

## Exhibitor Rental & Service Manual



OPS Event Rentals Inc.

Official Show Service Contractor:

OPS Event Rentals Inc.  
5440 Maingate Drive Mississauga, Ontario L4W 1R8  
Tel: 905-624-6955  
Website: [www.ops-eventrentals.ca](http://www.ops-eventrentals.ca)  
Email: [admin@ops-eventrentals.ca](mailto:admin@ops-eventrentals.ca)  
Email: [info@ops-eventrentals.ca](mailto:info@ops-eventrentals.ca)

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Please scan and email your completed exhibitor forms to: [admin@ops-eventrentals.ca](mailto:admin@ops-eventrentals.ca)

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## General Information

### Dear Exhibitor

OPS Event Rentals Inc. is pleased to be appointed as the *Official Show Services Contractor* and would like to welcome you to *Sport Card & Memorabilia Expo Fall 2019* which is taking place at the International Centre – Hall # 5 this **November 15 - 17, 2019**. For your convenience we have compiled this exhibitor rental and service manual, which provides the forms required for our services. We can provide you with products and services to help enhance your booth's visibility, professionalism, in order to increase traffic.

### **Exhibitor Rental & Service Manual:**

Should you have any special requests or require further assistance you can reach out to the OPS Event Rentals Team at 905-624-6955 or on site at 416-453-2942; one of our team members will be pleased to be of assistance. Kindly print and complete the forms; then email back to [admin@ops-eventrentals.ca](mailto:admin@ops-eventrentals.ca). Upon receipt of your order, we will email a confirmation to acknowledge your proof of order. Please make sure to provide us with your complete email address.

### **Discount Price Deadline:**

Take advantage of our “advance price discount” deadline date which is **Friday October 25, 2019**. We must receive your order, and full payment by that date. Please note that all orders must be paid in full prior to delivery. All orders received after discount deadline date will automatically be calculated at the regular pricing.

### **Final Order Deadline Date:**

**Monday November 11, 2019** will be the last day we will be accepting orders, please contact our office for further assistance.

### **Payment Policy:**

All orders must be paid in full prior to delivery. Your order will not be processed if a completed credit card authorization form is not submitted along with your order forms.

All advance order payments will be processed on **Friday October 25, 2019**.

Receipts will be sent electronically, please make sure to provide us with an appropriate email address.

**Payments may be made by Visa, Mastercard, EFT or wire transfer.** If the credit card number you have provided is declined a \$ 25.00 surcharge will be added. If you are a foreign exhibitor please ensure that your payment is made in Canadian funds. All exhibitors are responsible for payment of HST when exhibiting in Ontario.

On site orders may be paid by Visa, Mastercard, Debit and Cash.

Wire transfers are subject to a transfer fee charged by your bank, please consult with your bank as to their fees, as they are the responsibility of the exhibitor. Banking fees vary from \$30.00 - \$50.00 the wire transfer will be required **12 days** prior to the show move in date.

All discrepancies must be settled on site prior to show move out.

Kindly note that any additional charges will automatically be charged to your credit card for such services as; material handling, storage, in booth labour, damages or any additional on-site requests.

## **General Information Continued:**

### **Third Party Billing:**

You may have made arrangements to have an outside exhibit house (or other agent) manage and/or order services on your behalf; they will be charged directly for our services and will need to make payment arrangements with OPS Event Rentals Inc. However please note that ultimately the exhibitor understands and agrees that the exhibitor is ultimately responsible for all payment of charges incurred on their behalf by the third party. If your designated third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card. Both firms must complete and sign the "Third Party billing form" which will need to be submitted by **October 25, 2019**.

### **Cancellation Policy:**

A 30% administration charge will apply to all orders cancelled **10 days** prior to show. **No refund** will be given on signage. **No refunds** will be given for items cancelled after the cancellation period, or to orders changed or cancelled on site.

### **Rental Information:**

Equipment rental prices are for the duration of the show; and include installation, removal of items & are the exhibitor's responsibility.

All items are subject to availability; quantities, colours, sizes and styles may vary.

Display or exhibit material must not be attached to the drape; never staple, pin, cut, or deface drapes and table skirts. The customer is responsible for breakage, loss or damage to the rented equipment. The equipment must be returned in the same condition as it is received. Exhibitors will ultimately be responsible for damages to OPS owned equipment; replacement costs will automatically be charged for loss or damages.

Should you need to hang a sign from the top rail "S" hooks are available at a fee from the on-site OPS Event Rentals Inc. exhibitor service desk.

Display furniture and hard wall booths must be ordered by **October 25, 2019** as they are not available on site.

Electrical and lighting is not included. (Please contact Showtech for all Electrical requirements)

All rented material and equipment remain the sole property of OPS Event Rentals Inc. and will be removed upon show closing.

We are not responsible for any material, equipment, or products, left behind in booth, tables, counters, showcases, or floor.

### **Material Handling, Advance Warehousing & Shipping, Storage:**

OPS Event Rentals Inc has been appointed the official material handling service provider for this event.

We offer advance shipping services; whether for crated skids, uncrated material, special handling items or small packages. Turn to the advance shipping page for further information. If you have any queries don't hesitate to reach out to our team for specific details pertaining to your order.

### **Note:**

OPS Event Rentals Inc. will not be responsible for exhibit material abandoned on show floor. Note that any booth or freight remaining on the show floor or at the loading docks upon show tear down will be collected by OPS Event Rentals Inc. and taken to our warehouse for storage. Material handling and transportation fees will apply and charged to the exhibitor.

**General Information Continued:**

**Dates to Remember:**

Friday October 25, 2019	Third Party billing forms due.
Friday October 25, 2019	Warehouse opens to accept freight
Friday October 25, 2019	Advance price discount deadline date Don't forget to take advantage of the discounted rates!
Saturday October 26, 2019	Regular Pricing begins.
Friday November 8, 2019	Warehouse closes to receiving freight.
Monday November 11, 2019	Final date for receiving orders.
Friday November 22, 2019	Final date for post-show freight pick up.

**OPS Exhibitor Service Centre**

We will have our OPS exhibitor service centre in order to tend to your onsite needs. Whether it be some last minute furnishings, material handling, or storage requirements we will be there to assist.

Should you need assistance after these hours please leave a message at our service desk or in case of emergency we can be reached at 416-453-2942.

*We wish you a successful Show!*

**\*Credit Card Authorization – Must be completed in full with your order\***

Company Name:	Booth #:	
Address:	City:	
Province / State:	Postal / Zip Code:	
Contact Name:	Phone No:	Fax No:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.	
<b>Summary of Forms Included</b>		<b>In order to confirm that we have received all forms included &amp; completed for your order, please check off or mark with an "X" what paperwork you are sending us.</b>
		<b>Page Totals</b>
<b>Wire Transfer Form</b>	<b>Page 6</b>	<input type="checkbox"/> Mark with an "X" or Check
<b>Direct Deposit (EFT) Authorization Form</b>	<b>Page 7</b>	<input type="checkbox"/> Mark with an "X" or Check
<b>Third Party Billing &amp; Authorization Form</b>	<b>Page 8</b>	<input type="checkbox"/> Mark with an "X" or Check
<b>Seating</b>	<b>Page 9-10</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Tables</b>	<b>Page 11-13</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Round Tables &amp; Carpet</b>	<b>Page 14-16</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Racks &amp; Stanchions</b>	<b>Page 17-19</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Plants &amp; Display Items</b>	<b>Page 20-21</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Display Cases</b>	<b>Page 22-23</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Accessories</b>	<b>Page 24-26</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Hard wall System</b>	<b>Page 27-28</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Show Special</b>	<b>Page 29</b>	<input type="checkbox"/> Mark with an "X" or Check      \$
<b>Advance Warehouse Shipping,</b>		<input type="checkbox"/> Mark with an "X" or Check      (See pages 30– 31)
	<b>Subtotal</b>	\$
	<b>13% HST Tax</b>	\$
	<b>Total</b>	\$

This information below is given with the understanding that OPS Event Rentals Inc. will use this authorization to charge your credit card listed below. These include funds related to any unpaid or outstanding balance due to OPS, on -site show orders placed by your representatives, material handling, storage, and advance shipment overages, installation and dismantle labour charge adjustments. If the credit card number you have provided is declined a \$ 25.00 surcharge will be added.

**PLEASE PRINT -**      Receipts will be sent electronically

Cards Accepted: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Expiry Date:
Credit Card Number:	Validation Code:
Credit Card Holder Name:	Date:
Authorizing Signature:	I have read and understand the terms and conditions.

All orders received after deadline date will automatically be calculated at the after deadline rate. Pre –show prices are only applicable if payment is received prior to deadline date. No refunds or exchanges on site. OPS is not responsible for exhibitor material left behind in booth or OPS rental equipment. Any shipments brought back to the OPS warehouse are subject to charges. This order is placed with the understanding that we hereby release OPS Event Rentals Inc., its employees and agents from all liability and or damage to our merchandise or property.

## Wire Transfer Form

Please send confirmation by email that this wire transfer has been sent to:

Accounts Receivable  
OPS Event Rentals Inc.  
Tel: 905 624 6955  
Fax: 905 624 8025  
[info@ops-eventrentals.ca](mailto:info@ops-eventrentals.ca)

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Event: Sport Card & Memorabilia Expo – Fall 2019

### OPS Event Rentals Bank Information

Please be sure to include all information to ensure the successful transfer of funds

Account Name: OPS Event Rentals Inc.  
Bank Name: Bank of Montreal  
Address: 1350 Crestlawn Drive Mississauga, Ontario L4W 1R8

Swift Code: BOFMCAM2  
Account #: 1993695  
Beneficiary's Bank: 29502001

Amount: \_\_\_\_\_ Date of Transfer: \_\_\_\_\_

Minimum Bank Charge: \$30.00 (North American) \$50.00 (International)

Total: \_\_\_\_\_

#### Please Note:

- We have only included the transfer fees charged by our bank.
- All wire transfer fees are the responsibility of the exhibitor.
- Please consult with your bank regarding their transfer fees.
- Wire transfers will be required 10 days prior to show move in date.

## Direct Deposit (EFT) Authorization Form

(The Payee) OPS Event Rentals Inc.

(The Payor) \_\_\_\_\_

The Payee Authorizes The Payor to set up electronic funds transfer for all payments on account to the bank account as designated by The Payee in accordance with the banking information provided on this form.

The Payee will notify The Payor in writing of any changes in account information or termination of this authorization.

### Payee Banking Information:

Payee Name: OPS Event Rentals Inc.  
Bank Institution Name: Bank of Montreal  
Transit Number: 29502  
Bank Account Number: 1993695

E-Mail Address (Remit to): [admin@ops-eventrentals.ca](mailto:admin@ops-eventrentals.ca)

The Payor will issue a payment advice, via e-mail, for each deposit to the Payee as a form of payment notification.

Authorized Signature (Payor) \_\_\_\_\_

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

Date: \_\_\_\_\_  
MM/DD/YYYY



## Third Party Billing Authorization Form

You may have made arrangements to have an outside exhibit house (or other agent) manage and/or order services on your behalf; they will be charged directly for our services and will need to make payment arrangements with OPS Event Rentals Inc. However please note that ultimately the exhibitor understands and agrees that the exhibitor is ultimately responsible for all payment of charges incurred on their behalf by the third party. If your designated third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card. Both firms must complete and sign the "Third Party billing form" which will need to be submitted by **October 25, 2019**.

### Exhibitor Information:

Exhibitor Company Name:	Booth #:
Exhibitor Address:	City:
Province/State:	Postal/Zip Code:
Exhibitor Contact Name:	Phone No:
Exhibitor Contact Email :	Fax No.:
Exhibitor's Binding Signature:	The exhibitor agrees that they are ultimately responsible for all charges incurred on their behalf if your designated third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.
Authorized Name (Print):	
Cards Accepted: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Expiry Date:
Credit Card Number:	Validation Code:
Credit Card Holder Name:	Date:
Authorizing Signature:	I have read and understand the terms and conditions.

### Third Party Billing Information:

Agent Company Name:	Booth #:
Agent Address:	City:
Province/State:	Postal/Zip Code:
Agent Contact Name:	Phone No:
Contact Email :	Fax No.:
Agent's Binding Signature:	<b>I agree to abide by the terms and conditions listed in this manual.</b>

Cards Accepted: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Expiry Date:
Credit Card Number:	Validation Code:
Credit Card Holder Name:	Date:
Authorizing Signature:	I have read and understand the terms and conditions.

All orders received after deadline date will automatically be calculated at the after deadline rate. Pre -show prices are only applicable if payment is received prior to deadline date. No refunds or exchanges on site. OPS is not responsible for exhibitor material left behind in booth or OPS rental equipment. Any shipments brought back to the OPS warehouse are subject to charges. This order is placed with the understanding that we hereby release OPS Event Rentals Inc., its employees and agents from all liability and or damage to our merchandise or property.

**SEATING**

*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: <i>October 25, 2019</i></u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Plastic Folding Chair <input type="checkbox"/> Burgundy <input type="checkbox"/> White <input type="checkbox"/> Black	11.00	17.00	
	Padded Resin Folding Chair / Black	15.00	21.00	
	Bistro Chair <input type="checkbox"/> White <input type="checkbox"/> Black	13.00	19.00	
	Chrome Stacking Chair without Arms <input type="checkbox"/> Grey	44.00	50.00	
	Chrome Stacking Chair with Arms <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Navy Blue	44.00	50.00	
	ABC Chair	72.00	78.00	
	Padded Banquet Chair <input type="checkbox"/> White & Gold <input type="checkbox"/> Black	47.00	53.00	
	Bar Stool	21.00	31.00	
	Lounge Chair – Upholstered with arms / Black	60.00	90.00	
	Counter Height Chair - Folding	75.00	110.00	
	Equino Stool / White Only	95.00	135.00	
	Rippleback Office Chair	97.00	137.00	
	Steno Chair / Office Chair	87.00	127.00	
	Executive Chair	90.00	130.00	
	Adjustable Drafting Chair	95.00	135.00	
	Black Leather Chair	175.00	305.00	
	Black Leather Loveseat	315.00	455.00	
	Black Leather Sofa	425.00	555.00	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> </ul>		13% HST		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Samsonite Folding Chair



Black Padded Folding Chair



Bistro Chair



Chrome Stacking Chair with & without arms



ABC Chair



Banquet Chair (Black or White / Gold)



Lounge Chair



Steno / Office Chair



Rippleback Office Chair



Executive Chair



Bar Stool



Counter Height Chair



Equino Stool



Adjustable Drafting Chair

**TABLES**

*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: October 25, 2019</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	4' x 30" Table – Rectangular – Plain	45.00	60.00	
	6' x 30" Table – Rectangular – Plain	50.00	65.00	
	8' x 30" Table – Rectangular - Plain	63.00	78.00	
	8' x 18" Table – Rectangular – Plain	63.00	78.00	
	<b>Skirted Tables – 30" High</b> <input type="checkbox"/> White <input type="checkbox"/> Lime <input type="checkbox"/> Raspberry <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Navy Blue <input type="checkbox"/> Green <input type="checkbox"/> Gold <input type="checkbox"/> Orange <input type="checkbox"/> Grey <input type="checkbox"/> Black			
	4' x 30" Table, Skirted	60.00	90.00	
	6' x 30" Table, Skirted	70.00	105.00	
	8' x 30" Table, Skirted	82.00	120.00	
	Fourth Side skirting – additional	12.00	22.00	
	Spandex Cover for Rectangular Table <input type="checkbox"/> 4' cover <input type="checkbox"/> 6' cover <input type="checkbox"/> 8' cover	48.00	59.00	
	Vinyl top and skirting for existing table provided by show	47.00	58.00	
	White Vinyl (per 6' sheet)	17.00	23.00	
	Table Leg Extensions for existing table provided by show (set of 4)	11.00	17.00	
	4' x 30" Table – Counter Height - Rectangular – Plain	53.00	75.00	
	6' x 30" Table – Counter Height - Rectangular – Plain	63.00	87.00	
	8' x 30" Table – Counter Height - Rectangular - Plain	73.00	102.00	
	<b>Counter Height Skirted Tables – 36" High</b> <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Navy Blue <input type="checkbox"/> Green <input type="checkbox"/> Black			
	4' x 30" Table, Counter Height, Skirted	73.00	97.00	
	6' x 30" Table, Counter Height, Skirted	83.00	112.00	
	8' x 30" Table, Counter Height, Skirted	95.00	127.00	
	Fourth Side skirting – additional	22.00	37.00	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> </ul>		13% HST		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

Signature

Date

**Include the completed credit card authorization form with this order located on page 5.**



Plain Table - Choice of 4', 6' and 8' x 30"



Undraped Table with white vinyl top Choice of 4', 6' and 8' x 30"



RED Skirted Table - Choice of 4', 6' and 8' x 30"



GREEN Skirted Table - Choice of 4', 6' and 8' x 30"



BLUE Skirted Table - Choice of 4', 6' and 8' x 30"



WHITE Skirted Table - Choice of 4', 6' and 8' x 30"



LIME Skirted Table - Choice of 4', 6' and 8' x 30"



ORANGE Skirted Table - Choice of 4', 6' and 8' x 30"



BLACK Skirted Table - Choice of 4', 6' and 8' x 30"



RASPBERRY Skirted Table - Choice of 4', 6' and 8' x 30"



GOLD Skirted Table - Choice of 4', 6' and 8' x 30"



GREY Skirted Table - Choice of 4', 6' and 8' x 30"

**ROUND TABLES & CARPET**  
*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	<b>Receipts will be sent electronically / please provide us with an appropriate email address.</b>

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: October 25, 2019</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Cruiser Table <input type="checkbox"/> 42" High <input type="checkbox"/> 30" High <input type="checkbox"/> 18" High White Top	65.00	80.00	
	42" Diameter Patio Table – White	48.00	64.00	
	48" Diameter Table – Round – Plain	63.00	78.00	
	60" Diameter Table – Round - Plain	77.00	92.00	
	72" Diameter Table – Round - Plain	91.00	106.00	
	Spandex Cover for Cruiser Table <input type="checkbox"/> Black	37.00	50.00	
	Tablecloth Round <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Grey <input type="checkbox"/> Navy Blue Tablecloth Rectangular <input type="checkbox"/> White <input type="checkbox"/> Blue	37.00	50.00	
	<b><u>Draping - Colours Available:</u></b> <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Navy Blue <input type="checkbox"/> Green <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> White			
	Pipe & Drape - 30" Low	8.00	10.00/ft.	
	Pipe & Drape 8' High	10.00	12.00/ft.	
	Bare Rail <input type="checkbox"/> 8' High <input type="checkbox"/> 30" Low	5.00	7.00/ft.	
	Hardware (per piece) Base / Upright / Crossbar	9.00	12.00	
	<b><u>Carpeting - Colours Available:</u></b> <i>(Colour is subject to availability)</i> <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Green			
	10' x 10' Booth Carpet	181.00	250.00	
	10' x 20' Booth Carpet	362.00	500.00	
	10' x 30' Booth Carpet	543.00	750.00	
	Other size: No.of ft. _____ x No. of ft. _____ = _____ sq. ft. <i>(100 sq. ft. minimum)</i>	1.81 sq. ft.	2.50 sq. ft.	
	Custom cut carpet (per sq. ft. additional charges may apply for angled / round and pillar cuts)	2.50 sq. ft.	3.80 sq. ft.	
	Underpad Size: _____ x _____ = _____ sq. ft. <i>(100 sq. ft. minimum)</i>	1.15 sq. ft.	1.80sq.ft.	
	Protective Plastic Carpet Covering: No.of ft. _____ x No. of ft. _____ = _____ sq. ft. <i>(100 sq. ft. minimum)</i>	.55 sq. ft.	.85 sq. ft.	
	If you are ordering electrical services will under carpet wiring be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> </ul>		13% HST		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Cruiser Table – 30” or 42” High – Plain



Cruiser Table – 42” High – Spandex Cover (BLACK / WHITE)



Cruiser Table – 42” High – Orange Table Cloth



Cruiser Table – 42” High – White Table Cloth



Cruiser Table – 42” High – Red Table Cloth

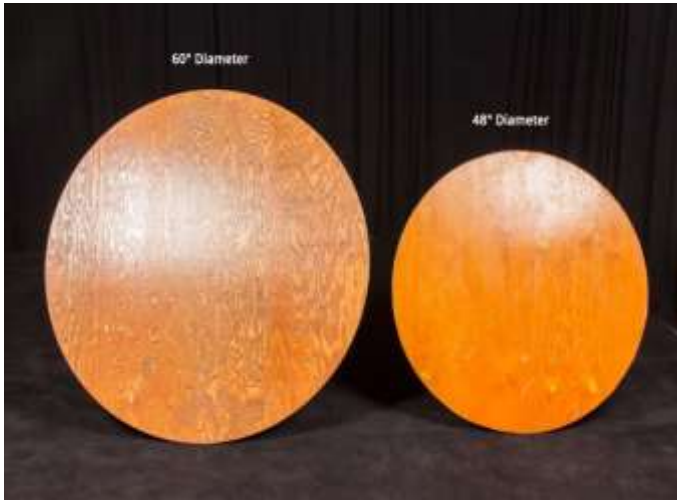


30” Diameter Coffee Table (18” High) – White



42” Diameter Patio Table – White





60" & 48" Diameter Table – Round – Plain



30" Low Pipe & Drape



8' High Pipe & Drape



RED & BLUE Carpet



Grey & Black Carpet



Green Carpet



Underpad

**RACKS & STANCHIONS**

*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

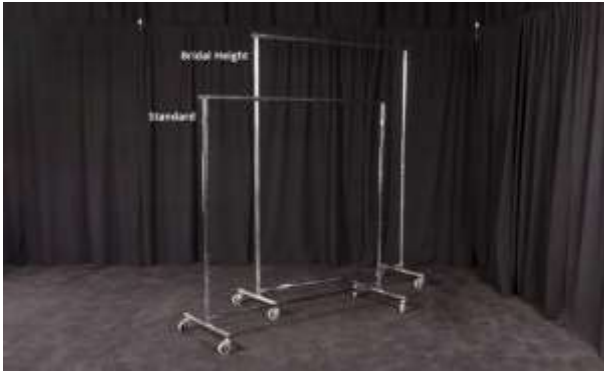
QTY	<b><u>DEADLINE FOR ADVANCE PRICE: October 25, 2019</u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Standard Rolling Garment Rack	42.00	57.00	
	Double Rolling Garment Rack	47.00	62.00	
	Bridal Height Rolling Garment Rack	47.00	62.00	
	Waterfall Garment Rack <i>(limited quantities)</i>	47.00	62.00	
	Circular Waterfall Garment Rack <i>(limited quantities)</i>	47.00	62.00	
	Circular Stationary Garment Rack <i>(limited quantities)</i>	47.00	62.00	
	Coat Tree <i>(limited quantities)</i>	25.00	45.00	
	Hangers (bundle of 25) <input type="checkbox"/> Plastic <input type="checkbox"/> Wire	11.00	22.00	
	Mirror – Free Standing	35.00	50.00	
	Mannequin (Full Body) <i>(limited quantities)</i>	80.00	95.00	
	Chrome Stanchions	35.00	50.00	
	Stanchion Ropes <input type="checkbox"/> 6' or <input type="checkbox"/> 8' <input type="checkbox"/> Red <input type="checkbox"/> Black	25.00	45.00	
	Retractable Stanchions <input type="checkbox"/> Red <input type="checkbox"/> Black	65.00	103.00	
	30'' Low Pipe & Chain – per linear ft.	8.00	10.00	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> </ul>		13% HST		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Standard / Bridal Height Rolling Garment Rack



Double Rolling Garment Rack



Waterfall Garment Rack



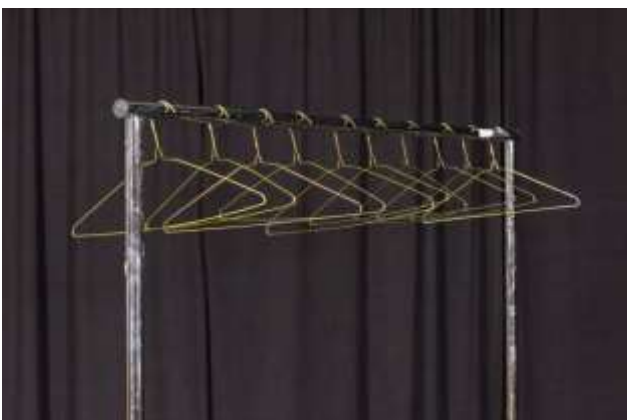
Circular Waterfall Garment Rack



Circular Stationary Garment Rack



Coat Tree



Wire Hangers (bundle of 25)



Plastic Hangers (bundle of 25)



Mirror – Free Standing



Mannequin



30" Low Pipe & Chain



Stanchions and Ropes (BLACK & RED)



Retractable Stanchion (BLACK & RED Belt)

**PLANTS & DISPLAY ITEMS**

*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	<b>Receipts will be sent electronically / please provide us with an appropriate email address.</b>

QTY	<u>DEADLINE FOR ADVANCE PRICE: <i>October 25, 2019</i></u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Plants 3' – Artificial tree – “Ficus Benjamina”	30.00	46.00	
	Plants 5' – Artificial tree – “ Ficus Benjamina”	30.00	46.00	
	Table Top Flower Arrangement – Artificial	30.00	46.00	
	Table Top Riser – Single Step	37.00	52.00	
	Table Top Riser – Double Step	47.00	62.00	
	Easel	50.00	65.00	
	Sign Holder – 22” x 28”	55.00	70.00	
<u>Terms &amp; Conditions</u>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> </ul>		13% HST		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR’S BOOTH		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



3' Artificial Tree – Ficus Benjamina



5' Artificial Tree – Ficus Benjamina



Table Top Flower Arrangement – Artificial



Tabletop display – fold a wall – 3 panels



Table Top Riser – Single Step



Table Top Riser – Double Step



Easel



Sign Holder – 22" x 28"

**DISPLAY CASES**

*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<u>DEADLINE FOR ADVANCE PRICE: October 25, 2019</u>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Display Case – 1 1/2' x 3' x 3 1/2' (25% Glass) <b>(DP1)</b> <i>(limited quantities)</i>	339.50	483.00	
	Display Case w/ shelf – lighting - 1 1/2' x 3' x 3 1/2' <b>(DP2)</b> <i>(limited quantities)</i>	375.00	527.50	
	Display Case w/ shelf – lighting - 1 1/2' x 3' x 5' <b>(DP3)</b> <i>(limited quantities)</i>	414.00	570.00	
	Acrylic Cube Display Case – 1 1/2' x 1 1/2' x 3 1/2' <i>(limited quantities)</i>	130.00	220.00	
	Display Stand – 1 1/2' x 1 1/2' x 3 1/2' <b>(DP4)</b> <i>(limited quantities)</i>	130.00	220.00	
	Locks for showcases – should you require the showcase to be locked you must order the locks separately.	16.00	25.00	
	5' Tall Glass Showcase <b>(GS3)</b> <i>(limited quantities)</i>	230.00	320.00	
	8' Tall Glass Showcase – lighting <b>(GS4)</b> <i>(limited quantities)</i>	531.00	621.00	
<u>Terms &amp; Conditions</u>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Electrical and lighting not included.</li> <li>- All items subject to availability.</li> </ul>		13% HST		
		R846706208RT0001		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Display Case – 1 ½' x 3' x 3 ½' (25% Glass) – **(DP1)**



Display Case w / shelf – 1 ½' x 3' x 3 ½' - **(DP2)**



Display Case w / shelf – 1 ½' x 3' x 5' - **(DP3)**



Display Stand – 1 ½' x 1 ½' x 3 ½' – **(DP4)**



5' Tall Glass Showcase - **(GS3)**



8' Tall Glass Showcase – **(GS4)**



Locks – Optional



**ACCESSORIES**

*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: <i>October 25, 2019</i></u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	Ballot Box – 1 ½' x 1 ½' x 3 ½' <i>(limited quantities)</i>	130.00	220.00	
	Small Waste Basket	13.00	21.00	
	Large Garbage Can	16.00	26.00	
	Draw Drum (Table Top Model)	55.00	93.00	
	Draw Drum (Floor Model)	55.00	93.00	
	Bar Fridge <i>(limited quantities)</i>	135.00	160.00	
	Counter with Sign – 1 ½' x 3' x 8' <i>(limited quantities)</i>	190.00	250.00	
	Sales counter / white 40"high x 40"wide x 20"deep	165.00	220.00	
	Wire Grids – Black – 6' x 2' – per panel (does not include legs)	60.00	75.00	
	Wire Grids – Black – 6' x 2' – per panel ( include legs)	75.00	95.00	
	4' x 8' Peg Board <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	130.00	155.00	
	4' x 8' Pin Up Board <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	130.00	155.00	
	Slatwall Section – 1 Meter wide x 96" High - WHITE	120.00	160.00	
<b><u>Terms &amp; Conditions</u></b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> </ul>		13% HST		
UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH		R846706208RT0001		
		Total Amount Of Invoice		

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Ballot Box – 1 ½' x 1 ½' x 3 ½'



Small Waste Basket



Large Garbage Can



Draw Drum (Table top Model)



Draw Drum (Floor Model)



Bar Fridge



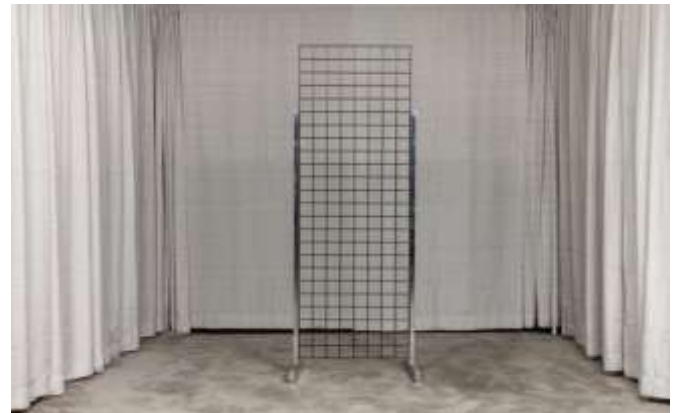
Counter with Sign – 1 ½' x 3' x 8'



Sales counter / white 40"high x 40"wide x 20"deep



Wire Grids – Black – 6' x 2' – per panel (does not include legs)  
(shown 2 sections each)



Wire Grids – Black – 6' x 2' – per panel (include legs)



4' x 8' Peg Board or 4' x 8' Pin Up Boards



Slatwall Section – 3' x 8' (shown 2 sections each)

**HARDWALL SYSTEMS**

*November 15 – 17, 2019*

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

QTY	<b><u>DEADLINE FOR ADVANCE PRICE: <i>October 25, 2019</i></u></b>	ADVANCE PRICE	AFTER DEADLINE	TOTAL
	** Model 1 – 10’ x 10’ Hardwall Booth	1,185.00	1,695.00	
	** Model 2 - 10’ x 10’ Hardwall Booth	1,185.00	1,695.00	
	** Model 3 - 10’ x 10’ Hardwall Booth	1,295.00	1,835.00	
	** Model 4 - 10’ x 10’ Hardwall Booth	1,295.00	1,835.00	
	** Model 5 - 10’ x 10’ Hardwall Booth	1,185.00	1,695.00	
	** Model 6 - 10’ x 10’ Hardwall Booth	1,085.00	1,585.00	
	<b>CUSTOM GRAPHICS – to upgrade to a customized booth contact us at 905-624-6955 for a quote</b>			
	** Indicate when you intend to arrive to set up your exhibit: DATE: _____ TIME: _____			
<b>Terms &amp; Conditions:</b>		Taxable Sub Total		
<ul style="list-style-type: none"> <li>- Orders must arrive before deadline date to receive advance price.</li> <li>- Rates include rental for length of show, installation &amp; removal.</li> <li>- There will be no refunds or exchanges for cancellation onsite.</li> <li>- Quantity, colours, sizes and styles may vary.</li> <li>- Electrical and lighting not included.</li> <li>- All items subject to availability.</li> <li>- Any changes to the offered selection or graphics will result in a supplementary charge.</li> </ul>		13% HST		
		R846706208RT0001		
		Total Amount Of Invoice		
<b>UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITOR’S BOOTH</b>				

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**



Model # 1 - 10' x 10' Hardwall Booth



Model # 2 - 10' x 10' Hardwall Booth



Model # 3 - 10' x 10' Hardwall Booth



Model # 4 - 10' x 10' Hardwall Booth



Model # 5 - 10' x 10' Hardwall Booth




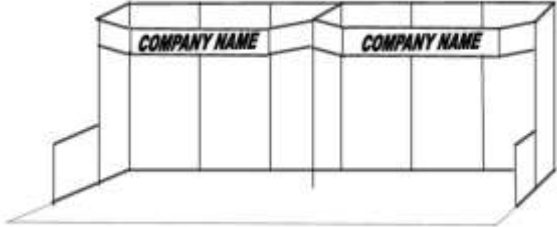
Model # 6 - 10' x 10' Hardwall Booth

**\*\* Booth does not include carpet\*\***

**SHOW SPECIAL**

November 15 – 17, 2019

Company Name:	Booth #:
Address:	City:
Province/State:	Postal/Zip Code:
Contact Name:	Phone No: Fax No.:
Email :	Receipts will be sent electronically / please provide us with an appropriate email address.

<p><b>10' x 10' Booth:</b> Advance deadline rate: <b>\$1,150.00</b> Advance Deadline date: <b>October 25, 2019</b></p>  <p><b>Price after deadline: \$1,730.00</b> <b>Includes:</b></p> <ul style="list-style-type: none"> <li>➤ 1 – 10' x 10' Carpet</li> <li>➤ 1 – 4' Table / Skirted</li> <li>➤ 2 – Samsonite Folding Chairs</li> <li>➤ 1 – Signage</li> </ul>	<p><b>A complete booth Includes:</b></p> <ul style="list-style-type: none"> <li>• Carpet</li> <li>• Skirted Table</li> <li>• Chairs</li> <li>• Signage</li> <li>• Installed &amp; Dismantled</li> </ul>	<p><b>10' x 20' Booth</b> Advance deadline rate: <b>\$1,570.00</b> Advance Deadline date: <b>October 25, 2019</b></p>  <p><b>Price after deadline: \$2,150.00</b> <b>Includes:</b></p> <ul style="list-style-type: none"> <li>➤ 1 – 10' x 20' Carpet</li> <li>➤ 1 – 6' Table / Skirted</li> <li>➤ 2 – Samsonite Folding Chairs</li> <li>➤ 2 – Signage</li> </ul>
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**Indicate Your Choice**

10' x 10' including carpet, one header sign, one skirted 4' table and two Samsonite Folding Chairs.

10' x 20' including carpet, two header signs, one skirted 6' table and two Samsonite Folding Chairs.

**Panel Colour:**  White

**Carpet Colour:**  Blue  Black  Red  Grey

**Skirt Colour:**  Blue  Black  Red  Grey  Green  Gold  White  Lime  Raspberry  Orange

**10' x 10', sign to read:** \_\_\_\_\_

**10' x 20', sign to read: Left:** \_\_\_\_\_ **Right:** \_\_\_\_\_

**Terms & Conditions:**

- Orders must arrive before deadline date to receive advance price.
- Rates include rental for length of show, installation & removal.
- There will be no refunds or exchanges for cancellation onsite.
- Quantity, colours, sizes and styles may vary.
- Electrical and lighting not included.
- All items subject to availability.
- Any changes to the offered selection or graphics will result in a supplementary charge.

**UNPAID ORDERS WILL NOT BE DELIVERED TO EXHIBITORS'S BOOTH**

Taxable Sub Total	
13% HST	
R846706208RT0001	
Total Amount Of Invoice	

I have read and understand the Terms & Conditions of this binding agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Include the completed credit card authorization form with this order located on page 5.**

## Material Handling Order Form

### November 15-17, 2019

Company Name:	Credit Card: (circle one)      Visa      MasterCard
Address:	Card Number:
City                                  Booth #:	Expiry Date:
Prov/State:                          Postal/Zip Code:	Validation code (on back):
Phone No:                          Fax No.:	Name on Card:
Contact Name:                      Email:	Signature:

Material handling services will be available to assist exhibitors with in and out handling of exhibitor materials at a minimum charge of one hour per shipment per forklift. Services over 1 hour will be charged in 1/2 hour increments. (Move in & out)

**Material Handling Service Includes:**

- Receive goods at exhibiting hall loading dock and unload vehicle/carrier.
- Deliver & spot freight once to booth.
- Move any empty cartons/crates from booth to storage.
- At end of show return empty cartons/crates from storage to your booth.
- Remove exhibiting material from your booth and load your vehicle/carrier at loading dock.

QTY.	PER HOUR	AFTER DEADLINE / ONSITE	SUBTOTAL
	Monday – Friday 8:00am – 4:00pm	\$225.00	\$270.00
	Monday – Friday after 4:00pm	\$255.00	\$306.00
	Saturday – Sunday	\$325.00	\$390.00

\*\*\*\*\*A 20% surcharge will apply to orders placed on site\*\*\*\*\*

All orders are subject to a 1 hour minimum for move in, and 1 hour minimum for move out.

Amount of Time Required	No. of Hours	Rate Per Hour	Total Amount
<b>Move – In Requirement:</b>		\$	\$
<b>Move – Out Date Requirement:</b>		\$	\$
<b>Subtotal</b>		\$	\$
<b>R846706208RT0001      HST</b>		\$	\$
<b>Total</b>		\$	\$

<b>Date Shipped:</b>	<b>Shipped from (City):</b>
<b>Customs Broker (if appl.):</b>	<b>Carrier (Trucking) Company:</b>
<b>Date Goods are scheduled to arrive :</b>	<b>Time Goods are scheduled to arrive:</b>
<b>Number of Pieces:</b>	<b>Total Weight:</b>
<b>Special Notes:</b>	

**Read and sign the terms & conditions on page 31.**

## Material Handling Terms & Conditions

### Terms:

All orders must be prepaid in full prior to movement of goods. Purchase orders do not qualify as payments. OPS Event Rentals Inc. accepts Visa, Mastercard, Debit and cash on show floor. All exhibitors are responsible for payment of HST when exhibiting in Ontario.

**Should your carrier's arrival to the loading dock be later than scheduled your rate may change according to time of arrival. Please take note of rate change and cut off times (as of 4:00pm Monday - Friday).**

Orders must be cancelled by **October 29, 2019** to be considered for a 70% refund, any claims for services not provided will not be considered after the show closes.

### Conditions:

OPS Event Rentals Inc. must be notified in advance (**by October 29, 2019**) of any individual piece of equipment that is overweight (exceeds 3000 lbs.) or will require special handling.

We reserve the right to deem which item(s) will require additional labour & special handling and assess charges accordingly. ie: Uncrated or Special Handling shipments (see definitions below).

***Skidded & Crated:*** Material that is skidded or is in a shipping container that can be unloaded at the loading dock with no additional handling.

***Uncrated:*** Material that is shipped loose or pad wrapped or un-skidded equipment/items without proper lifting bars.

***Special Handling:*** Shipments that require additional handling, such as ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper documentation or delivery receipts.

**All pallets must be wrapped and labeled on arrival as well as prior to pick up from show floor.**

It is the sole responsibility of the exhibitor to ensure their delivery vehicle arrives at the designated unloading area or dock. OPS Event Rentals Inc. reserves the right to take whatever actions and provide whatever equipment and labour it deems necessary to unload the vehicle and assess charges accordingly.

OPS Event Rentals Inc. will begin returning containers from storage to booth as soon as the aisle carpet is completely removed from show floor.

OPS Event Rentals Inc. will not be responsible for exhibit material abandoned on show floor. Note that any booth or freight remaining on the show floor or at the loading docks upon show tear down will be collected by OPS Event Rentals Inc. and taken to our warehouse for storage. Material handling and transportation fees will apply and charged to the exhibitor.

### Liability:

This order is placed with the understanding that OPS Event Rentals Inc., its employees and/or agents are released from all liability for loss, theft, and/or damage to merchandise/property, no matter how caused and that properties being handled have been insured by the exhibitor.

### Instructions:

Once your shipment is packed and ready to be picked up – make your way to the OPS customer service desk and confirm that the order is ready to be picked up and loaded onto the vehicle.

I have read and understand the terms and conditions of my agreement with OPS Event Rentals Inc.
<b>Signature/ Authorization:</b>
<b>Date:</b>





**Deadline for shipment arrival at OPS Event Rentals Inc. warehouse is: Friday October 25, 2019.**

All orders and full payment must be received on or before **Friday October 25, 2019.**

OPS Event Rentals Inc. accepts Visa, MasterCard, EFT or Wire transfers.  
All exhibitors are responsible for payment of HST when exhibiting in Ontario.

For non-palletized shipments including custom booths, please contact OPS Event Rentals Inc. for a quotation.  
All pallets must be wrapped and labeled on arrival as well as prior to pick up from show floor.  
The exhibitor is responsible for providing a complete Bill of Landing form to OPS Event Rentals Inc.

OPS Event Rentals Inc. will not be responsible for exhibit material abandoned on show floor. Note that any booth or freight remaining on the show floor or at the loading docks upon show tear down will be collected by OPS Event Rentals Inc. and taken to our warehouse for storage. Material handling and transportation fees will apply and charged to the exhibitor.

Our services include the following:

1. Receipt of shipment at OPS Event Rentals Inc. warehouse, up to 21 days before the show.  
(Monday to Friday 8:00 am – 4:00 pm)
2. Record any visual damage upon arrival.
3. Notify exhibitor as to condition of goods.
4. Transfer shipment from OPS Event Rentals Inc. warehouse to venue – International Centre.
5. Unloading of shipment at venue – International Centre and delivery to booth site.
6. Moving empty shipping containers to show storage. (Does not include applicable storage charges – see storage form)
7. Upon conclusion of show, returning empty shipping containers to booth location.
8. Loading of shipping containers onto truck in order to return back to OPS Event Rentals Inc. warehouse.
9. Store materials in our warehouse for up to 10 days.
10. Forward material via exhibitor carrier COD (exhibitor must arrange pick up)

**Note:**

We **do not** make shipping arrangements to or from our warehouse.  
All pallets, crates, etc. are to be picked up from our warehouse no later than **Friday November 22, 2019 at NOON.**  
All items not picked up by **Friday November 22, 2019 will be** subject to an additional daily storage fee of **\$100.00 per day.**

This order is placed with the understanding that OPS Event Rentals Inc., its employees and/or agents are released from all liability for loss, theft, and/or damage to merchandise/property, no matter how caused and that properties being handled have been insured.

**ADVANCE SHOW WAREHOUSE RECEIVING / SHIPPING**

**To:** \_\_\_\_\_  
Exhibitor Name / Company Name

**OPS Event Rentals Inc.  
5440 Maingate Drive  
Mississauga, Ontario L4W 1R8  
Canada**

**EVENT:** Sport Card & Memorabilia Expo

**BOOTH NO.** \_\_\_\_\_ **#** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

**ADVANCE SHOW WAREHOUSE RECEIVING / SHIPPING**

**To:** \_\_\_\_\_  
Exhibitor Name / Company Name

**OPS Event Rentals Inc.  
5440 Maingate Drive  
Mississauga, Ontario L4W 1R8  
Canada**

**EVENT:** Sport Card & Memorabilia Expo

**BOOTH NO.** \_\_\_\_\_ **#** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**