivery that does not comply with these terms and conditions, or for which an exhibitor has not paid the applicable fees.
- ExpoCité's liability is limited to that established in the agreement binding the event promoter (the Lessee) and ExpoCité (the Lessor), since the condition and content of a load is not known at the time of delivery.

### Handling:

A minimum of one hour will be invoiced for each movement of materials. Consecutive periods of 30 minutes can then be added.

Unused time from the first billed hour cannot be refunded or transferred to another day.

The desired times and days for handling of materials must be specified in the "Comments" section, based on the entrance time assigned by the promoter, if any. You will be contacted by a member of the ExpoCité team to specify the time at which your equipment will be handled.

### Storage:

Handling is not included in storage costs.

It will not be possible to access goods in storage during the event, unless you order a space that is available during the event. Spaces available during the event are limited in number and are assigned on a first-come, first-served basis.

At least 100 square feet of storage space must be ordered. Any space used in addition to the ordered amount will be rounded up to the next 50 square feet for billing purposes.

Storage spaces must be cleared before the end of the last day of tear down. Handling fees will be charged for the removal of any materials or waste left on site.

### Receiving and shipping of packages:

The client must identify the load correctly, in accordance with the standards set out in the [Exhibitor's Handbook](#): exhibitor number, booth number, event, name of contact person and telephone number.

The rates for receiving and shipping of packages do not include handling fees. All requests for shipping of packages must therefore include at least one hour of handling. All other terms and conditions for handling also apply.

Packages may be shipped up to 7 days before the event begins.

Packages must be collected within 7 days after the event ends.

The client is responsible for shipping costs and for planning shipping and collection details with the transportation company. Collection times are Monday to Friday, from 7 a.m. to 3 p.m. EST.

### Truck and trailer parking:

The exact location at which vehicles may be parked will be decided by ExpoCité and may differ from one event to the next.

Vehicles cannot be parked at the loading bays during the event without prior permission from ExpoCité. Fees may be charged.

Trailers cannot be parked in parking lot P10 (exhibitors' parking behind the Centre de foires).