



Dear Exhibitor;

Ag In Motion is July 18th to 20th, 2023 in Langham, Saskatchewan, just minutes from Saskatoon!

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 organizations 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, order forms and the dates by which they must be returned please 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. 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 **May 1, 2023**.

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 and the 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 or Email specialevents@sohandy.com

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

Saskatchewan's Largest Independent Rental Company



Order Deadline: May 1, 2023	Show Dates: July 18-20, 2023
Show Name: Ag in Motion 2023	Venue: Langham, SK

Handy Special Events Show Services & Rentals

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Want more than the basics in your booth?	
Handy Special Events has all your furnishing needs from an extra skirted table to leather sofas	
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Let us handle the move! We will store your materials and displays up to 30 days prior to the show. We will deliver them to your booth on the move in date, pick them up after the show and arrange for our courier to pick up from our warehouse.	
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Exhibitor Contact & Mailing Information

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

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

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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. 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.

Order Deadline: May 1, 2023	Show Dates: July 18-20, 2023
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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	Before May 1, 2023	After May 1, 2023	After June 30, 2023	Total
Tables and Table Accessories					
	8' x 24" Skirted Table	\$90.00	\$115.00	\$150.00	
	6' x 24" Skirted Table	\$90.00	\$115.00	\$150.00	
	4' x 24" Skirted Table	\$90.00	\$115.00	\$150.00	
Skirt Color - Red <input type="checkbox"/> Black <input type="checkbox"/> Forest Green <input type="checkbox"/> Blue <input type="checkbox"/>					
	Table Leg Extension - 42" high	\$25.00	\$33.00	\$45.00	
	Skirt and Vinyl Top only (rectangular tables)	\$50.00	\$66.00	\$88.00	
	Stanchion with red rope 8' long	\$75.00	\$95.00	\$125.00	
	Garbage Container 20 gallon (no lid)	\$17.00	\$22.00	\$28.00	
	30" Round 29" High with black cover	\$90.00	\$115.00	\$150.00	
	30" Round 42" High with black cover	\$90.00	\$115.00	\$150.00	
	Folding Picnic Table	\$85.00	\$105.00	\$135.00	
	5' Round Table with Umbrella & Table Cover (Chairs NOT included)	\$110.00	\$143.00	\$190.00	
Furniture and Booth Accessories					
	Drape (per linear foot)	\$9.00	\$13.50	\$20.00	
	Folding Plastic Chair	\$15.50	\$19.00	\$25.00	
	Padded Chair	\$25.00	\$35.00	\$46.00	
	Bar Chair	\$22.00	\$31.00	\$41.00	
	Bar Stool	\$18.00	\$27.00	\$37.00	
	Coat Tree	\$26.00	\$34.00	\$44.00	
	Draw Drum	\$44.00	\$57.00	\$72.00	
	Easel	\$30.00	\$46.00	\$60.00	
	Mini Fridge (Great for Hot Days)	\$165.00	\$220.00	\$285.00	
	4' x 8' Poster Board	\$95.00	\$118.00	\$150.00	
	Wastebasket	\$16.00	\$21.00	\$28.00	
	Brochure Holder Z-Up—6 levels	\$28.00	\$41.00	\$55.00	
	Sign Stand – sign size 22" wide x 28" tall	\$40.00	\$51.00	\$66.00	
	Soft Seating (Sofas & Loveseats)	Call for pricing			
Electrical and Lighting					
	Power Bar	\$17.50	\$22.00	\$28.50	
	25' Extension Cord Triple End	\$26.50	\$33.00	\$44.00	
Flooring					
	Plywood Subfloor 10'x10'	\$385.00	\$465.00	\$600.00	
	Carpet & Plywood Subfloor 10' x 10'	\$600.00	\$725.00	\$950.00	
	Grey Portable Flooring 10'x10'	\$265.00	\$330.00	\$430.00	

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 by the date noted in the header. We reserve the right to adjust orders calculated inaccurately or received after the Pre-Show date. All prices in Canadian Dollars.

Handy Special Events offers a Rental Protection Plan (RPP) on all items rented. The RPP is 12% of the rental cost and covers against any accidental loss or damage to the rental items.

Sub Total	
RPP 12%	
GST 5% #R10161 20272	
PST 6%	
Total	

Order Deadline: May 1, 2023	Show Dates: July 18-20, 2023
Show Name: Ag in Motion 2023	Venue: Langham, SK

Materials Handling & Outbound Shipments

Advanced Material Handling

- Receive and 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

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
- Please arrange shipments to arrive between **9:00 am-3:30 pm Monday-Friday**
- Loose and uncrated shipments will not be received
- **Return Waybills must be included** with materials received and properly completed. A \$100.00 service charge will be applied to any material handling request without the required information.

Outbound Shipments

- It is the sole responsibility of the Exhibitor to properly pack and seal all boxes and 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

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 **306-933-2727** 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 (see Handy Installation & Dismantle).

Handy Special Events reserves the right to charge a \$150.00 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.



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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

\$150.00 per hundred pounds (lbs) (\$300.00 min. charge)

Weight _____ @ \$150.00/cwt _____

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

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

=	\$
GST 5% #R1016120272	
PST 6%	
Total	

Return Information (REQUIRED)

Return Address:		Carrier Name	
Street		Carrier Phone	
City		Carrier Account #	
Province/State		Pick Up Pre Arranged	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Code/Zip		# of Pieces	
Country		Weight (lbs)	

Handy Special Events will contact your preferred carrier if pick-up had not been pre-arranged, account number must be provided. **Contact information for any NON-National Carriers must be provided.**

Cancellation Fee

A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided. Then 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 _____

Special Instructions

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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

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): _____



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): _____



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Handy Installation & Dismantle Form

Exhibitor Displays only not required for rental items.

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	\$115.00/hr
Overtime (OT):	4:00 p.m. – 6:00 p.m. Monday to Friday 8:00 a.m. – 4:00 p.m. Saturday & Sunday	\$152.50/hr
Double Time (DT):	All other hours including Statutory Holidays	\$190.00/hr

Installation: (estimated requirements)			
# of _____ installers	_____ hours	\$115.00/hr. (RT)	\$
# of _____ installers	_____ hours	\$152.50/hr. (OT)	\$
# of _____ installers	_____ hours	\$190.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

Dismantle: (estimated requirements)			
# of _____ installers	_____ hours	\$115.00/hr. (RT)	\$
# of _____ installers	_____ hours	\$152.50/hr. (OT)	\$
# of _____ installers	_____ hours	\$190.00/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	
Ladders Required, Qty _____	GST 5% #R1016120272	
Special Instructions	PST 6%	
	Total	
	A 25% Cancellation Fee will be processed for orders received and then cancelled. If service has already been provided then 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.	

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Tent Sizing & Pricing

All tent prices include the set up and tear down of the tent along with solid white walls to enclose the tent, we can not guarantee wall styles. Cathedral style window walls are also available at an additional cost and must be indicated on the order form. Tents with a 10' or 20' width do not have any interior poles and all tents may have extended guy ropes around the exterior perimeter. We encourage all exhibitors to contact us at their earliest convenience to place their orders for tent rentals and guarantee early bird pricing.

Qty	Size	Before May 1, 2023	After May 1, 2023	After June 30, 2023	Total
	10' x 10'	\$635.00	\$765.00	\$920.00	
	10' x 20'	\$760.00	\$910.00	\$1090.00	
	15' x 15'	\$840.00	\$1010.00	\$1210.00	
	20' x 20'	\$1200.00	\$1450.00	\$1735.00	
	20' x 30'	\$1365.00	\$1635.00	\$1965.00	
	20' x 40'	\$2400.00	\$2900.00	\$3470.00	
	40' Hexagon	\$2695.00	\$3220.00	\$3850.00	
Additional sizes available – please call for pricing					

Pole tents in 40' and 60' widths are also available for rent. Both 40' and 60' wide tents increase in length of 20' increments and have interior poles every 20' inside the tent. Guy ropes are also used to secure the tent and extend around the perimeter of the tent. Tent wall height is 8' and the option of solid white walls or cathedral style window walls are available.

Clearspan structures are available for rental and allow you to achieve a wider space without having any interior poles. Widths of both 40' wide and 60' wide are available with a wall height of 10' and include a combination of solid white and cathedral window walls. Guy ropes are not used nor needed for clearspan structures. The 40' wide clearspan structures have a total height from the ground to peak of 17' and each section of tent is 15' the 60' wide clearspan structure has a total height from ground to peak of 21' and each section of the tent is 15'.

A 50% Cancellation Fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied.

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Sub Total	
RPP 12%	
GST 5% #R1016120272	
PST 6%	
Total	

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Tent Order Form

To request a tent for the show, please complete all information below and return to Handy Special Events via e-mail specialevents@sohandy.com. Please complete payment information that is included in the Exhibitor Kit.

Company Name	
Contact Name	
Address	
Street	
City	
Province/State	
Postal Code/Zip	
Phone	
Cell	
Email Address	
Booth/Site Number	
On Site Contact Name	
On Site Contact Cell	
Tent Size(s) & Type(s) Requested	
Sidewall Requested	
Intended Move In Date	
Equipment on Site	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, equipment move in date	
Notes	


Please confirm the tent and equipment location on your lot by using the attached layout map. Please ensure you indicate the size of your lot in ft' as well as keep in mind all equipment and tents must be 10ft away from the front lot line. If no drawing is provided the tent will be placed in the center of your lot. Additional charges will apply if tent is relocated after set up.

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Tent Location

Please indicate the location of the tent on your lot by drawing it in the appropriate space with street names included. Please indicate the location and dimensions of any additional equipment that may also be placed on your lot. **If no drawing is provided the tent will be placed in the center of your lot. Additional charges will apply if tent is relocated after set up.**

Lot Size (in ft) - Width	Lot Size (in ft) - Depth



Street Name _____

Street Name _____