



7 – 4060 Ridgeway Drive, Mississauga, Ontario L5L 5X9

P: 833 - 237 -7469 (833-BES-SHOW)

F: 866.526.4869

[rentals@bes.show](mailto:rentals@bes.show)

[@boneyardbanter](https://www.instagram.com/boneyardbanter)

Hello!

We are pleased to be appointed as the Official Show Services Contractor and would like to welcome you to the **PASSIVE HOUSE CANADA CONFERENCE** taking place OCTOBER 17 - 18, 2019.

For your convenience, we have compiled this EXHIBITOR KIT of rental options and pricings for you, should you need anything for your booth..

Contact us:

If you require assistance with any information on our forms, we can be reached at 833.237.7469 or [rentals@bes.show](mailto:rentals@bes.show). Completed order forms can be emailed to us or faxed to 866.526.4869.

**Discount Pricing:**

Take advantage of our discount pricing by confirming your order prior to the Discount Price Deadline. The Deadline Date is **THURSDAY OCTOBER 10, 2019**. All orders received at our office after that date will be processed at the regular price. Order early as some choices may not be available closer to the show.

**Payment Options:**

We accept Visa, MasterCard, Electronic Fund Transfer & cheques prior to move in. On site we accept Visa, Mastercard and Cash. We do not accept cheques on site. All discrepancies must be resolved prior to show close. Receipts will be sent electronically, so please make sure to provide an email address on the order form.

**Cancellation Policy:**

A 50% refund will be available on most orders cancelled more than 5 days prior to show set up. No refunds will be given on signage produced. Refunds will not be given for orders cancelled on site or less than 5 days before set up.

**Rental Information:**

1. Equipment rental prices are for the duration of the event and include installation and removal, unless otherwise stated. Quantities, colours, sizes and may vary.
2. No damage or varying of any nature may be done to any part of the rented equipment. Repair costs will be billed. The equipment must be returned in the same condition it was received in.
3. All items are subject to availability. A delivery charge may be applied to rental fee for on site orders.
4. Electrical and Lighting are not included, unless otherwise stated in writing.
5. We are not responsible for items or products left behind in booth space, counters or display cases.
6. All rental materials remain the sole property of Boneyard Event Services, Inc.

***we are your partner in exhibiting. If you don't see something you are looking for, please contact us for pricing!***

# FURNITURE ORDER FORM

TEL 833-237-7469 FAX 866.526.4869 EMAIL rentals@bes.show  
7-4060 Ridgeway Drive, Mississauga,

Ontario L5L 5X9

BONEYARDEVENTSERVICES.CA



**BONEYARD**  
event services

## SHOW: 2019 Passive House Canada Conference DISCOUNT PRICE DEADLINE: October 10, 2019

### EXHIBITOR INFORMATION

BOOTH #:	Company:		
Street:			
City:	Prov/State:	Postal Code:	
Phone #:	Fax #:		
E-mail address:	<b>NEEDED FOR RECEIPT</b>		
Contact name:			

### CREDIT CARD AUTHORIZATION

Card type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card #:
Expiry date:
Cardholder name:
Cardholder Signature:
<input type="checkbox"/> Cheque attached (payable to Boneyard Event Services)

**ALL ORDERS MUST BE PREPAID IN FULL** Orders cannot be delivered until payment in received

### FURNITURE

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Black Fabric Side Chair	\$35.00	\$50.00	
	Black Side Chair	\$28.00	\$38.00	
	Folding Chair	\$15.00	\$20.00	
	Black Padded Stool	\$55.00	\$68.00	
	Folding stool	\$38.00	\$50.00	
	30" Round, 30" High Table w/ spandex cover	\$50.00	\$59.00	
	30" Round, 42" High Cruiser Table, w/ spandex	\$65.00	\$77.00	
	Coat Tree	\$36.00	\$54.00	
	4 pocket Mesh Literature Holder	\$42.00	\$55.00	
	Easel	\$25.00	\$30.00	
	Gold Ballot Drum	\$87.00	\$110.00	
	Plexi Pocket (table top)	\$25.00	\$30.00	
	White Counter Storage Unit 41"H, w/shelf	\$155.00	\$195.00	
	TV Monitor w\ stand	\$400.00	\$455.00	
	Table top TV	\$325.00	\$380.00	
	Plastic Wastebasket	\$10.00	\$15.00	

### SKIRTED TABLES 30" HIGH

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> WHITE				
	4 FT. Long x 2 FT. Wide	\$57.00	\$67.00	
	6 FT. Long x 2 FT. Wide	\$60.00	\$77.00	
	8 FT. Long x 2 FT. Wide	\$75.00	\$88.00	
	Skirted Fourth Side	Add \$23.00 each		

### SKIRTED TABLE COUNTER 42" HIGH

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> WHITE				
	4 FT. Long x 2 FT. Wide	\$62.00	\$70.00	
	6 FT. Long x 2 FT. Wide	\$73.00	\$80.00	
	Skirted Fourth Side	Add \$28.00 each		

### NON-SKIRTED TABLES

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	<input type="checkbox"/> 4 FT. <input type="checkbox"/> 6 FT. <input type="checkbox"/> 8 FT.	\$35.00	\$45.00	
	42"H <input type="checkbox"/> 4 FT. <input type="checkbox"/> 6 FT.	Add \$10.00 each		

### BOOTH CARPETING

QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> GREY				
	PER 10X10 CARPET	\$115.00	\$145.00	
	UNDERPAD, PER SQ FT]	\$0.70	\$0.90	

#### TERMS & CONDITIONS:

- All orders received after the Discount Price Deadline Date will be processed at the regular price.
- Exhibitor is responsible for all items for the duration of the show. If a colour is not chosen, Boneyard will choose a colour for you.
- Charges are for rental of equipment only. All items remain the property of Boneyard.
- Boneyard is not responsible for exhibit materials left in rental exhibits or counter storage units.
- All claims or discrepancies must be settled with Boneyard Event Services prior to show closing.
- No refunds/exchanges on cancelled skirted tables or custom booth draping once delivered. 50% refund on furnishings cancelled prior to show opening.
- Onsite orders may be subject to a \$125 special delivery charge

I have read and understand the Terms & Conditions of my agreement with Boneyard Event Services:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBTOTAL	
13% HST	
<b>TOTAL</b>	

HST # 80614 3368 RT0001



**BONEYARD**  
event services

[boneyardeventservices.ca](http://boneyardeventservices.ca)

## Advance Show Receiving Order Form

tel 833.237.7469 fax 866.526.4869

email [logistics@bes.show](mailto:logistics@bes.show)

7- 4060 Ridgeway Drive  
Mississauga, Ontario L5L 5X9

**ShowName: Passive House Canada Conference**

**Location: U of T, Scarborough ShowDate: October 17&18, 2019**

**All Shipments delivered must be prepaid or they will be refused.  
Show site will not accept advance freight. For this service, complete one form for each shipment.**

- 1) Receive and store materials in our warehouse up to 14 days prior to show. 2) Provide inventory control and record any visual damage.  
3) Notify exhibitor as to condition of goods. 4) Deliver materials to show site booth.

Exhibiting Company:	Contact Name:
Carrier Shipping to Boneyard:	Phone: Fax:
Expected Shipping Date (MM/DD/YY):	Expected Arrival Date (MM/DD/YY):
Show move-in Date (MM/DD/YY):	Booth#(S): PRO#:
# OF PIECES:	Weight: Customs Broker (if appl):

weight	Shipments Received on OR before: <b>October 10, 2019</b>		Shipments Received After <b>October 10, 2019</b>		Total
	Crated, Boxed, Skidded and machinery	Loose material (COURIER SERVICE, ie FEDEX/PURULATOR/UPS)	Crated, Boxed, Skidded and machinery	Loose material (COURIER SERVICE, ie FEDEX/PURULATOR/UPS)	
Minimum charge (of 200 LBS.)	\$60.00	\$50.00	\$80.00	\$100.00	
201-2000 LBS.	\$30.00/CWT		\$45.00/CWT		
Over 2000 LBS.	\$40.00/CWT		\$55.00/CWT		
CWT means per hundred pounds - ie a 700 lb shipment = a CWT of 7, and would have a charge of 7x\$30 = \$210					

**charges will be based on actual weight.**

**No orders will be processed until payment in full has been received.**

- Orders must be prepaid in full including tax. Purchase orders do not qualify as payments.
- all discrepancies must be settled on site prior to show move-out.

sub-total	
(806143368RT0001) 13% hst	
<b>ToTaL</b>	

Payment information			
Cheque Enclosed - payable to Boneyard Event Services <input type="checkbox"/>		MASTERCARD <input type="checkbox"/>	VISA <input type="checkbox"/>
CREDIT CARD NO:		CARD EXPIRY DATE (MONTH/YEAR):	
AUTHORIZED SIGNATURE:		PRINT NAME:	
Payor Name and Address			
COMPANY:			P.O. ORDER #:
ADDRESS:		CITY:	
PROV/STATE:	POSTAL CODE:	PHONE:	FAX:

**See reverse side for shipping address**



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## Advance Show Receiving Order Form

tel 833.237.7469 fax 866.526.4869

email [logistics@bes.show](mailto:logistics@bes.show)

7- 4060 Ridgeway Drive  
Mississauga, Ontario L5L 5X9

### ADDRESS SHIPPING MATERIAL TO:

Your "exhibiting company name"  
**Passive House Canada Conference**  
**c/o Boneyard Event Services**  
**7-4060 Ridgeway Drive**  
**Mississauga, Ontario**  
**L5L 5X9**  
**ATTN: Kevin LeGallais**

**Phone: 833.237.7469 / 833-BES-SHOW**

**Fax: 866.526.4869**

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### Conditions

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Boneyard Event Services must be notified 14 days in advance of any individual piece that exceeds 3,000 lb or requires special handling or equipment. Boneyard reserves the right to deem which items require additional labour and special handling or equipment and assess charges accordingly.

#### **Pre-Show Shipping**

If you wish to pre-ship any materials, please contact us at least 7 days prior to show for shipping instructions. We will not receive COLLECT shipments.

#### **Liability**

We have a limited liability for damage caused by them to crated shipments while handling shipments and will not be responsible to concealed damage, or 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 us. The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and we reserve the right to alter exhibitors' bill of lading to reflect actual condition, count, and contents found. We will not be responsible for damage while handling loose exhibit materials or those inadequately packed. We will not be responsible for failure or delay performing services when delay is caused by strike, labour, stoppage, or any other cause unavoidable or beyond their control. The liability is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

#### **Shipment weights**

Our weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment. Should no scale ticket be provided, we may choose to cube the shipment and use the dimensional weight for billing purposes.



BONEYARD EVENT SERVICES, INC  
 7 - 4060 RIDGEWAY DRIVE  
 MISSISSAUGA, ONTARIO  
 L5L 5X9  
 TF: 833-BES-SHOW (833-237-7469)

# Transportation Services Quote Form

email completed form to: logistics@bes.show

TRANSPORTATION SERVICES QUOTE FORM

Pick up Address	Company Name: _____
	Show Name _____
	Address: _____
	City: _____ Province: _____ Postal: _____
	Contact Name: _____

Delivery Address	Company Name: _____
	Show Name: _____
	Address: _____
	Address: _____
	City: _____ Province: _____ Postal: _____
	On Site Contact: _____ Phone #: _____

Send Bill To:	Company Name: _____
	Address: _____
	Address: _____
	City: _____ Province: _____ Postal: _____
	Contact Name: _____
	Phone #: _____ Fax #: _____

SHIPMENT DETAILS This is a RETURN SHIPMENT Y \_\_\_ N \_\_\_

PICK UP DATE: _____	TIME: _____	DELIVERY DATE _____	TIME: _____	
Loading Dock Available: <input type="checkbox"/> Yes <input type="checkbox"/> No		Loading Dock Available: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Tractor Trailer Accessible: <input type="checkbox"/> Yes <input type="checkbox"/> No		Tractor Trailer Accessible: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>NUMBER OF PIECES</b>	<b>DIMENSIONS (Inches)</b>		<b>WEIGHT (LBS)</b>	
Cartons/Boxes _____	L _____	W _____	H _____	_____
Crates/Fiber Case _____	L _____	W _____	H _____	_____
Skid/Pallet _____	L _____	W _____	H _____	_____
Carpet/Other _____	L _____	W _____	H _____	_____
<b>TOTAL</b> _____			<b>TOTAL</b> _____	_____
Additional Services required <input type="checkbox"/> Inside Pick Up / Delivery <input type="checkbox"/> Lift Gate				

**TERMS AND CONDITIONS**

This request is placed with the understanding that we hereby release Boneyard Event Services and or agents from all liability for loss, damage and or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) Boneyard Event Services shall not be responsible to damage to uncrated materials, improperly packaged or concealed damage. 2) Boneyard Event Services will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind. 3) Boneyard Event Services shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitors materials. 4) Each exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, and Local Laws.

**I have read and agree to the term and conditions of this Contract with Boneyard Event Services**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_