

SIGN/BANNER INSTALLATION & REMOVAL ORDER FORM 2023

Saskatoon Prairieland Park Corporation

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

Scan and email completed form to forms@prairielandpark.com, or FAX to Prairieland Park (306) 931-7886

EXHIBITOR INFORMATION		METHOD OF PAYMENT		
NAME OF EVENT: <input type="text"/> BOOTH #(s): <input type="text"/> COMPANY NAME: <input type="text"/> CONTACT NAME: <input type="text"/> ADDRESS: <input type="text"/> PHONE NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> FAX NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> EMAIL: <input type="text"/>		PLEASE SELECT PAYMENT METHOD: <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> CHEQUE ACCOUNT #: <input type="text"/> EXPIRY DATE (MM/YR): <input type="text"/> <input type="text"/> PRINT NAME: <input type="text"/> (as it appears on the card) SECURITY CODE #: <input type="text"/> SIGNATURE: <input type="text"/> DATE: <input 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. TO QUALIFY FOR BELOW PRICING ORDERS MUST BE RECEIVED 14 DAYS PRIOR TO EVENT DAY. ORDERS RECEIVED AFTER THE DEADLINE - ADD 35%. 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. For multi-dimensional signs - additional hanging points will require an extra fee of \$90. Hanging points depend on the size of the sign.</p>				
SIGN/BANNER INSTALLATION				
WIDTH OF SIGN/BANNER	QUANTITY	RATE	TOTAL	
Up to 8 ft.	<input type="text"/>	\$110	<input type="text"/>	
8 ft. to 20 ft.	<input type="text"/>	\$160	<input type="text"/>	
Over 20ft.	<input type="text"/>	by quote	<input type="text"/>	
MULTI DIMENSIONAL SIGN *please see payment details	<input type="text"/>	\$225	<input type="text"/>	
DESCRIPTION OF ITEMS TO BE SUSPENDED: Scale drawing must be provided stating location of signage and any special instructions.	SIZE	HEIGHT FROM FLOOR	SHAPE	WEIGHT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 type="text"/>	
		12167 6126RT (5%) GST:	<input type="text"/>	
		PST #0815589 (6%) PST:	<input type="text"/>	
		Total:	<input type="text"/>	
Effective: 01/01/23 FOR SPPC USE ONLY: Date Received: <input type="text"/> Amount Received: \$ <input type="text"/>				

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 35%**
- 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.

Saskatoon Prairieland Park Corporation

Mail: P.O. Box 6010, Saskatoon, SK S7K 4E4 **Street:** 503 Ruth Street West, Saskatoon, SK
Ph: (306) 931-7149 **Fax:** (306) 931-7886 **Email form to** forms@prairielandpark.com