art storage request form

IMPORTANT NOTE: As a reminder, please know that no dollies are allowed on the show floor during show hours as per safety and fire regulations.

This form is a REQUEST for art storage. You are not guaranteed an art storage space by sending this form to our office. You will be notified by email if a space has been assigned to you. Please make additional plans for storage in the event a space is not allotted to you.

TERMS AND CONDITIONS:

- Art storage requests not accompanied by full payment will not be processed and you will not be allotted a storage space.
- Once allotted, your art storage space is not refundable or transferable to another exhibitor, even if you do not end up using your space. Please be sure you need the space before requesting one.
- Each art storage space is approx. 5' x 3'.
- In order to avoid breakage, ladders and dollies will not be permitted in the storage area. Please hand-carry your art to and from your designated storage space. Empty boxes, building materials and other non-art items WILL NOT be permitted in storage. There will be a separate storage area for empty boxes and crates.
- Each artist must designate only ONE additional staff who will be allowed to enter the art storage area. During move-in this you and your staff member will be given a stamp to be applied to your badges. Only those who show a badge with a stamp will have access to the art storage area.
- Informa Canada Inc. is not responsible for any loss, theft or damage of any art while on the premises of the Better Living Centre and this includes the art storage area. We strongly recommend that you contain your art in packing materials that are labeled with your name and booth number.

I have read and understood the terms and conditions for use of a storage space:

_____ Date: _____

(Exhibitor signature)

For your safety and protection, forms with credit card information will not be accepted via email. Please send the completed form via fax to 416-927-8032 or mail to the attention of Emily-Jean Alexander, Artist Project, 20 Eglinton Ave. West, Suite 1200, PO BOX 2055, Toronto, ON, M4R 1K8.

Full Name: _____ Email: _____

Number of Art Storage Spaces Needed: _____ X $33.90 ($30 + HST) per space

Total: $_____

DEADLINE: Friday January 19, 2018

I have provided my credit card below to process the storage charges above and understand this information will be collected via a secure fax and shredded after use

Please Initial _____

Payment Method:

☐ Visa/MasterCard Number /__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/__ __/

Expiry Date /__ __/__ __/__ __/__ __/ Name on Card _____

Cardholder Signature _____

☐ Cheque enclosed. (Please make cheques payable to Informa Canada Inc.)