

AUGUST 1, 2022

Name _____ BOOTH #/ZONE _____
 Address/City _____ Province _____ Postal Code _____
 Email _____ Phone _____ Ext. _____

Please indicate the equipment and quantities you require and email to michelle@higginseventrentals.com by 12:00pm on Friday July 15th, 2022. All pricing includes installation & removal to your booth, with the exception of the grid walls which are dropped off only at your booth along with the zip ties to hang them yourself. This is due to the many configuration possibilities.

****Please double check that you have ordered everything you need in advance, as there will be no additional rentals available on site on event day****
Please note your order is not confirmed until you receive an email confirmation.

QUANTITY	PACKAGES	Equipment	ON SITE PRICING	COST
	A	1 – 10X10 White Popup Tent, 4 White Walls, 4 Tent Weights 1 – 6' x 30" Table 2 – Grey Folding Chairs 3 – Grid walls black 8' x 2'	\$275.00	\$
QUANTITY	A LA CARTE	Equipment	REGULAR	COST
		10' x 10' White Popup Tent, 4 Walls & 4 Weights	\$210.00	\$
		6' Table	\$12.00	\$
		8' Table	\$14.00	
		Grey Folding Chair	\$3.00	\$
		Grid Wall Panels 2'H x 8'L + Cable Ties to Hang Panels in Tent. Grid Walls are Black. Drop off and pickup from vendor booth only. No Setup. *	\$20.00	\$
		Additional Rubber Base Weights	\$8.00	\$
		Dolly, 2 Wheel Tongue	\$20.00	\$
			Optional 8% Loss Damage Waiver	\$
		* Grid Wall Panels Are Drop Off Only AT BOOTH. No Installation. Maximum weight hung per wall when using the Grid Wall Panels is 15lbs each wall, evenly distributed on all 3 sides of the tent.	Total with 13% HST	\$

- Advance pricing applies to all orders received and confirmed with full payment prior to 12:00pm on Friday July 15th, 2022. Orders received after the deadline are subject to availability and a 50% late order fee. **No orders will be accepted after Friday July 22nd, 2022 at 12:00pm.**
- Acceptable payments are VISA, MASTERCARD OR AMEX. We do not accept cheques, cash, debit or visa debit.
- All of the above pricing includes delivery, installation and pickup at your booth with the exception of grid walls which are dropped at your booth only.
- Full payment is due upon receipt of this exhibitor order form.
- Every effort is made to ensure the security of exhibitors' merchandise; Higgins assumes no liability for lost, stolen or damaged merchandise due to theft, weather, vandalism, etc.
- All rental equipment is the responsibility of the renter from show opening until it is picked up at exhibitors' booth. If something is missing from your booth, it is your responsibility to alert the organizers.

I/we hereby request the above noted rental equipment be delivered and picked up at my/our booth. Once order is confirmed, I/we understand my/our credit card will be charged the total amount upon receipt of order form by Higgins, inclusive of damage waiver and taxes. I/we hereby agree to be bound by the terms of the rental agreement forming part of this Agreement.

 Name as it Appears on Card

 Signature

 Card Number

 Exp. Date

 CVV #



Popup Tent Guide

We have suffered very extreme weather conditions this spring and summer. Please be reminded that pop up temporary canopies are water resistant and not water proof. As such, we encourage you to cover your merchandise with a protective tarp or plastic sheeting should we encounter severe wet weather, thunder storms or lightning.

Should we encounter severe weather, please use a broom handle or blunt handled instrument (to avoid puncturing the tent) to prevent water from accumulating on the roof of your canopy. Left unattended the water will eventually seep through the nylon fabric. *Higgins will have Pool Noodles for purchase on site to be installed in between your tent frame and tent top to tighten the fabric and help rain fall off the sides.*

Please be reminded that your pop up temporary canopy is made of an aluminum superstructure. As such, you should refrain from hanging anything weighing more than 20lbs. from the cross bars or touching the aluminum frame in the event of thunder or lightning as the possibility exists for lightning strikes. (Albeit very remote)

Please be reminded that Higgins Event Rentals makes no representations as to the safety and security of your booth contents.

Higgins will be present on site during your installation. Please do not call the office with any questions or concerns, all involved staff will be available on site to assist you. There will be a small inventory of items available on site for day of rentals, on site pricing will be in effect and it will be rented on a first come first serve basis.

On show closing, please leave all rented materials in your booth space. Higgins crews will be by to pick it up at first opportunity. Please be reminded that the responsibility for the equipment rests with the renter until such time as it is returned to a Higgins crew member.

Finally, we wish you the very best show experience possible and hope we'll see you again next year.

Kindest Regards,

Higgins Event Rentals