



**YOU'LL LOOK OUR BEST!**

**Dear Exhibitor;**

Woman's World is now just a few months away, in fact the show dates are; October 15<sup>th</sup> to 17<sup>th</sup>.

Our **Handy Exhibitor Kit** is filled with important information, order forms and services to assist in your contribution to the show's 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 "**Handy Checklist**" 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. **Please FAX the completed forms to (306)933-9742.** 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 1, 2010. 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 requests will be provided to you after the order & payment is processed. Prompt return of your order forms will ensure effective handling of your requirements.

If you require any additional information or assistance our Handy Special Events Rental Consultants will be happy to help, phone: (306)933-2727, fax (306)933-9742, or email [specialevents@sohandy.com](mailto:specialevents@sohandy.com).

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

**YOU'LL LOOK OUR BEST!**



2642 Millar Avenue  
Saskatoon, SK S7K 4C8  
Ph. (306)933-2727  
Fax (306)933-9742  
[www.sohandy.com](http://www.sohandy.com)

**Saskatchewan's Largest Independent Rental Company**



<b>Order Deadline:</b> <b>October 1, 2010</b>	<b>Show Dates:</b> <b>October 15-17, 2010</b>
<b>Show Name:</b> <b>Woman's World</b>	<b>Venue:</b> <b>Credit Union Centre</b>

**IMPORTANT INFORMATION**

**Your booth registration includes as per request of the Show Organizers.**

- 8’ High back drape with 3’ Side drape walls according your specifications

**You’re in good Hands with Handy Special Events**

If you don’t see what you need, or have any questions, call us. We’re here to lend a hand.

**Handy Special Events’ Show Services & Rentals**

Dear Exhibitor ..... 0

IMPORTANT INFORMATION ..... 1

Exhibitor Contact & Mailing Information..... 2

Credit Card Authorization Form ..... 3

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 Advanced Materials Handling Form ..... 5

- 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 Installation & Dismantling..... 7

- 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: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_

On Site Contact: \_\_\_\_\_

On Site Contact Cell: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**[www.sohandy.com](http://www.sohandy.com)**



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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	\$62.50	\$85.00	
	6' x 24" Skirted Table	\$62.50	\$85.00	
	4' x 24" Skirted Table	\$62.50	\$85.00	
Skirt Color Red ( ) Black ( ) White ( ) Forest Green ( ) Blue ( )				
	Table Leg Extension - 42" high	\$18.00	\$25.00	
	Skirt and Vinyl Top only (rectangular tables)	\$38.00	\$50.00	
	Single Step Table Riser with cover 4' ( ) 6' ( )	\$25.00	\$30.00	
	Double Step Table Riser with cover 4' ( ) 6' ( )	\$45.00	\$55.00	
	30" Round 29" High with Linen	\$62.50	\$85.00	
	30" Round 42" High with Linen	\$62.50	\$85.00	
	Linen Cover for 30" Round Black ( ) White ( ) (for colors please call)	\$38.00	\$50.00	
	Lycra Cover for 30" Round (Top and Leg) Royal Blue ( ) Black ( )	\$44.00	\$55.00	
<b>Furniture and Booth Accessories</b>				
	Drape (per lineal foot)	\$3.00	\$4.00	
	Folding Plastic Chair Blue ( ) Green ( )	\$11.00	\$14.00	
	Padded Chair	\$18.00	\$25.00	
	Padded Bar Stool	\$16.00	\$23.00	
	Gas Lift Steno Chair	\$46.00	\$72.00	
	4'x8' Peg Board (pegs not included)	\$60.00	\$85.00	
	4'x8' Pin Board (pins not included)	\$60.00	\$85.00	
	Coat Tree	\$22.00	\$29.00	
	Draw Drum	\$36.00	\$49.50	
	Easel	\$27.00	\$38.00	
	Chrome Sign Holder	\$27.00	\$38.00	
	Wastebasket	\$15.00	\$19.00	
	Artificial Plant	\$50.00	\$70.00	
	Artificial Tree	\$75.00	\$95.00	
<b>Electrical and Lighting</b>				
	Par 38 Light	\$27.00	\$38.00	
	Par 64 Light	\$30.00	\$40.00	
	25' Extension Cord Triple End	\$24.00	\$30.00	
<b>Carpet</b>				
	10'x10'	\$130.00	\$160.00	
	10'x20'	\$240.00	\$300.00	
	10'x30'	\$350.00	\$410.00	
	Bulk per sq. ft. (Over 500 sq. ft.)	\$0.85		
Blue ( ) Green ( ) Grey ( ) Black ( ) 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 14 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 \$10.00 CHARGE WILL APPLY FOR ALL ON SITE CHANGES. For other services available please inquire.**

Sub Total	
G.S.T. 5% (#R1016120272)	
P.S.T 5%	
<b>Total</b>	



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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**

- Receive & store shipment up to 30 days in warehouse
- Delivery of shipment from advanced warehouse to show site
- First 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 carrier

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.	SUBTOTAL	
	#R1016120272 GST 5%	
	PST 5%	
	Total Amt. Due	

\$80.00 per hundred pounds (lbs) (\$160.00 min. charge)  
 Weight \_\_\_\_\_ @ \$80.00/cwt \_\_\_\_\_ ( In the event of discrepancy Carrier Weight will be used)

Carrier Name: \_\_\_\_\_ # of pcs. \_\_\_\_\_

Bill of Lading # \_\_\_\_\_ Exhibitor Courier Account # \_\_\_\_\_

**CONDITIONS**

- All orders must be prepaid
- All orders must be received at least 2 days prior to exhibitor move in or be subjected to a 25% late fee
- Please arrange shipments to arrive between 8:30 am – 3:30 pm, Monday – Friday
- Loose and uncrated shipments will not be received
- Return Waybills must be included with Materials received and properly filled. A \$50.00 service charge will be applied to any Material Handling request without required information.**

**Return Information (REQUIRED)**

Return Address: \_\_\_\_\_ # of pcs: \_\_\_\_\_

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

Carrier Name: \_\_\_\_\_

Handy Special Events will contact your preferred Carrier if pick-up has not been pre-arranged. **Contact information for any NON-National Carriers must be provided.**

Carrier Account #: \_\_\_\_\_

Pick up Pre-arranged: Yes or No (circle response)

Carrier Phone #: \_\_\_\_\_

<p><b>LIMITS AND LIABILITIES</b></p> <p>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.</p>
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Signature \_\_\_\_\_ Date \_\_\_\_\_

Special Instructions

Order Deadline: October 1, 2010	Show Dates: October 15-17, 2010
Show Name: Woman's World	Venue: Credit Union Centre

These labels are provided for your convenience. Place one on EACH piece shipped to ensure proper delivery.

**MATERIALS HANDLING WILL BE ACCEPTED 30 DAYS PRIOR TO SHOW.  
REMEMBER YOUR RETURN WEIGH BILLS & SHIPPING LABELS**



**Handy**  
special  
events

YOU'LL LOOK OUR BEST!

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

*Exhibitor Name*

**C/O: Handy Special Events**

**2642 Millar Ave**

**Saskatoon, SK S7K 4C8**

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

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

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



**Handy**  
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To: \_\_\_\_\_

*Exhibitor Name*

**C/O: Handy Special Events**

**2642 Millar Ave**

**Saskatoon, SK S7K 4C8**

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

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

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



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# IMPORTANT

## Materials Handling & 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 out bound shipment. All old shipping labels must be removed.**

**Handy Special Events can provide extra shipping labels and/or bills of lading (major carriers only) if requested. All requests must be made one day before the last day of the show. Please call 933-2727 if no Handy Special Events Representatives are available on-site.**

**Materials Handling does not include unpacking of material, setting up, dismantling or packing prior to shipping.**

**Handy Special Events reserves the right to charge a \$100.00 service charge for any missing labels or bills of lading. Failing to follow these instructions may result in extra service charges, delay of shipment, or POSSIBLE LOSS OF MATERIALS.**

Handy Special Events will not be held responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to collection by preferred 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 materials found in the booths at time of actual removal will be final and binding, and the right is reserved to alter exhibitor's bill of lading and final billing to reflect actual condition, count and contents found. Handy Special Events will not be responsible for damages while handling loose exhibit materials or those inadequately packaged. Handy Special Events will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage, or any other cause, unavoidable or beyond our control. The liability of Handy Special Events is hereby limited to \$0.30 per pound per article, and value exceeding this limitation should be insured by the shipper. HANDY Special Events will not receive collect shipments nor accept any charges for outbound shipments.



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### Handy Installation & Dismantling

**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. – 4:00 p.m. Monday to Friday	\$75.00/hr
Overtime (OT):	4:00 p.m. – 6:00 p.m. Monday to Friday 8:00 a.m. – 4:00 p.m. Saturday & Sunday	\$105.00/hr
Double Time (DT):	All other hours including Statutory Holidays	\$130.00/hr

INSTALLATION: (estimated requirements)			
# of _____ labourers	_____ hours	\$75.00/hr. (RT)	\$
# of _____ labourers	_____ hours	\$105.00/hr. (OT)	\$
# of _____ labourers	_____ hours	\$130.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

DISMANTLE: (estimated requirements)			
# of _____ labourers	_____ hours	\$75.00/hr. (RT)	\$
# of _____ labourers	_____ hours	\$105.00/hr. (OT)	\$
# of _____ labourers	_____ hours	\$130.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

Client Supervised? Yes( Y ) No( ) On Site Cell # _____ If yes, Supervisors name: _____	<b>Total Estimated Charge</b>	
Supervised by Handy Special Event Centre? Yes( ) No( ) If yes, add 25% to total estimated charges	<b>25% Supervision Fee</b>	
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)	<b>Subtotal</b>	
Ladders Required, Qty _____	<b>PST 5%</b>	
<b>Special Instructions: WILL REQUIRE HELP WITH (SU) AND (TD) 4 – 5 HRS</b>  <b>SENDING 1 PERSON FROM CM DISPLAYS</b>  <a href="mailto:peter@cmdisplays.com">peter@cmdisplays.com</a>	<b>#R1016120272 GST 5%</b>	
	<b>Total Amount Due</b>	
	<small>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.</small>	



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**Handy Cleaning Services**

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

Name of Company:	Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, State:	Email	Postal Code:

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

**PRE-ORDERS**  
(Must be received prior to above Deadline Date)

**Please Note: All booths will be clean prior to exhibitor move in. Charges will apply for further service.**

Booth Width \_\_\_\_\_ X Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$0.35= \_\_\_\_\_  
(min. 100 Sq. Ft.)

**LATE ORDERS**  
(Received after above Deadline Date)

Booth Width \_\_\_\_\_ X Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$0.40= \_\_\_\_\_  
(min. 100 Sq. Ft.)

**SPECIAL INSTRUCTIONS**

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	<b>PST 5%</b>	
	<b>#R1016120272 GST 5%</b>	
	<b>TOTAL AMOUNT DUE</b>	