

**IDS Vancouver**  
September 22 – 25, 2022  
Vancouver Convention Centre - West  
Vancouver, BC

Dear Exhibitor,

Levy Show Service Inc. is pleased to be appointed by Show Management as the Official General Service Contractor for **IDS Vancouver**. We are excited to service you for this event. In the following pages, please find the necessary forms and vital information that will assist you with a successful exhibition experience.

We are offering a special discount rate on many of our services. To receive the discount rate, please submit your completed forms with full payment by **September 1, 2022**.

Should you have any questions, please feel free to contact our Customer Service Department at 604 277 1726 or [operations@levyshow.com](mailto:operations@levyshow.com). Our team is readily available to assist you with your needs.

We look forward to speaking with you and wish you have a smooth and successful **IDS Vancouver**.

Levy Show Service Inc.



## POST EVENT INFORMATION

### **Post Event Shipping with Levy Logistics**

We offer outbound shipping, customs clearance as well as local cartage, as required.

- Pre-arranged: Kindly complete the Logistics Information and Order Form provided in the exhibitor kit. Please start at section "Destination Information AFTER SHOW" and submit the completed form to [logistics@levyshow.com](mailto:logistics@levyshow.com) (this can be found on page 15).
- On Show Site: Please visit the Levy Customer Service Desk and complete a Material Handling Agreement (MHA). We will require delivery information to ensure your freight reaches its final destination!

### **Post Event Short Term Storage (long term storage available upon request)**

Short term storage is available for all exhibitors. Our logistics team will arrange local cartage services from the event venue direct to our warehouse, at the exhibitor's expense.

- Pre-arranged: Please send an email to our Levy Logistics Department at [logistics@levyshow.com](mailto:logistics@levyshow.com) requesting post event storage services.
- On Show Site: Please visit the Levy Customer Service Desk and complete a MHA.
- Post Event Storage Information:
  - Please allow a minimum of one business day for availability of freight at the Levy Warehouse
  - Levy will send an email to the contact person on file with release details (i.e. pick up date and time, warehouse address, etc)
  - We will require your carrier information to arrange a proper warehouse release.
  - The exhibitor is responsible for providing the carrier bill of lading or courier labels(s) prior to the release of shipment from our storage facility.
  - The exhibitor is responsible for making all transportation arrangements once the shipment is released from the Levy Warehouse

### **Rescued Freight (please refer to the colour coded move out plan provided by Informa for details)**

Any materials left at the venue past your assigned move out time will be considered *RESCUED* by Levy Logistics and forwarded to the Levy Warehouse at the exhibitor's expense.

All exhibitors shown in **red** will have their freight rescued on Sunday, September 25, 2022 after 9:00 pm. All exhibitors shown in **blue** will have their freight rescued on Sunday, September 25, 2022 after 11:59 pm and all exhibitors shown in **pink** and **green** will have their freight rescued on Monday, September 26, 2022 after 1:00 pm.

### **Charges**

Material handling and shipping charges will be invoiced to the exhibitor directly. A completed Credit Card Authorization Form is required in order to process your post show shipping and storage requests.

### **Further Information**

For more information please feel free to contact our Levy Logistics team at 604 277 1726 or by email at [logistics@levyshow.com](mailto:logistics@levyshow.com)

## LL CREDIT CARD AUTHORIZATION 2022.cdr



# MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event or in-booth forklift services. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted.
- Certified weight tickets must accompany all shipments.
- Advance warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier (whether sent to the advance warehouse or show site)
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event (please refer to shipping label in the exhibitor kit).
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh and are charged a minimum 200lbs.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading or designated piece unloading. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.

- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.

- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Storage Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- If you have arranged shipping through an outside carrier, you are responsible for all documents and labels.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted and delivered back to the warehouse at exhibitor’s expense. Exhibitor will be contacted for further instruction.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

## OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Accessible storage at show site
- Exhibit transportation services (see enclosed Levy Logistics form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority freight return

## ADVANCE MATERIAL HANDLING ORDER FORM & INVOICE

### MATERIAL HANDLING SERVICES

**CRATED:** Material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**SPECIAL HANDLING AND UNCRATED:** Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS, Purolator and DHL and All Van Lines are included in this category due to their delivery procedures.

**SMALL PACKAGE SHIPMENT:** Single piece shipment under 30 lbs.

**OFF TARGET:** Shipments received at the advance warehouse outside normal warehouse hours of 9:00 A.M. to 3:00 P.M. Monday through Friday and prior to **August 18, 2022** or after **September 15, 2022** will incur a \$40.00 per hundred pounds surcharge.

**NORMAL WAREHOUSE HOURS FOR RECEIVING FREIGHT:** 9:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday to Friday.

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays.

**PLEASE NOTE:** Warehousing for refrigerated or frozen items is unavailable

**CANADA POST & USPS SHIPMENTS:** additional charges will apply if pick-up at post office is required.

**\*\*Shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted\*\***

DESCRIPTION	CWT Price	Minimum
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 106.00	\$ 212.00
Special Handling Shipment.....	142.00	284.00
Small Package Shipment (single piece shipment under 30 lbs.).....	70.00	70.00
Off Target (In Addition to Base Rate).....	42.00	84.00
<b>Overtime Charge (Inbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 12.00	\$ 24.00
Special Handling Shipment.....	12.00	24.00
<b>Overtime Charge (Outbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 12.00	\$ 24.00
Special Handling Shipment.....	12.00	24.00

**PLEASE NOTE:** Total weight is in lbs. with a minimum chargeable shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	300 LBS ÷ 100 = 3		\$106.00	\$318.00
Overtime (Outbound)	300 LBS ÷ 100 = 3		\$12.00	\$36.00
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
G.S.T. 5%				
<b>TOTAL CANADIAN DOLLARS</b>				

**DISCLAIMER:** Forklift service within your booth space is not included in our Material Handling service; please refer to the In Booth Forklift Order Form and Invoice.

**PLEASE NOTE:** Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Show Services Inc. warehouse or to a SHOW SITE for which Levy Show Services Inc. is the official show contractor.

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

GST#R103315057

MATERIAL ADVANCE (other).cdr

## SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

## ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY SHOW SERVICE INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY SHOW SERVICE INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**IDS VANCOUVER - BOOTH NO. & COMPANY NAME**  
**YRC c/o Levy Show Service Inc.**  
**3985 Still Creek Avenue**  
**Burnaby, BC V5C 4E2**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of five business days in advance of the show move-in date. All shipments must be received at the advance warehouse between the hours of 09:00 and 15:00, Monday to Friday, no earlier than **August 18, 2022** and no later than **September 15, 2022**. For shipments received before or after these dates a \$40.00 per hundred weight surcharge with \$80.00 minimum will be applied.

Shipments must include an official weight ticket or bill of lading.

*(please refer to the colour coded move out plan provided by Informa for details)*

*Any materials left at the venue past your assigned move out time will be considered **RESCUED** by Levy Logistics and forwarded to the Levy Warehouse at the exhibitor's expense.*

*All exhibitors shown in **red** will have their freight rescued on Sunday, September 25, 2022 after 9:00 pm.*

*All exhibitors shown in **blue** will have their freight rescued on Sunday, September 25, 2022 after 11:59 pm and all exhibitors shown in **pink** and **green** will have their freight rescued on Monday, September 26, 2022 after 1:00 pm.*

## LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

## SHOW-SITE MATERIAL HANDLING ORDER FORM & INVOICE

**CRATED:** material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**SPECIAL HANDLING AND UNCRATED:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS, Purolator and DHL and All Van Lines are included in this category due to their delivery procedures.

**OFF TARGET:** any shipment received outside of the move-in hours.

**PLEASE NOTE:** warehousing for refrigerated or frozen items is unavailable.

### SHOW-SITE RECEIVING

BOOTH SIZE	CRATED	UNCRTATED
Up to 100 square feet	\$4.25/sqft	\$5.30/sqft
101 to 500 square feet	\$5.30/sqft	\$6.95/sqft
over 500 square feet	\$6.60/sqft	\$8.50/sqft

DESCRIPTION (see above for definitions of shipments)	BOOTH SIZE (length x width = sqft)	PRICE (PER SQ FT)	SUBTOTAL
CRATED SHIPMENTS	_____ sq ft	x \$_____	= \$_____
UNCRTATED SHIPMENTS	_____ sq ft	x \$_____	= \$_____
<b>NOTE:</b> unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Levy will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to the type of shipment.			

**\*\* Forklifts can accommodate up to 5000 lbs\*\***

### INFORMATION (Please fill in.)

Carrier name \_\_\_\_\_  
 Booth size \_\_\_\_\_  
 Total number of pieces \_\_\_\_\_

Total weight (lbs) \_\_\_\_\_  
 Weight of largest piece \_\_\_\_\_  
 Dimension of largest piece \_\_\_\_\_

**PLEASE NOTE:** Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Show Service Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Show Service Inc. is the official show contractor.

### PIECE DESCRIPTION (carton, crate, pallet, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#** \_\_\_\_\_

### SPECIAL EQUIPMENT RENTAL

If your shipment requires any special equipment or service to raise, or level during assembly, etc. prior arrangements must be made with Levy Show Service Inc.'s Material Handling Department at 604 277 1726.

**DISCLAIMER:** Forklift service within your booth space is not included in our Material Handling service; please refer to the In Booth Forklift Order Form and Invoice.

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
G.S.T. 5%		
TOTAL		

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

GST#R103315057

## SHIPPING INSTRUCTIONS

### SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY SHOW SERVICE INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY SHOW SERVICE INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

#### **IDS VANCOUVER - BOOTH NO. & COMPANY NAME**

**Vancouver Convention Centre - West**  
**Via Waterfront Road Truck Route**  
**1055 Canada Place**  
**Vancouver, BC V6C 0C3**

**ALL DIRECT SHIPMENTS SHOULD NOT ARRIVE BEFORE EXHIBITOR MOVE IN TIME.**

***\*Target move in plan in place\****

*(please refer to the colour coded move out plan provided by Informa for details)*

*Any materials left at the venue past your assigned move out time will be considered **RESCUED** by Levy Logistics and forwarded to the Levy Warehouse at the exhibitor's expense.*

*All exhibitors shown in **red** will have their freight rescued on Sunday, September 25, 2022 after 9:00 pm.*

*All exhibitors shown in **blue** will have their freight rescued on Sunday, September 25, 2022 after 11:59 pm and all exhibitors shown in **pink** and **green** will have their freight rescued on Monday, September 26, 2022 after 1:00 pm.*

### LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

# TERMS & CONDITIONS

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LSS'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY SHOW SERVICE INC. IS THE OFFICIAL SHOW CONTRACTORS; OR**
- ~ **WHEN AN ORDER FOR LABOUR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY SHOW SERVICE INC.**

- 1. DEFINITIONS.** "Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show.
- 2. PACKAGING AND CRATES.** LSS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
- 3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LSS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LSS labels; or Improper information on empty labels. LSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
- 4. INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LSS highly recommends the securing of security services from the Facility or Show Management. If any employee of LSS or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that LSS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
- 5. OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LSS highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LSS by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup. In order to expedite removal of materials from the show site, LSS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by LSS at show site. LSS assumes no liability as a result of such re-routing or handling.
- 6. LSS'S RESPONSIBILITIES.** LSS shall be responsible only for those services which it directly provides. LSS assumes no responsibility for any persons, parties, or other contracting firms not under LSS's direct supervision and control. LSS shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LSS's reasonable control, nor for ordinary wear & tear in the handling of materials. LSS and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to LSS in time to obtain the proper equipment.
- 7. INSURANCE.** It is understood that LSS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LSS with a release of subrogation to the extent of any insurance settlement received.
- 8. CLAIM(S) FOR LOSS.** Claims for loss or damage must be submitted to LSS by the close of the show. No suit or action shall be brought against LSS or its subcontractors more than one year after the cause of action.
  - A. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LSS for its services, as an offset against the amount of any alleged loss or damage.
  - B. MAXIMUM RECOVERY.** If found damaged LSS's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.30 per pound article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment.
- 9. JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF BC WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN VANCOUVER, BC.
- 10. INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LSS, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgements, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - EXHIBITOR's negligent supervision of any labour secured through LSS, or the negligent supervision of such labour by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of CANADIAN or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LSS and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
- 11. MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LSS for material handling and transportation services, waives and releases all claims against LSS, its employees, agents, officers, and directors, with respect to all matters for which LSS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.





## ADVANCE WAREHOUSE



## ADVANCE WAREHOUSE

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

YRC (Yellow)  
c/o Levy Show Service Inc.  
3985 Still Creek Avenue  
Burnaby, BC V5C 4E2

EVENT NAME:

**IDS VANCOUVER**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

YRC (Yellow)  
c/o Levy Show Service Inc.  
3985 Still Creek Avenue  
Burnaby, BC V5C 4E2

EVENT NAME:

**IDS VANCOUVER**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE.  
***If more labels are needed, copies are acceptable.***

## SHOW SITE

## SHOW SITE

TO: \_\_\_\_\_  
(EXHIBITOR NAME)TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

BOOTH # \_\_\_\_\_

Vancouver Convention Centre - West  
c/o Levy Show Service Inc.  
via Waterfront Road Truck Route  
1055 Canada Place  
Vancouver, BC V6C 0C3

Vancouver Convention Centre - West  
c/o Levy Show Service Inc.  
via Waterfront Road Truck Route  
1055 Canada Place  
Vancouver, BC V6C 0C3

EVENT NAME:

EVENT NAME:

IDS VANCOUVER

IDS VANCOUVER

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE.  
**If more labels are needed, copies are acceptable.**



**Levy Show Service Inc.** has been appointed the official service contractor for **IDS Vancouver**. Our experienced logistics staff will support you with your inbound and outbound shipping, post show warehousing and Customs clearance.

Here are some of the best reasons for acquiring Levy's Exhibit Transportation service:

- Seamless Service from pick up at your location and delivery right to your booth prior to exhibitor move-in
- One invoice listing all your show services ordered
- Paperwork completed for you including pre-printed shipping labels
- Limitless options for shipping, just ask!
- Our Levy Logistics team are friendly and experienced providing you with invaluable service 7 days a week
- Our Levy team are specialists in the meeting & events industry

Our goal is for your event to be a success.

Please call today 604 277 1726 or email [logistics@levyshow.com](mailto:logistics@levyshow.com)

We look forward to hearing from you.

## LEVY LOGISTICS INFORMATION AND ORDER FORM

**Please accept this form as your authority to provide Shipping and/or Customs Services.**  
**We wish to use the following services:**

☐ Shipping & Customs ☐ Shipping Only ☐ Customs Only ☐ Post Event  
☐ Short Term Storage

### SHIPPER INFORMATION

**IF SHIPPING FROM ANOTHER SHOW PLEASE CONTACT US DIRECTLY**

Company/Exhibitor		Booth #	Shipping from a show YES <input type="checkbox"/> NO <input type="checkbox"/>		Booth #
Facility/Business Picking Up From		Contact Name	Show Name		
City	Address			Floor	
Country	Pr/St	Postal Code			
Phone	Fax	E-Mail			
<b>* Tailgate PICK UP required?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Loading Dock?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>PICK UP Details:</b> Other: (ie: Residential, Inside P/U) _____ Date: _____ Time: _____	

### DESTINATION INFORMATION AFTER SHOW

**IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION**

Company/Exhibitor		Shipping to a show YES <input type="checkbox"/> NO <input type="checkbox"/>		Booth #
Facility/Business Delivering To		Address / Floor		Show Name
City	Pr/St	Postal/Zip Code	Move-In Date	Move-In Times
Country	Contact	Show Contractor	Marshalling Yard YES <input type="checkbox"/> NO <input type="checkbox"/>	
Phone	Fax	I will be shipping to the Advanced Warehouse YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>* Tailgate DELIVERY required?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Loading Dock?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>DROP OFF Details:</b> Other: (ie: Residential, Inside Delivery) _____ Date: _____ Time: _____

### CUSTOMS INFORMATION

Customs Broker	Customs Broker contact	Customs Broker Phone	Customs paperwork attached <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ROUND TRIP	<input type="checkbox"/> REGULAR GROUND	<input type="checkbox"/> EXPEDITED GROUND

### SHIPMENT INFORMATION

Description of Packages and Contents	# of pieces	Dimensions (L) X (W) X (H)	Weight lbs

**DO YOU REQUIRE CARGO INSURANCE?** ☐ YES ☐ NO \_\_\_\_ (initial)

You must check one of these boxes above and initial. NOTE: if the request for cargo insurance is not indicated and initialed, your shipment will not be insured. If you have checked Yes, please continue to next page.

## LEVY LOGISTICS CARGO INSURANCE

Exhibiting Company Name		Booth #
Contact Name	Phone	Email

**How do you know your trade show materials will be protected?**

**Add cargo insurance to your shipment for peace of mind.**

If you are requesting Cargo Insurance, please complete the following application:

**For Shipment valued C\$1000.00 and over deductible amount is C\$500.00. For shipment valued under C\$1000.00 deductible amount is C\$250.00.**

Trip	Deductible	Coverage Limit (In CAD)	Rate *	Premium
<input type="checkbox"/> Inbound: One Way shipping into the event ** Maximum Standard Limit C\$50,000.00	C\$500.00/C\$250.00		.005	
<input type="checkbox"/> Outbound: One Way shipping out of the event ** Maximum Standard Limit C\$50,000.00	C\$500.00/C\$250.00		.005	
CLAIMS: Report all claims to CNA Continental Casualty Company Phone: 1-800-668-6100 Subject to the terms and conditions of Cargo Policy #819218		Premium Total (Minimum Premium C\$50)		
		Administration Fee		<b>C\$ 50.00</b>
		Total Payable		
** Maximum Limit is C\$50,000.00.				
Administrative Use	Cargo Policy Number 819218	Certificate Number:		

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***



## CANADA CUSTOMS BROKERAGE

As the official contractor for the **IDS Vancouver** we understand that planning a successful event begins long before you step onto the show floor. International shipping can be daunting but we are here to help. We will facilitate all your customs clearance needs.

Here are some of the best reasons why Levy Logistics will provide you with peace of mind when it comes to customs clearance.

- Assistance with shipping and customs documentation by our experienced logistics specialists
- Streamlined integration with our shipping service
- Knowledgeable staff providing 24 hour / 7 day support for your event
- On-site customer service during move-in and move-out

Call us today 604 277 1726 or email [logistics@levyshow.com](mailto:logistics@levyshow.com) and will get you started on the right track by helping you plan your international shipping stress free! We want your event to be a great success!

*\*\*for qualified shipments*



CANADA CUSTOMS INVOICE  
FACTURE DES DOUANES CANADIENNES

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1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada  yyyy/mm/dd	
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)	
		10. Currency of settlement - Devises du paiement	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
			15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - Brut	
		17. Invoice total Total de la facture	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada  (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada  (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada  (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat  (iii) Export packing Le coût de l'emballage d'exportation	
		25. Check (if applicable): Cochez (s'il y a lieu) :  (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur  (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



CANADA CUSTOMS INVOICE  
FACTURE DES DOUANES CANADIENNES

PROTECTED  
PROTÉGÉ

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1. Vendor (name and address) - Vendeur (nom et adresse) <b>ABC Company Ltd.</b> <b>123 Foster St.</b> <b>San Diego, CA</b> <b>USA 123409</b>		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada <b>2015/10/27</b>		
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur) <b>Show name</b>		
4. Consignee (name and address) - Destinataire (nom et adresse) <b>ABC Comp. (Your company name)</b> <b>Show Name</b> <b>c/o Levy Show</b> <b>Facility Address</b> <b>City, Province</b> <b>Postal Code</b>		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) <b>Same.</b>		
		6. Country of transshipment - Pays de transbordement <b>N/A</b>		
		7. Country of origin of goods Pays d'origine des marchandises <b>USA</b>	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada <b>Levy Show</b>		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) <b>Trade Show Goods Returning</b>		
		10. Currency of settlement - Devises du paiement <b>USD</b>		
11. Number of packages Nombre de colis <b>5</b>	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité) <b>Display Booth</b> <b>Advertising Brochures - give-aways</b> <b>Plastic key chains - give-aways</b> <b>Computer</b> <b>Monitor</b>	13. Quantity (state unit) Quantité (précisez l'unité) <b>1</b> <b>1000</b> <b>50</b> <b>2</b> <b>2</b>	14. Unit price Prix unitaire <b>5,000.00</b> <b>0.10</b> <b>0.50</b> <b>1,000.00</b> <b>500.00</b>	15. Total <b>5,000.00</b> <b>100.00</b> <b>25.00</b> <b>2,000.00</b> <b>1,000.00</b>
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>		16. Total weight - Poids total Net Gross - Brut <b>300</b>		17. Invoice total Total de la facture <b>8,125.00</b>
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) <b>ABC Company Ltd.</b> <b>123 Foster St.</b> <b>San Diego, CA</b> <b>USA 123409</b>		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/>		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada  (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada  (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada  (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat  (iii) Export packing Le coût de l'emballage d'exportation		25. Check (if applicable): Cochez (s'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur  (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

## TERMS AND CONDITIONS OF SERVICE

**(Please Read Carefully)**

All shipments to or from the Exhibitor will be handled by Levy Show Service Inc. "LEVY" and the RELEASEES on the following terms and conditions. No agent or employee of either party may alter or waive any of the following terms and conditions.

### CHOOSING ROUTES AND AGENTS

LEVY and the RELEASEES shall have complete freedom in choosing the means, route and procedure to be followed in the handling, transportation and delivery of the goods. Advice by LEVY and the RELEASEES to an Exhibitor that a particular person or firm has been selected to render services as to the materials shall not be construed to mean that LEVY or the RELEASEES warrants or represents that such person or firm will render such services.

### SERVICES RENDERED BY RELEASEES

LEVY is authorized to select RELEASEES as may be required to transport, store, deal with and deliver the goods, all of whom shall be considered agents of the Exhibitor. The goods may be entrusted to such parties subject to all conditions of this transportation document, and to all rules, regulations, requirements and conditions (including limitations of liability for loss, damage, expense or delay), whether printed, written or stamped, appearing in bills of lading, receipts or tariffs issued by such RELEASEES and others. LEVY undertakes only to use reasonable care in the selection of RELEASEES and others to whom it may entrust the goods for transportation, cartage, handling, delivery and/or storage or otherwise.

### INDEMNIFICATION FOR SERVICES RENDERED BY RELEASEES

The Exhibitor agrees to indemnify and hold harmless the RELEASEES against any claim or legal action taken against the RELEASEES, including but not limited to: fines, penalties, liquidated damages and/or other money due arising from a shipment of materials of the Exhibitor assessed by any carrier, country, governmental agency or other person against the shipment because of the failure, or alleged failure, of the Exhibitor to comply with any laws, rulings, requirements of any country or governmental agency including but not limited to, increased duty, liquidated damage, penalty, fine or expense, together with reasonable expenses, including attorneys fees in connection with defending the claim or action and obtaining reimbursement from the Exhibitor, resulting from any act, inaccuracy or omission or any failure to make timely presentation even if not due to any negligence or fault of the Exhibitor. The confiscation or detention of any Exhibitor's materials by any country or governmental authority shall not affect or diminish the liability of Exhibitor to LEVY and the RELEASEES to pay all charges or other money due promptly on demand.

### SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT

Exhibitor shall provide weight and measurements for its shipments to LEVY or the RELEASEES as the case may be. Shipments are subject to reweighing and remeasurement by LEVY or the RELEASEES at their discretion. If dimensional weights apply under tariff rules, dimensions shall be shown as follows, Length x Width x Depth = Cubic Inches (or applicable unit measurement.) If the weight or measurements of the Exhibitor's materials as delivered are different from Exhibitors representations, or if pick-up or delivery time or location is changed by Exhibitor, LEVY and its RELEASEES reserve the right to refuse pick up or delivery or vary rates, charges and fees of shipment.

### EXHIBITOR'S DUTY TO FURNISH AND WARRANT THE ACCURACY OF CUSTOMS INFORMATION

On an import or an export, at a reasonable time prior to the shipment or arrival of any Exhibitor materials to Customs, the Exhibitor shall furnish to LEVY in the proper language, form, and number, all invoices and documentation that may be useful and/or required by the laws and regulations of the countries of destination and entry. The Exhibitor shall be bound by and warrant the accuracy of all invoices, documents and information furnished to LEVY by the Exhibitor or its agents for export, import or other purposes. It is the Exhibitor's responsibility to know and comply with all classification, valuation, marketing and other Customs requirements, laws, regulations and rulings, enforced by any country or governmental agencies having jurisdiction over a shipment. Where a bond is required by a country or governmental agency to be given for the production of any document or the performance of any act, the Exhibitor shall be deemed bound by the terms of the bond notwithstanding the fact that the bond has been executed by LEVY and/or the RELEASEES as principal, it being understood that LEVY and the RELEASEES entered into such undertaking at the request and on behalf of the Exhibitor, and the Exhibitor shall indemnify and hold LEVY and the RELEASEES harmless for the consequences of any breach of the terms of the bond.

### SERVICES RENDERED BY LEVY

When LEVY carries, stores or otherwise physically handles the Exhibitor's materials, including in the performance of any local pick up or delivery service, and loss, damage, destruction, disappearance, and/or theft occurs during such activity, LEVY assumes no liability, unless at the time of the loss, damage, destruction, disappearance and/or theft of the Exhibitor's materials, LEVY had actual custody or control of the Exhibitor's materials and the damages alleged to have been suffered are proven to be caused by the gross negligence or wilful misconduct of LEVY, its officers or employees, in which event the limitation of liability set forth in paragraph 7 shall apply. It is specifically declared that LEVY shall not be responsible for loss damage, destruction, disappearance, and/or theft of the Exhibitor's materials after the materials have been delivered to the Exhibitor's booth, nor shall LEVY be responsible for loss, damage, destruction disappearance and/or theft before the materials are picked up from the Exhibitor's booth for reloading after the show. The condition, count and content of the materials found at the time of local pick up or delivery or in the booth at the time of the actual removal as determined by LEVY or the RELEASEES shall be final and binding and the right is reserved by LEVY and the RELEASEES to alter the Exhibitor's transportation documents to reflect the actual condition, count and contents of the Exhibitor's materials.

### LIMITATION OF LIABILITY FOR SERVICES RENDERED BY LEVY

LEVY and the RELEASEES do not know of the quality, condition, contents and value of the goods stored except as declared and described on the face of this transportation document by the Exhibitor. LEVY does **NOT** insure goods described on this transportation document. Without limiting the generality of the foregoing it is specifically declared that: all goods are handled at the Exhibitor's risk of loss, damage or delay in delivery caused by or through the inaccuracies, obligations or absence of marks numbers, address or description, act of God, acts of terrorism, irresistible force, enemies of the Queen, civil or military authorities, insurrection, riot, strikes, picketing or any other labour trouble, water, stream, fire, frost, vermin, heating or corruption, deterioration, drainage, dampness, rust, decay, collapse of the building, inevitable accident, depreciation or perishing by elapse of time, changes in temperature, contact with odours from other goods, inherent defects, lack of any special care or precaution, injury to articles insufficiently protected or arising from the nature of the goods, loss in weight, insufficient cooperation, boxing, crating or packing ordinary wear and tear in handling, leakage, concealed damage or any cause beyond the control of LEVY or failure to detect any of the foregoing. All storage, handling fees and other applicable charges and costs must be paid by the Exhibitor on goods stored and lost or damaged as a result of the above causes. In connection with all shipments, the Exhibitor agrees that the legal liability of LEVY, shall be strictly limited to the lessor of **\$50.00 CDN per item lost, stolen, damaged or destroyed** or **\$500.00 CDN per shipment** whichever is less, unless the Exhibitor specifically requests a higher limit in writing and declares an excess in value, in which case LEVY may at its option, accept liability and assess an additional charge to costs of storage, handling charge or other applicable rate. LEVY shall not, in any event or under any circumstances, be liable for any claim of any type whatsoever with respect to the Exhibitor's materials unless the claim is presented in writing within a reasonable time, not exceeding **30 days** after the Exhibitor learns of, or, in the exercise of reasonable care, should have learned of the loss, damage or destruction of the Exhibitor's materials. It is specifically declared and the Exhibitor agrees that LEVY shall not

## TERMS AND CONDITIONS OF SERVICE Con'td

be liable to any extent whatsoever for any actual, potential or assumed loss of business, loss of profit, loss of revenues or for any collateral costs which may result from any loss, damage, destruction, disappearance, theft and or delay in delivery to an Exhibitor's materials which may make it impossible or impractical to exhibit.

### GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY

LEVY shall have a general lien on any and all property, materials, and documents relating thereto, of the Exhibitor, in its possession, custody or control or en route, for all claims, for charges, expenses or advances incurred by LEVY in connection with any shipment of the Exhibitor and if such claim remains unsatisfied for thirty days (30) after demand for its payment is made, LEVY may sell at public auction or private sale, upon ten days written notice, sent by certified or registered mail with return receipt requested from Exhibitor, all the goods, wares and/or merchandise, or so much thereof as may be necessary to satisfy such lien, and apply the net proceeds of such sale to the payment of the amount due to LEVY. Any surplus from such sale shall be transmitted to the Exhibitor, and the Exhibitor shall be liable for any deficiency in that sale.

### CONSTRUCTION OF TERMS AND VENUE

This agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the law of the Province of British Columbia and no other jurisdiction. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

### WARSAW CONVENTION

International air carriage is subject to the rules relating to liability established by the Convention for the Unification of Certain Rules relating to International carriage by Air signed at Warsaw October 12, 1929.

### LANGUAGE

The parties confirm their express desire that this Agreement be drafted in the English language. Les parties par les présentes confirment leur volonté expresse que la présente convention soit rédigée en langue anglaise.

## Cargo Insurance Coverage Information – Subject to the terms and conditions of Cargo Policy #819218

### Transportation Floater Form – All Risks

**Subject to:** Replacement Cost, 100% Co-insurance, Locked Vehicle Warranty, Canadian Funds; Used or Damaged Goods subject to: Domestic Transportation Floater – "Named Perils" and settlement is subject to Actual Cash Value

**Geographical Limits:** Ports and/or places in Canada, USA, Europe and Asia. Excluding: Afghanistan, Angola, Cuba, Ethiopia, former Yugoslavia, former Soviet Union, Iran, Iraq, Lebanon, Nicaragua, Nigeria, Somalia, Uganda and any other country where their local legislation decrees insurance must be effected locally, unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**Excluding:** Jewellery, precious metals, bank notes, securities, works of art, valuable papers, dangerous goods, antiques, glass, fresh and frozen foods, tobacco, tobacco products, alcohol or alcoholic beverages, confectionery, asbestos tiles, furs, live animals, bulk commodities, perishable goods, microprocessor chips, cellular phones, computer parts and other similar items unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**IMPORTANT NOTICE:** As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning various risk characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. It is agreed that the information contained herein shall be the basis of the contract. The above information is intended to be descriptive only all terms and conditions are subject to the actual policy wording (available on request).

**CLAIMS AGAINST CARRIERS:** It is strongly recommended that, when you receive cargo from the carrier in a damaged condition, NOTICE OF CLAIM be filed with the carrier in writing at the time of accepting the goods, or if the damage is not apparent, then within three days. This notice of claim may be (a) in the form of endorsement on the delivery receipts or (b) by letter. The notice in writing need not be given if joint survey is held AT TIME OF DELIVERY (i/e/ surveyor for carrier and consignee being present.) When the actual loss or damage is later determined from an examination of the Filing claims against the carrier:

- 1) DOES NOT affect the claim on your policy;
- 2) WILL protect any rights you have under the Bill of Lading
- 3) CAN reduce your premium, since good recoveries make for better claims experience

## CARPET & PADDING RENTAL ORDER FORM & INVOICE

### COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	235.00	310.00	
10 ft. X 20 ft.	470.00	620.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	2.35	3.10	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	2.89	3.82	
<input type="checkbox"/> Black <input type="checkbox"/> Grey			

**A surcharge may be applied for damages incurred after installation.**

**\*\*Coloured carpet available with show management permission\*\***

### CARPET & PADDING PACKAGES

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft. + Pad	365.00	481.00	
10 ft. X 20 ft. + Pad	730.00	880.00	
20 ft. X 20 ft. + Pad	1,460.00	1,924.00	
<input type="checkbox"/> Black <input type="checkbox"/> Grey			

### PADDING & POLY OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	1.30	1.71	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	0.58	0.80	

### SPECIAL INSTRUCTIONS

**\*\*PRICES INCLUDE INSTALLATION  
& REMOVAL\*\***

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
P.S.T. 7%	
G.S.T. 5%	
<b>TOTAL GST#R103315057</b>	

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **September 1, 2022**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled 3 weeks prior to install. If full service has been provided then 100% of original fee will be applied.  
 CARPET-PADDING-DRAPE 2022 10 x 10.cdr

# Furniture



Round Pedestal Table  
30"D x 27"H / 30"D x 40"H  
*White / Black*



Glass Pedestal Table  
30"D x 40"H  
*(Glass / Stainless steel)*



Padded Highback Stool  
*Grey*













Padded Bar Stool  
*Black*



Main Bar Stool  
*White*

## TABLE, CHAIR & FURNITURE RENTAL ORDER FORM & INVOICE (refer to colour slick)

ROUND PEDESTAL TABLES					
Description	Qty.	Discount Rate	Standard Rate	Total	
 17" H x 30"D Coffee Table	White	88.00	118.00		
	Black	105.00	135.00		
 27" H x 30"D Round Ped Table	White	96.00	126.00		
	Black	112.00	146.00		
 40" H x 30"D Round Ped Table	White	105.00	135.00		
	Black	121.00	159.00		
 GIRARI GLASS COCKTAIL TABLE 40" H x 30"D Bar Height		164.00	214.00		
ROUND STRETCH SPANDEX COVER					
30"H <input type="checkbox"/> Black		33.00	43.00		
40"H <input type="checkbox"/> Black <input type="checkbox"/> White		33.00	43.00		

CHAIRS				
 FABRIC ARMCHAIR - GREY		82.00	109.00	
 FOLDING CHAIR		36.00	46.00	
 FABRIC SLED BASE CHAIR - GREY		62.00	79.00	
 PADDED BAR STOOL - BLACK		78.00	103.00	
 PADDED HIGH BACK STOOL		107.00	140.00	
 MAIN BARSTOOL		80.25	104.25	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL		

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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FURNITURE(new) 2017.cdr

## Accessories



Aluminum Folding Literature Rack



Wire Literature Rack/ Black



Chrome Bag Holder



Coat Tree



Waste Basket



Mini Fridge/ colours vary



Aluminum Easel



Chrome Sign Holder



Counter / White or Black




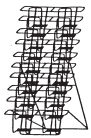





Jewelry Case / White



Show Case / White

## ACCESSORIES RENTAL ORDER FORM & INVOICE

### ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM FOLDING LITERATURE RACK</b> (with clear plexi dividers) - double wide rack available please ask for rate		110.00	145.00	
 <b>WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material		128.00	164.00	
 <input type="checkbox"/> COAT TREE  <input type="checkbox"/> CHROME BAG HOLDER		73.00	93.00	
 <b>WASTE BASKET</b>		28.00	34.00	
 <b>MINI FRIDGE</b>		205.00	268.00	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		81.00	106.00	
 <b>RETRACTABLE STANCHION</b> (max belt length 6ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red		58.00 (each)	79.00 (each)	
<b>CHROME STANCHION</b>		49.00	70.00	
<b>VELOUR STANCHION ROPE - RED</b> (max length 7.5 ft)		49.00	70.00	
<b>LARGE GLASS BOWL</b>		72.00	90.00	



### EXHIBITOR INFORMATION

COMPANY

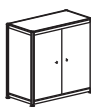


CONTACT

BOOTH#

### DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>CHROME SIGN HOLDER</b> 22" x 28"		86.00	115.00	
 <b>TALL CABINET SHOW CASE</b> 3 shelves with lockable door 14" X 39" X 78" <input type="checkbox"/> Lights \$83.00		602.00	788.00	

### COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		White 273.00 Black 372.00	White 358.28 Black 488.00	
 <b>JEWELRY CASE</b> One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		354.00	464.00	
 <b>SHOW CASE</b> Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		369.00	481.00	

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL		

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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ACCESSORIES.cdr

## GRAPHICS & SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	22" x 28"	99.00	129.00	
	28" x 44"	182.60	237.50	
	7' x 3' x 0.5" gatorboard sign w/ plexi feet	678.70	882.00	

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	16.50	21.50	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

### DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LSS specifications.
- Graphics should be sent in vector format as .eps files.  
Also acceptable: Adobe Illustrator (.ai)
- Photographic & Pixel based complex graphics (Bitmap Files) must be **MINIMUM** 75 dpi at actual output size.  
Acceptable formats include: .tif, .bmp, & .jpg, (flattened images)
- All text **MUST** be outlined / converted to curves (if vector files) and embedded fonts (if bitmap files)
- No bleed or crop marks on files (create files to exact dimensions)
- Art work is to be received as print ready.
- Editing & Design time is charged at a rate of \$95.00 per hour (1 hour minimum).
- Digital files must be received at least two (2) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	30.80	40.00	
	**Second side printing**	Quoted on Request		



### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### GRAPHIC ACCESSORIES

Quantity	Description	Discount Rate	Standard Rate	Total
	 Aluminum easel Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	81.00	106.00	
	 Chrome sign holder 22" x 28"	86.00	115.00	
	Fabric system hardware	Quoted on Request		

### ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, digital signs, special graphics or any other items please contact our Exhibitor Services Department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

### COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
100% CANCELLATION FEE (OFFICE USE ONLY)	
DIGITAL SET UP FEE	\$50.00
RUSH DELIVERY (IF NECESSARY)	
SUBTOTAL	
P.S.T. 7%	
G.S.T. 5%	
<b>TOTAL</b> GST#R103315057	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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**A 100% CANCELLATION FEE** will be applied to all orders received and then cancelled.

GRAPHICS - SIGN 2022.cdr

## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers (seasonal)	62.45	81.20	
	Boston fern	80.60	104.80	
	Orchid in ceramic pot	116.00	150.80	

### LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	112.20	145.90	
	4' - 5' tall floor plant	148.50	193.05	

### COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	162.25	210.95	
	Large floral arrangement (seasonal)	209.85	272.80	
	Custom floral arrangement	Quoted on Request		

Please indicate colour preference here, if any (subject to availability): \_\_\_\_\_

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL	GST#R103315057	

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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FLOWER 2022.cdr

# IN-BOOTH FORKLIFT ORDER FORM & INVOICE

## TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Show Service Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible.

Levy Show Service Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event.

Evidence of the insurance described above shall be forwarded to Levy Show Service Inc.

**THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

## RATES (All rates include forklift and driver)

DESCRIPTION	DISCOUNT RATE	STANDARD RATE
<b>REGULAR TIME</b> 8:00 AM - 4:00 PM Monday to Friday	223.30 per hour	290.30 per hour
<b>OVER TIME</b> 4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	276.65 per hour	360.00 per hour
<b>DOUBLE TIME</b> All other hours including Sundays and Statutory Holidays	338.80 per hour	440.40 per hour

## ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	Standard Rate	TOTAL
<b>REGULAR TIME</b> _____ Forklifts _____ Hours	223.30 per hour	290.30 per hour	\$ _____ Total
<b>OVER TIME</b> _____ Forklifts _____ Hours	276.65 per hour	360.00 per hour	\$ _____ Total
<b>DOUBLE TIME</b> _____ Forklifts _____ Hours	338.80 per hour	440.40 per hour	\$ _____ Total

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

Date Required \_\_\_\_\_

Start Time \_\_\_\_\_

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b> _____ Forklifts _____ Hours	223.30 per hour	290.30 per hour	\$ _____ Total
<b>OVER TIME</b> _____ Forklifts _____ Hours	276.65 per hour	360.00 per hour	\$ _____ Total
<b>DOUBLE TIME</b> _____ Forklifts _____ Hours	338.80 per hour	440.40 per hour	\$ _____ Total

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

Date Required \_\_\_\_\_

Start Time \_\_\_\_\_

## SPECIAL INSTRUCTIONS

**DISCLAIMER:** In Booth Forklift does not cover any Material Handling services; please refer to the Material Handling Order Form and Invoice.

## EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b> GST#R103315057		

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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FORKLIFT 2022.cdr

## LABOUR ORDER FORM & INVOICE

### LEVY SHOW SERVICE INC. SUPERVISED LABOR

☐ MOVE IN ☐ MOVE OUT

LEVY SHOW SERVICE INC. WILL SUPERVISE labour to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **25% (\$35.00 minimum) Surcharge** will be added to the labour rates below for this professional supervision.

### EXHIBITOR SUPERVISED LABOR

☐ MOVE IN ☐ MOVE OUT

EXHIBITOR WILL SUPERVISE the labourers provided by Levy Show Service Inc. for the installation and/or dismantle of the exhibit.

Supervisor's Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Labour will be tentatively scheduled as per your indicated start time below. Please note that you will need to check in with our Levy Customer Service Desk on-site to advise that you are ready for your labourer(s) to begin.

### LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	112.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	151.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	194.00 per Hour

### ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	112.00 per Hour	\$_____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	151.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	194.00 per Hour	\$_____ Total	

**\*\*A 25% (\$35.00 min.) surcharge will be added to labor rates for Levy Supervision\*\***

### ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	112.00 per Hour	\$_____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	151.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	194.00 per Hour	\$_____ Total	

**\*\*A 25% (\$35.00 min.) surcharge will be added to labor rates for Levy Supervision\*\***

### INBOUND FREIGHT INFORMATION

Carrier	Date Shipped
Number of Pieces	Weight
Pro Number	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display

### QUANTITY OF LADDERS REQUIRED (Optional)

# \_\_\_\_\_ (indicate number)

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### SPECIAL SET UP INSTRUCTIONS

Please include set up plans, photos and install instructions for booth labour ordered.

Are set up plans attached? ☐ Yes ☐ No

If no, please provide an email address for Levy to contact you regarding booth set up and special requirements:

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL GST #R103315057		

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

### TERMS & CONDITIONS

Gratuities in any form, including cash, gifts or labour hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

### CANCELLATION FEE

A one (1) hour "per person, per hour" charge will be applied for all cancelled labour orders.

# PAYMENT & LABOUR

The terms and conditions set forth below become part of the contractual agreement between Levy Show Service Inc and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOUR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY SHOW SERVICE INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH LEVY SHOW SERVICE INC.**

## DEFINITIONS

"Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in CDN. or U.S. Funds and all cheques must be drawn on a Canadian or U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LSS except where specifically identified as a sale. All LSS rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation 100% of original fee will be applied. It is the EXHIBITOR'S responsibility to advise LSS Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LSS requires a British Columbia or Federal tax exemption number. For EXHIBITORS, LSS requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in CANADA, upon receipt of invoice. In the event of any dispute between EXHIBITOR and LSS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to LSS relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LSS shall be considered a separate transaction, and shall be resolved on its own merits. LSS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LSS may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOUR PROVIDED UNDER THE SUPERVISION OF LSS

### RESPONSIBILITIES

LSS shall be responsible for the performance of labour provided under this option. LSS cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LSS's direct supervision and control. In no event shall LSS be liable for loss or damage caused by delay in labour beginning work when EXHIBITOR requests labour to begin later than the start of the working day. LSS shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LSS's reasonable control.

### INDEMNIFICATION

LSS agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LSS employees, or property damage arising out of work performed by labour provided by and supervised by LSS, except when EXHIBITOR exercises direction and/or control over the work being performed.

## LABOUR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labour provided under this section. It is responsibility of EXHIBITOR to supervise labour secured through LSS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LSS Safe Work Rules and/or Federal, Province and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of the EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LSS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LSS employees, and/or property damage arising out of work performed by labor provided by LSS but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LSS includes any and all violations of Federal, Province or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by LSS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LSS's MATERIAL HANDLING TERMS AND CONDITIONS FORM AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LSS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LSS.**

# TERMS & CONDITIONS



## ACCESSIBLE STORAGE INFORMATION

Accessible storage will be available to you at this show. You must sign up for the service at the Levy Show Service Inc. desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

This is not an order form. **This service must be ordered on site.**  
Accessible Storage is **NOT** Secured Storage.

**NOTE:** Accessible Storage items are not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

### **STORAGE RATES:**

*(RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF FOR THE DURATION OF THE SHOW)*

0 to 25	square feet	\$213.00
26 to 50	square feet	\$271.00
51 to 100	square feet	\$330.00
101 to 150	square feet	\$387.00
151 to 200	square feet	\$445.00

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***