



EXHIBITOR FORM

Please Complete and Fax To: 519-661-5990
 For Information Contact: 519-661-6200 Toll Free: 1-800-203-1992
 Email: csr@londoncc.com

Function:	Date:	Booth No:
Company Name:	Contact Name:	
Street Address:	City, Province:	
Postal/Zip Code:	Email:	
Telephone:	Fax:	

MATERIAL HANDLING / STORAGE SERVICES ORDER FORM – M102 ES/CS

A. MATERIAL HANDLING - Service Includes: Receipt of materials up to 48hr before event, movement to booth (not set-up), storage during the event and return to booth for move-out and return to dock for shipment. (storage up to 24hrs after event). Shipper/exhibitor responsible for verifying proper items loaded onto vehicle and waybill tracking.

Shipping Information: (Section below must be completed in full for materials to be processed)

Total Pieces:	Total Weight:
Arrival Date (charges could apply):	Shipping Date:
Trucking Line:	Tracking Number:
Customs Broker:	Your On-site Contact:
Telephone Number:	Telephone Number:
Total Weight (rounded up to next hundred pounds): _____ lbs X \$25 per 100 Weight (min \$75) \$	
Section A Subtotal \$	

B. STORAGE SERVICE - Limited storage is available. Special arrangements are available at the following rates. Due to very limited on-site storage, we recommend that small display cases be stored within your booth.

Case/Box (up to 24"Wx18"Dx48"H): # ____ of pieces X \$10 per piece/day (____ days) =	\$
Skid/Case/Crate (up to 48"Wx48"Dx48"H): # ____ of pieces X \$20 per piece/day (____ days) =	\$
Lg. Skid/Case/Crate (over 48"Wx48"Dx48"H): actual size _____ # ____ of pieces X \$30 per piece/day (____ days) =	\$
Section B Subtotal \$	

Subtotal (Section A or Section B)	\$
13% HST (#R136385242)	\$
TOTAL AMOUNT PAYABLE	\$

SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM

METHOD OF PAYMENT: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express	Expiry Date:
Credit Card Number:	Name on Card:
Signature:	
Date:	(Please Print Clearly)

Please retain a copy for your records and return original with payment



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MATERIAL HANDLING OR STORAGE SERVICES – M102

CONDITIONS & REGULATIONS

1. The London Convention Centre reserves the right to inspect and control all products. Liability for damages to the premises will be charged accordingly. The Centre will not be held responsible for damage or loss of any personal property and equipment left in the Centre prior to, during or following any tradeshow, or for any injury or death resulting from the acts or omissions of exhibitor.
2. Passenger elevators and escalators are NOT to be used for transporting freight or equipment including easels, chairs, tables etc. Freight elevators are located on the Loading Dock and consist of one truck elevator and three small elevators for transporting all freight or equipment from level to level. For Load Capacity and dimensions please see Rules & Regulations Document or contact the LCC. All exhibitor materials must be shipped in & out of the Centre through the Loading Dock ONLY. Clients /Exhibitors are not permitted to operate the LCC freight elevators without an LCC attendant present.
3. The LCC restricts delivery and/or storage prior to and following an event. No shipments or deliveries of any kind shall be accepted by the LCC unless the Client /Exhibitor has pre-ordered LCC services from the "Material Handling / Storage Services" order form.
4. Payment Terms:
 - a) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
 - b) Only American Express, Mastercard and VISA credit card transactions will be accepted.
 - c) Refunds for overpayment will be processed by the LCC within thirty (30) days after the show closing date.