



## SIGN/BANNER INSTALLATION & REMOVAL ORDER FORM 2018

**Saskatoon Prairieland Park Corporation**

Prairieland Park is the exclusive provider of signage/banner installation and removal.

Scan and email completed form to [forms@saskatoonex.com](mailto:forms@saskatoonex.com), or FAX to Prairieland Park (306) 931-7886

EXHIBITOR INFORMATION		METHOD OF PAYMENT			
<b>NAME OF EVENT:</b> <input style="width: 100%;" type="text"/> <b>BOOTH #(s):</b> <input style="width: 100%;" type="text"/> <b>COMPANY NAME:</b> <input style="width: 100%;" type="text"/> <b>CONTACT NAME:</b> <input style="width: 100%;" type="text"/> <b>ADDRESS:</b> <input style="width: 100%; height: 40px;" type="text"/> <b>PHONE NUMBER:</b> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <b>FAX NUMBER:</b> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <b>EMAIL:</b> <input style="width: 100%;" type="text"/>	<b>PLEASE SELECT PAYMENT METHOD:</b> <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> CHEQUE  <b>ACCOUNT #:</b> <input style="width: 100%;" type="text"/> <b>EXPIRY DATE (MM/YR):</b> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <b>PRINT NAME:</b> <input style="width: 100%;" type="text"/> <div style="text-align: right; font-size: small;">(as it appears on the card)</div> <b>SECURITY CODE #:</b> <input style="width: 30px;" type="text"/>  <b>SIGNATURE:</b> _____ <b>DATE:</b> <input style="width: 100%;" type="text"/>				
PAYMENT DETAILS					
<p>This form is your office invoice. Orders will only be accepted if paid in full, in Canadian dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. <b>TO QUALIFY FOR BELOW PRICING ORDERS MUST BE RECEIVED 14 DAYS PRIOR TO EVENT DAY. ORDERS RECEIVED AFTER THE DEADLINE - ADD 25%.</b> Any services or special ordered items cancelled within 5 days of the show opening will be charged a 25% cancellation fee. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form. <b>For multi-dimensional signs - additional hanging points will require an extra fee of \$90. Hanging points depend on the size of the sign.</b></p>					
SIGN/BANNER INSTALLATION					
<b>WIDTH OF SIGN/BANNER</b>	<b>QUANTITY</b>	<b>RATE</b>	<b>TOTAL</b>		
Up to 8 ft.	<input style="width: 50px;" type="text"/>	\$90		\$0.00	
8 ft. to 20 ft.	<input style="width: 50px;" type="text"/>	\$130		\$0.00	
Over 20ft.	<input style="width: 50px;" type="text"/>	by quote		<input style="width: 50px;" type="text"/>	
<b>MULTI DIMENSIONAL SIGN</b> *please see payment details	<input style="width: 50px;" type="text"/>	\$200		<input style="width: 50px;" type="text"/>	
<b>DESCRIPTION OF ITEMS TO BE SUSPENDED:</b> Scale drawing must be provided stating location of signage and any special instructions.	<b>SIZE</b>	<b>HEIGHT FROM FLOOR</b>	<b>SHAPE</b>	<b>WEIGHT</b>	
	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
LABOUR RATES					
Special requests may have additional labour rates. Please contact Prairieland Park for more information.					
The above prices do not include hardware. We reserved the right to adjust orders calculated inaccurately or received after the deadline.			Subtotal:	<input style="width: 50px;" type="text"/>	
			12167 6126RT (5%) GST:	<input style="width: 50px;" type="text"/>	
			PST #0815589 (6%) PST:	<input style="width: 50px;" type="text"/>	
			<b>Total:</b>	<input style="width: 50px;" type="text"/>	
Effective: 01/01/18			<b>FOR SPPC USE ONLY:</b> Date Received: _____ Amount Received: \$ _____		

## SASKATOON PRAIRIELAND PARK CORPORATION INSTRUCTIONS & CONDITIONS

### 1) INSTRUCTIONS FOR PROCESSING THE ORDER FORM

- a) Exhibitor information and method of payment must be filled out completely and clearly
- b) Payment in full for services must accompany the order form and be in CANADIAN FUNDS.

### 3) REGULATIONS

- a) **Prairieland Park reserves the right to refuse service for a situation if it deems as unsafe.**
- b) All illuminated signage, assemblies, motors, or electronic equipment must conform to all federal, provincial, and local electrical and fire codes
- c) All signage requiring electrical for motors, lights, etc will be charged for the appropriate electrical connection in addition to sign installation rate.

### 4) SERVICES AND EQUIPMENT PROCEDURES

- a) Material and equipment provided by Prairieland Park for this order shall remain the property of Prairieland Park. Exhibitors will be responsible for the protection, safekeeping, and return of any equipment rented from Prairieland Park. Additional charges will apply for rental equipment that is damaged or not returned
- b) Only Prairieland Park personnel are authorized to modify or move service orders. Any damage to rented equipment will be billed to the exhibiting firm, plus an administration fee.

### 5) PAYMENT, PRICING, REFUNDS, AND SERVICE CHARGE

- a) To qualify for the listed pricing orders must be received 14 days prior to event day. Orders received after the deadline - **ADD 25%**
- b) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services, prior to the service being provided.
- c) **PRICING:** Prairieland Park reserves the right to adjust pricing on orders if calculated inaccurately or received after the deadline date for the advance rate. We also reserve the right to adjust pricing as necessary.
- d) **CREDIT CARD:** Exhibitors paying by credit card: Completion of this form with an authorized signature constitutes authorization for the payment of services ordered
- e) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior the first scheduled move-in date. Personal cheques must be certified. **Make cheque payable to Prairieland Park.**
- f) **REFUNDS:** Services ordered and installed, but not used, will not be refunded.
- g) **SERVICE CHARGE(S):** There will be a \$40.00 service charge for NSF cheques declined or incorrect credit card info provided.

### 6) CANCELLATION, CLAIMS AND DISCREPANCIES

- a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a 25% cancellation fee. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
- b) All claims or discrepancies must be presented by the Exhibitor to the Prairieland Park staff, prior to the show closing. Claims will not be considered once the show has closed.

### 7) EXCLUSIVITY

- a) Prairieland Park is the exclusive supplier of all electrical, internet, cabling, sign/banner installation, and utility services within our facility.

Effective: 01/01/18

## Saskatoon Prairieland Park Corporation

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