

ADVANCE WAREHOUSE

- Robinson will accept and store your shipment at our warehouse for a maximum of two weeks in advance of the show.
- Please call TBD at Robinson Show Services directly at 905-417-7789 ext. TBD if you require further information, quotations or assistance with transportation and storage options.
- Please fill out the Advance Warehouse form included in your manual.

Advance Warehouse Address (shipping Labels are Included in your manual)

Robinson Show Services
21ST TRIENNIAL MEETING OF THE INTERNATIONAL
ASSOCIATION OF FORENSIC SCIENCES 2017
(Exhibitor Name Here), (Booth #)
7615 Kimbel Street, Unit 1-2 Receiving, Mississauga, Ontario, L5S 1A8
Tel. # 905-417-7789 ext. 201

Shipping hours from **Monday August 7th – August 21st 2017**, Monday – Friday between 9am – 4pm

To place your order: please refer to the advance warehouse order form in this manual.

EXHIBITORS PLEASE NOTE

- It is the responsibility of Exhibitors to notify Robinson Show Services of any shipments requiring material handling or special handling, (including Forklift services-see below). If shipments are sent by carrier directly to show site, please schedule the delivery date and time with Robinson Show Services and have all tracking numbers available on-site during move-in.
- When ordering Advance Warehouse, material handling is compulsory. If material handling is not included with the order, charges for this service will subsequently be added to the bill. In addition, it is highly recommended that Robinson Show Services provide post show service, to complement other freight services already in place. It should be noted that freight remaining on the show floor or left on the dock following the take-down of the event, will be collected and returned to Robinson's warehouse for storage. Additional post show and material handling charges may be applied, including a 30% late fee.
- Advance Warehouse order forms must be submitted to Robinson Show Services for processing prior to the shipment being delivered to the warehouse. Robinson Show Services reserves the right to decline any carrier delivering freight to the warehouse on behalf of an exhibitor, if the relevant paperwork has not been provided beforehand by the exhibitor, and full payment received.
- Exhibitors must pay full shipment and customs fees prior to shipping exhibit material to the Advance Warehouse or to the show site. Should exhibit material be shipped pre-paid, penalty charges of \$100 plus customs fees will automatically be charged to your credit card.

MATERIAL HANDLING

- Robinson Show Services offers material handling services for show materials. This includes off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of empty crates to designated storage areas (maybe off site – note additional charges may apply for off-site storage), return of empty crates to booths at close of show and reloading on transport trucks.
- To place an order, please refer to material handling order form included in this manual.

STORAGE DURING THE SHOW

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.
- Material handling service includes the placing of empties in the designated storage area. Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite.

To place an order, please refer to the storage order form included in this manual.

NOTE: if onsite storage is unavailable, additional charges may apply for offsite storage – this applies to all exhibitors procuring material handling.

POST SHOW

- We recommend that you order RSS post show services as this guarantees your exhibit material is secure at the end of the show. All exhibitors using this service will have up to 5 business days to make arrangements for your freight to be collected from RSS warehouse. If your exhibit material is not collected during the stipulated time frame, storage charges will apply.
- Prior to leaving show site, it is the exhibitor's responsibility to affix labels, bill of lading and if applicable, a "customer commercial invoice" to your exhibit material. If the compulsory documents are not included and RSS office staff is required to contact the exhibitor to request the information, an admin fee of \$50.00 will apply.
- To place an order, please refer to the post show order form included in this manual.
- It should be noted; if your carrier does not collect your freight during the dismantle window, it is the responsibility of RSS to take and store your freight at our warehouse and charges will apply, (refer to additional terms and conditions for more information).

FULL FREIGHT SERVICE PACKAGE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER
Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4th, 2017**

Full freight service includes local cartage in and around the GTA, Advance Warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

Individual freight service is also available. If you are located outside the GTA and would like to use our freight service, please call for a quote.

Pricing is based on skid size of 4' x 4' x 4' & maximum weight of 640lbs – additional charge will apply for all skids exceeding maximum stipulated dimension and weight. Services included: Local cartage, advance warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.

ADDITIONAL CHARGES – will apply under the following circumstances:

- Damage to Robinson equipment due to weight of exhibit material
- Skids which exceed the maximum weight and dimensions stated above
- Special equipment for lifting/moving/transporting exhibit material
- Parking ticket due to pick up location where vehicles are restricted
- Restricted access to the facility for pick up and or return of exhibit material
- Special handling such as but not limited to: no loading docks, no elevators, hand carrying and use of stair case.
- Client delays when collecting or returning exhibit material such as and not limited to: unable to speak with onsite contact for over 15 minutes upon arrival, items not properly packaged for transport and extended waiting time in loading dock.

Quantity	Description	Discounted Price	Regular Price	Total
	Full Freight 2 skids 4 x 4 x 4 (640lbs)	\$500.50	\$715.00	
	Each Additional skids 4 x 4 x 4 (640 lbs)	\$122.50	\$175.00	

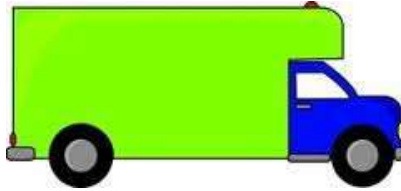
SPECIAL REQUIREMENTS / INSTRUCTIONS:

RSS FULL SERVICE FREIGHT STEPS

RSS pick-up show material from Exhibitor's office



Show material transported to RSS warehouse



RSS transport exhibitor's show material to show site – Exhibitor's Booth



RSS pick up exhibitor's show material from show site – Exhibitor's Booth



RSS return to Exhibitor warehouse – show material





**SHIPPING LABEL FOR
ADVANCE WAREHOUSE
EXHIBITION FREIGHT**

FROM:

FROM:

EXHIBITING COMPANY

BOOTH NUMBER



**SHIPPING LABEL FOR
ADVANCE WAREHOUSE
EXHIBITION FREIGHT**

FROM:

FROM:

EXHIBITING COMPANY

BOOTH NUMBER



21st TRIENNIAL MEETING OF
THE INTERNATIONAL ASSOCIATION
OF FORENSIC SCIENCES 2017

**C/O ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789**

CARRIER _____

NUMBER OF PIECES _____ OF _____

CANNOT BE DELIVERED BEFORE:

**CANNOT BE DELIVERED BEFORE MONDAY AUGUST 7TH, 2017 AND
MUST BE RECEIVED BY MONDAY AUGUST 21ST 2017 – 9AM-4PM**

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.



21st TRIENNIAL MEETING OF
THE INTERNATIONAL ASSOCIATION
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ADVANCE WAREHOUSE RECEIVING INFORMATION SHEET

Company Name _____ Booth # _____

PLEASE NOTE – WITH ADVANCE WAREHOUSE, YOU MUST ALSO ORDER MATERIAL HANDLING. Please fill in the details on the Material Handling form included in this manual and forward with the Advance Warehouse information.

BENEFITS

- Show materials will be stored in our warehouse for up to 2 weeks prior to show
- Priority delivery of shipment to the show facility prior to exhibitor move-in

SERVICE INCLUDES

- Shipment in our warehouse up to 14 days in advance of show
- Our warehouse hours are 9am to 4pm Monday to Friday (Except on Canadian Public Holidays)
- Inventory count and recording of any visual damage

ESTIMATED CHARGES

- Charges are based on weight of shipment and charged per hundred weight, (CWT), and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Warehouse Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual Bills of Lading with separate weight tickets. Entire shipment will be charged at the uncrated rate. Charges are an estimate only and will be adjusted according to weight tickets.
- A \$25 surcharge will apply to any shipments that we are required to weigh.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- All exhibit materials must be delivered to our warehouse no later than 48hours prior to the show move-in (weekends are excluded – for all shows taking place either Monday or Tuesday and exhibit material must be delivered by 4pm the Thursday before).
- If exhibit material is delivered to our warehouse without a completed order form and full payment, RSS reserves the right to decline the shipment and your exhibit material will be retained by the delivering carrier. RSS will only accept your exhibit material under special circumstances and an administrative fee will apply.
- Collect (COD) shipments will not be accepted by our warehouse.
- All shipments must be properly labeled including: SMALL BUSINESS FORUM 2016, Company Name, and Booth Number. Labels must be on each item shipped.

SHIPMENT WEIGHT

All shipments not accompanied by a weight ticket will be weighed upon receipt. Weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Robinson's using cubic weight (dimensional weight) or actual weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Robinson.

LIABILITY

Robinson will not be held responsible for concealed damage upon delivery to advance warehouse, 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. Robinson will not be responsible for damage while handling loose or inadequately packaged exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Robinson reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count and contents at the time of removal. Robinson 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 Robinson's control. Robinson's liability is limited to \$0.30 per pound, per article, to a maximum of \$30.00 per article and \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

ADVANCE WAREHOUSE RECEIVING ORDER FORM

Company Name _____ Booth # _____

(PLEASE ENSURE THE MATERIAL HANDLING FORM IS FILLED OUT AND INCLUDED WITH THIS FORM)

SHIPMENTS ARE ACCEPTED FROM: **MONDAY AUGUST 7TH, 2017**

NO SHIPMENTS WILL BE ACCEPTED IN OUR ADVANCE WAREHOUSE ON OR AFTER: **MONDAY AUGUST 21ST, 2017**

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4th, 2017**

RATE CATEGORIES	Price Per CWT (200 lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	\$39	\$59	\$64	\$25
REGULAR RATES (per cwt)	\$50.70	\$76.70	\$83.20	\$32.50
On-Site Orders	A 25% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipment			

ADDITIONAL SURCHARGES

LATE SHIPMENTS TO WAREHOUSE **MONDAY AUGUST 21ST, 2017 Shipment Delivered after Deadline Date (in addition to above rates - \$50 fee will apply)**

Any warehouse Shipment received after – **MONDAY AUGUST 21ST, 2017** (that require a separate delivery to show site, will be charged \$150).

Overtime Charges- inbound (in addition to above rates) – applied when delivered outside of warehouse hours (Monday to Friday between 9am – 4pm).

RATE CATEGORY	Discounted	Regular
Crated or Skidded Shipment	\$75	\$97.50
Special Handling Shipment	\$100	\$130.00
Uncrated or Pad Wrapped Shipment	\$100	\$130.00

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200 lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)		CWT		RATE		ESTIMATED TOTAL
Crated/Skidded Shipment	_____	/100	_____	x	\$_____	=	\$_____
Uncrated Shipment	_____	/100	_____	x	\$_____	=	\$_____
Special Handling	_____	/100	_____	x	\$_____	=	\$_____
Small Package	_____	/100	_____	x	\$_____	=	\$_____
Late Shipment/Overtime charges	_____	/100	_____	x	\$_____	=	\$_____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to certified weight ticket.
- A \$25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

RSS Advance Warehouse Safe Storage



MATERIAL HANDLING SERVICES INFORMATION SHEET

Company Name _____ Booth # _____

Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.

▪ **MATERIAL HANDLING SERVICE INCLUDES:**

- Move-in and move-out, whether fully or partially used
- Unloading of shipment at dock and deliver to booth
- Removing empty containers from booth to designated storage area (if available)
 - (If designated space is not available, exhibitors may purchase our storage option)
 - Please see the attached storage form
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

▪ **Note: Transportation to and from show site is not included as part of this service.**

▪ **ESTIMATING MATERIAL HANDLING CHARGES:**

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 Admin fee will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site prior to providing this service, a credit card form must be completed and signed.
- A \$25 surcharge will apply if shipment require weighing.

▪ **STORAGE DURING THE SHOW**

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

- Material handling service includes the placing of empties in the designated storage area (this may be on or off site). Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite, prior to exhibitor move-in.

MATERIAL HANDLING SERVICES INFORMATION (SHEET 2)

Company Name _____ Booth # _____

WHAT KIND OF SHIPMENT DO YOU HAVE?

Shipment Type	Definition
Crated Skid	Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.
Uncrated material shipped	Materials shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.
Special Handling	Materials that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process. Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of stair case for move-in and move-out.
Small Packages	Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.

Please refer to the Material Handling – Special Handling Information Form for more details.

RSS Material Handling



MATERIAL HANDLING - SPECIAL HANDLING INFORMATION

Company Name _____ Booth # _____

WHAT IS SPECIAL HANDLING?

Special handling applies to shipments that are loaded by cubic space and/or packaged to require additional labour or handling such as additional time, labour, or special equipment to unload, sort and delivery.

TYPES OF SPECIAL HANDLING

Ground Loading or Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level.

Constricted Space Loading or Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

Designated Piece Loading / Unloading

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in that require multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Crated vs Uncrated Shipments

Crated shipments are packed in any type of shipping container and can be unloaded at the dock with no additional handling required. This includes crates, fibre cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars or hooks.

Mixed Shipments

Mixed shipments are shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant full uncrated rate for the shipment, but does require special handling.

Carpet only Shipments

Shipments that consist of carpet and or carpet padding only require special handling because of additional labour and equipment to loaded or unload.

No Documentation

Shipments from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, require additional time, labour and equipment to process.

Alternate Delivery Location

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some of the shipments to different levels in the same building, or to other buildings in the same facility.



MATERIAL HANDLING – SERVICE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4th, 2017**

TIME		Crated	Uncrated	Special Handling	Small Packages
REGULAR TIME: Discounted Price	Mon – Fri (8:00am – 4:00pm)	\$69.00	\$86.00	\$96.00	\$36.00
REGULAR TIME: Regular Price	Mon – Fri (8:00am – 4:00pm)	\$89.70	\$111.80	\$124.80	\$46.80
OVERTIME: Discounted Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$86.00	\$107.00	\$120.00	\$46.00
OVERTIME: Regular Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$111.80	\$139.10	\$156.00	\$59.80
On-site Orders		A 30% surcharge will be applied to on-site orders			
Off-Target Shipments		A 30% surcharge will be applied to off-target shipments.			
Note: If move-in and move-out time fall during overtime hours, overtime rate will be applied					

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment _____	/100 _____	x _____	\$ _____ =	\$ _____
Uncrated Shipment _____	/100 _____	x _____	\$ _____ =	\$ _____
Special Handling _____	/100 _____	x _____	\$ _____ =	\$ _____
Small Package _____	/100 _____	x _____	\$ _____ =	\$ _____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to weight ticket.
- A \$25 surcharge will apply if shipment has to be weighted.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm.
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

SPECIAL REQUIREMENTS / INSTRUCTIONS

STORAGE ORDER FORM

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4th, 2017**

PRICE EXCLUDES: advance warehouse, material handling, special handling & post show storage.
ADDITIONAL CHARGES – will apply under the following circumstances:

- If storage is procured on show site – prior to providing this service (a credit card form must be completed and signed).
- Crates will be returned to booth upon show closure.

Quantity	Description – Onsite Storage	Discount Price	Regular Rate	Total
	Maximum of 3 small crates less than 2 x 2 x 2	\$27.30	\$39.00	
	Maximum of 3 large crates –4 x 4 x 4	\$71.89	\$102.70	
	Each additional small crates less than 2 x 2 x 2	\$9.10	\$13.00	
	Each additional large crate – 4 x 4 x 4	\$22.75	\$32.50	

Quantity	Description – Offsite Storage	Discount Price	Regular Rate	Total
	Offsite storage – maximum of 3 small to medium empty crates 2 x 2 x 2	\$75.60	\$108.00	
	Offsite storage – maximum of 3 large empty crates 4 x 4 x 4	\$109.20	\$156.00	
	Each additional offsite crate less than 2 x 2 x 2	\$13.65	\$19.50	
	Each additional offsite large crate 4 x 4 x 4	\$22.75	\$32.50	

POST SHOW STORAGE

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4th, 2017**

RATE CATEGORIES (Minimum 200lbs)	Price Per CWT (200lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	\$44.00	\$61.25	\$68.50	\$25.00
REGULAR RATES (per cwt)	\$63.00	\$79.00	\$89.00	\$32.50
On-Site Orders	A 30% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipments			

ADDITIONAL SURCHARGES

PRICE/CWT 200lbs minimum

Overtime Charges - outbound (in addition to above rates)

Add 25% (if shipment is picked up during overtime hours or if the warehouse needs to remain open in overtime for pick up.)

CALCULATION (when recording weight, round up to the nearest 100lbs - minimum 200lbs)				
DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____ /100	_____ x	\$_____ =	\$_____
Uncrated Shipment	_____ /100	_____ x	\$_____ =	\$_____
Special Handling	_____ /100	_____ x	\$_____ =	\$_____
Small Package	_____ /100	_____ x	\$_____ =	\$_____
Overtime Surcharge	Estimated Total x \$25%		=	\$_____

SPECIAL REQUIREMENTS / INSTRUCTIONS

POST SHOW – Rate is \$49 per 100 lbs crate (minimum of 200lbs for all orders). This service includes your shipment being packed up from show site and delivered back to the Robinson Show Services warehouse and stored for up to five (5) business days. **(Price excludes advance warehouse, material handling, storage charges, post-show & special handling).**

STANDARD POLICY

- It is the exhibitor's responsibility to attach relevant paper work to freight such as the bill of lading & commercial invoice prior to leaving show site.
- It is the responsibility of the onsite representative to package all exhibit materials for collection by RSS staff.
- All shipments originating outside of Canada require the appropriate paperwork. Canada Customs and US Customs – Homeland Security (if applicable on return).

ADDITIONAL CHARGES – will apply under the following circumstances:

- Post Show is procured on show site. For this service, a credit card form must be pre-authorized and signed.
- Special handling at the venue. Examples include: no loading docks, no elevators, hand-carrying and the mandatory use of stairs.
- An administration fee of \$50 will apply if relevant paper work is not fixed to the exhibit material post show (such as bill of lading & commercial invoice).
- Exhibit materials not collected within 5 business days will be billed for storage fees. This amount will be deducted from the credit card used initially to place the order.

If the designated carrier does not pick up or arrive at the designated location on time, neither show manager nor contractor will be liable for any resulting delays.

RSS Post Show Storage



Robinson Show Services - Payment and Credit Card Authorization form

Tel - (905) 417-7789 | Fax - (905) 417-2244 |

Email: exhibitorservices@robinsonshowservices.ca | www.robinsonshowservices.ca

Company Name _____ Booth # _____ Booth Size _____

Address _____ Postal Code _____

Email Address _____ Phone # _____

Email for invoice (if different from above) _____

Onsite Contact Name _____ Cell # _____

THIRD PARTY COMPANY INFORMATION

ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYMENTS FOR THIS ORDER

Third Party Company Name _____

Contact Name _____

Third Party Address _____

_____ Post Code _____

Contact's Email _____ Phone # _____

Email for Invoice (if different from above) _____

CREDIT CARD

*****ONCE YOUR ORDER IS RECEIVED, A ROBINSON REPRESENTATIVE
WILL CONTACT YOU TO UPTAIN YOUR CREDIT CARD INFORMATION*****

Card Holder Name _____

Card Holder Billing Address _____

Card Holder Signature _____ Date _____

BANK WIRE TRANSFER

Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9

CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 1047701 | SWIFT CODE: CIBCCATT

- Canadian Banks do not carry IBAN numbers
- Please reference – 21st Triennial Meeting of the International Association of Forensic Science 2017 & Booth Number on all Bank Transfer so we properly credit your account. Customers are responsible for the bank processing fee of \$30.00 CDN.



PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.

All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

Method of Payment: RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional \$30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

Charges: A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

Third Party Billing: In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Cancellations and Amendments: Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.

Exhibiting Company

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Third Party

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

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