



Dear Exhibitor:

We are happy to see your participation in the TLOMA (The Law Office Management Association) here in Niagara-on-the-Lake on Thursday, September 22, 2022. The shipping information on the third sheet is provided for your assistance & to ensure a smooth set up, tear down & ship out after the show. Please print fill out that sheet, print and attach to your items being shipped. **Set up** time have been arranged Thursday, September 22, 2022, from 7:00 am to 10 am and **teardown** must be complete following the show close on Thursday, September 22, 2022, from 6:00pm – 9:00pm.

Shipping Instructions:

Goods will be received no earlier than Tuesday, September 20, 2022. Please notify me of size of shipment & date expected. All shipments to be labeled with the completed form (located on the third page to this document).

Goods shipped earlier than Tuesday, September 20, 2022 are subject to storage and handling fees based on size of shipment. Handling fees include: storage of your shipment upon arrival, storage of crates, boxes, packing materials during show, return of these materials at time of teardown. (Approximate cost for drayage for 6x8 booth is \$75+HST, 8x10 booth \$125, skid \$250.) All set up of equipment & display materials is the responsibility of the vendor.

NOTE: If shipping from outside Canada, vendors MUST note on your customs/carrier/courier paperwork "FREE DOMICILE" - this can be found under the billing options. White Oaks will not accept billing for duty & taxes-please ensure your paperwork is filled out correctly. Proper paperwork must also accompany outbound shipments. Please consult your Broker with any questions.

If you would like to verify the arrival of your shipment, please contact **Shipping & Receiving** directly (Dave Best) at 800-263-5766 ext. 5228 or dbest@whiteoaksresort.com

Assistance with return shipping can be made by contacting **The Business Centre** at (905) 688-2550 x 5765 or xeroxcentre@whiteoaksresort.com They will personally visit each exhibitor to confirm shipping out arrangements while you are on site-please have shipping company and account numbers available. For goods shipped internationally, we strongly recommend using a customs broker to ensure your goods arrive on time.

Please recommend to your carrier that trucks should be maximum length 41' and should be equipped with a tailgate lift. **Shipping & Receiving entrance is at ground level. If you require storage after the show until your carrier can pick up your goods, arrangements must be made in advance and are subject to storage fees.**

A reminder that special requirements should be arranged in advance (electrical, extension cords, etc.) by filling out the attached form & returning with credit card guarantee prior to arrival.

We look forward to welcoming you to White Oaks Conference Resort & Spa!

Roger Coutu
Conference Planner