



Dear Exhibitor:

We are happy to see your participation in the **Pharmacists of Niagara Vendor Fair** here in Niagara-on-the-Lake on **Sunday April 19th, 2026**. 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 **Sunday April 19th from 9:00 am – 12:00 pm** and **teardown** must be complete following the show close the same day from 3:30 – 5:30 pm.

Shipping Instructions:

Goods will be received no earlier than **Friday April 17, 2026**. 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 Friday April 17, 2026 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 **Purchasing & Receiving Jones Terte** (Receiver) 1-800-263-5766 ext 5260 Jterte@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!

Matt Lyon
Conference Planner



Niagara-on-the-Lake

TRADE SHOW REQUIREMENT FORM

Conference Name: Pharmacists of Niagara

Trade Show Date: Sunday April 19, 2026

Vendor Name: _____ Number of Exhibitors attending booth _____

Vendor Address: _____

Phone Number: _____ Email: _____

PAYMENT

Credit Card Number: _____ Exp Date: _____

Name on Card: _____

Bill to Guestroom? Yes or No (Credit Card MUST be provided to guarantee order)

****Each booth is preset with One Skirted Table and One Chair at no charge****

****ALL PRICES ARE PER DAY** Billing information must be provided with your registration form to confirm requirements at least 2 weeks prior to event.**

An electronic receipt will be sent to you via email after the event

Equipment	Pre-ordered Price	On-site Price	Qty	X # Days	Sub Total	Service 18%	HST 13%	Total
Additional 6" Table	\$25.00	\$30.00						
Additional Chair	\$5.00	\$10.00						
Ballot Prize Bowl	\$5.00	\$10.00						
Forklift Assistance	\$125.00	\$175.00						
Electrical								
Cabling for Wired Internet Access	\$150.00	\$300.00						
1-15-amp circuit (standard plug to be back of your booth)	\$85.00	\$105.00						
Power Bar	\$15.00	\$20.00						
Extension Cord	\$15.00	\$20.00						
208/220 electrical (stove)	\$200.00	\$250.00						
46" TV Monitor	\$495.00	\$525.00						
Drayage – (more than 24hrs out)								
Grand Total	---	---	---	---				

Requirements' subject to 18% Service Charges + \$97.25Hr Labour Charge + HST

Questions or need more? Please contact Matt Lyon, Conference Planner

Phone: 905-704-5639 Fax: 905-704-5620 Email: mlyon@whiteoaksresort.com

**Privacy Policy: Your privacy is important to us. We do not share your personal information with third parties without your consent or authorization. Your information is used only as required to administer customer agreements and financial arrangements in order to provide the ongoing customer service you have requested and deserve.*

RUSH DO NOT DELAY

Must Deliver By: _____

SHIP TO:

White Oaks Conference Resort
Attention: Matt Lyon
Conference Planner
253 Taylor Road, SS4
Niagara-on-the-Lake, ON L0S 1J0
Canada

Conference Name: _____

Booth #: _____

Exhibiting Company Name: _____

Name of Sender: _____

Contact number for Sender: _____

Piece No. _____ of _____

RUSH DO NOT DELAY

Must Deliver By: _____

SHIP TO:

White Oaks Conference Resort
Attention: Matt Lyon
Conference Planner
253 Taylor Road, SS4
Niagara-on-the-Lake, ON L0S 1J0
Canada

Conference Name: _____

Booth #: _____

Exhibiting Company Name: _____

Name of Sender: _____

Contact number for Sender: _____

Piece No. _____ of _____