



PACIFIC DENTAL CONFERENCE

QUICK FACTS

**SERVICE
CONTRACTOR
CONTACT:**

LEVY SHOW SERVICE INC.
210 – 12011 Riverside Way
Richmond, BC V6W 1K6
Tel: 604 277 1726 Fax: 604 277 1736
Email: operations@levyshow.com

LOCATION:

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

EXHIBITOR MOVE-IN:

**SEE TARGET MOVE-IN FLOORPLAN FOR THE TIME
AND DATE SPECIFIC TO YOUR BOOTH SPACE**

Note: The VCC Voyage Control scheduling program will be utilized for the move-in and move-out of Pacific Dental Conference. You must schedule a time slot to offload/load your vehicle. Further details and instructions on the Voyage Control program will be provided at a later date.

EXHIBITION DATES:

Thursday, March 7, 2024	8:30 am – 5:30 pm
Friday, March 8, 2024	8:30 am – 5:30 pm

EXHIBITOR MOVE-OUT:

Friday, March 8, 2024	5:30 pm – 11:00 pm
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BOOTH EQUIPMENT:

Each booth space includes the following:

- 8' high drapery backwall – blue
- 3' high drapery sidewall – blue

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s) and submit with completed credit card authorization form and full payment.

AISLE CARPET:

The aisles will be carpeted.

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **February 15, 2024**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit
<https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=8676>

- you will be prompted to either register as a new exhibitor OR sign in as a returning exhibitor
- if you do not know your booth number please enter "0" (zero)
- online ordering available until **February 28, 2024**.



PACIFIC DENTAL CONFERENCE

QUICK FACTS

- MATERIAL HANDLING:** To expedite the move-in process we highly recommend sending all materials to the Levy Advance Warehouse.
- **If a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials***
- ADVANCE (GROUND)** All **ADVANCE GROUND** shipments should arrive between January 29, 2024 – February 26, 2024 and should be consigned as follows:
- PACIFIC DENTAL CONFERENCE
Booth # & Company name
Aerostream c/o - Levy Show Service Inc.
1160 – 4871 Miller Road
Richmond, BC V7B 1K6
Canada
- ADVANCE (AIR)** All **ADVANCE AIR** shipments should arrive between January 29, 2024 – February 26, 2024 and should be consigned as follows:
- PACIFIC DENTAL CONFERENCE
Booth # & Company name
c/o Cross Connect / Aero Pacific Express
Unit 102 - 4831 Miller Road
Richmond, BC V7B 1K7
Canada
- DIRECT SHIPMENTS** All **DIRECT** shipments should NOT arrive before your TARGETED MOVE-IN time and should be consigned as follows:
- PACIFIC DENTAL CONFERENCE
Booth # & Company name
Vancouver Convention Centre – West Building
c/o Levy Show Service, Inc.
Via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3
Canada
- FREIGHT ELEVATOR:** Elevator dimensions are 9'8" wide 22' deep 8' high with a 20,000 lbs capacity. Please note these specifications prior to sending shipments. Please call our Exhibitor Services department with any concerns.
- RESCUED FREIGHT:** All freight left on the show floor after 11:00 pm on Friday, March 8, 2024 will be rescued by the official carrier.

We wish you a successful show! If we can be of assistance, please contact the Levy Show Service Exhibitor Services Department at 604 277 1726 or email operations@levyshow.com.

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER				All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling / Exhibit Transportation Terms & Conditions.
ADDRESS		street	city	state/province	zip/postal code	country		
PHONE	FAX	P/O Number		E-MAIL				
AUTHORIZED CONTACT SIGNATURE X				AUTHORIZED CONTACT - PLEASE PRINT		DATE		

PAYMENT INFORMATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> CHEQUE		EXPIRY DATE		CCVC	
ACCOUNT NUMBER									
CARDHOLDER'S BILLING ADDRESS									
		city		state/province		zip/postal code		country	
CARDHOLDER'S SIGNATURE X					CARDHOLDER'S NAME - PLEASE PRINT				

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank cheque, however, we *require your credit card authorization to be on file with LSS*. For your convenience, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labour charges.

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Material Handling Order Form.....	\$	
Carpet, Padding & Drape Rental Order Form.....	\$	
Deluxe Custom Carpet Rental Order Form.....	\$	
Table and Seating Rental Order Form.....	\$	
Accessories Rental Order Form.....	\$	
Prestige Furniture Rental Order Form.....	\$	
Hardwall System Rental Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Rental Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Labour Order Form.....	\$	

FULL PAYMENT IN CANADIAN FUNDS

\$

To simplify payment, send one cheque payable to Levy Show Service Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Cheque no. Dated in the amount of \$



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

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

ADVANCE SHIPMENT: Any shipment received at the advance warehouse between **January 29, 2024** and **February 26, 2024**.

SHOW SITE SHIPMENT: Any shipment shipped and received at the **Vancouver Convention Centre - West** during the scheduled move-in hours.

SMALL PACKAGE SHIPMENT: Single piece shipment under 30 lbs.

NORMAL WAREHOUSE HOURS FOR RECEIVING FREIGHT: 9:00 AM To 3:00 PM Monday through Friday, Holidays excluded.

OFF TARGET: Shipments received at the advance warehouse outside normal warehouse hours of 9:00 AM to 3:00 PM Monday through Friday and prior to **January 29, 2024** or after **February 26, 2024** will incur a \$54.00 per hundred pounds surcharge.

DEDICATED DELIVERY FROM ADVANCE WAREHOUSE: Any freight received at the Advance Warehouse after **March 1, 2024**

could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

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 (per 100 lbs)	Minimum (200 lbs)
Advance Receiving		
Advance Shipment.....	\$ 115.00	\$ 230.00
Small Package Shipment (single piece shipment under 30 lbs.).....	89.00	89.00
Off Target (In Addition to Base Rate).....	54.00	108.00
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	650.00 (flat fee)	
Show Site Receiving		
Show Site Shipment.....	\$ 90.00	\$ 180.00
Small Package Shipment (single piece shipment under 30 lbs.).....	64.00	128.00

PLEASE NOTE: Total weight is in lbs. with a minimum chargeable weight 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
Forklift Required <input type="checkbox"/> YES <input type="checkbox"/> NO	300 LBS	÷ 100 = 3	\$115.00	\$345.00
# of Crates: Skids: Boxes: Pallets:				
Carrier:				
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
G.S.T. 5%				
TOTAL GST#R103315057				

IN-BOOTH FORKLIFT: 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.

DISCLAIMER: In the event that a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials.

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****

ADVANCE RECEIVING INFORMATION & 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.

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

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:

PACIFIC DENTAL CONFERENCE - COMPANY NAME & BOOTH #

Aerostream c/o Levy Show Service Inc.
1160 – 4871 Miller Road
Richmond, BC V7B 1K6

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 **January 29, 2024** and no later than **February 26, 2024**. For shipments received before or after these dates a \$54.00 per hundred weight surcharge with \$108.00 minimum will be applied.

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

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER MARCH 1, 2024 WILL INCUR A CHARGE OF \$650.00 IN ADDITION TO LATE TO WAREHOUSE FEES IF A DEDICATED TRUCK IS REQUIRED TO RETRIEVE YOUR SHIPMENT.

PLEASE NOTE: *Canada Post or USPS shipments that require post office pick-up will incur additional charges.*

*****Shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted at the advance warehouse*****

PLEASE SEE NEXT PAGE FOR SHOW SITE SHIPPING INSTRUCTIONS...

SHOW SITE RECEIVING INFORMATION & 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:

PACIFIC DENTAL CONFERENCE - COMPANY NAME & BOOTH #
Vancouver Convention Centre - West
Via Waterfront Road Truck Route
c/o Levy Show Service, Inc.
1055 Canada Place
Vancouver, BC V6C 0C3

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE VENUE PRIOR TO YOUR DESIGNATED MOVE-IN TIME AS PER THE TARGETED MOVE-IN PLAN.

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

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 # _____

Aerostream
c/o Levy Show Service Inc.
1160 – 4871 Miller Road
Richmond, BC V7B 1K6

EVENT NAME:

**PACIFIC DENTAL
CONFERENCE**

NO. _____ # of _____ PCS.

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Aerostream
c/o Levy Show Service Inc.
1160 – 4871 Miller Road
Richmond, BC V7B 1K6

EVENT NAME:

**PACIFIC DENTAL
CONFERENCE**

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:

**PACIFIC DENTAL
CONFERENCE**

EVENT NAME:

**PACIFIC DENTAL
CONFERENCE**

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.

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. Levy is not liable for any lost or stolen goods placed in accessible 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	\$162.75
26 to 50	square feet	\$215.25
51 to 100	square feet	\$267.75
101 to 150	square feet	\$320.25
151 to 200	square feet	\$372.75

ACCESS RATES:

There is a ½ hour labour charge (minimum) each time items are placed into or removed from accessible storage. This charge will be applied at the corresponding rate for the time it is accessed.

LABOUR RATES:

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	\$118.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday, 8:00 am - 4:00 PM Saturday	\$159.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	\$204.00 per Hour

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

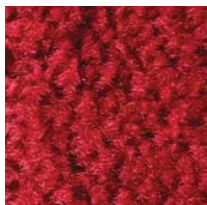
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

CARPET and DRAPE

STANDARD Carpet Colour Options



Blue



Red



Hunter
Green



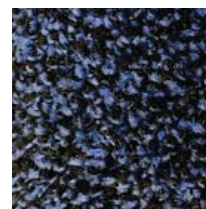
Grey



Black

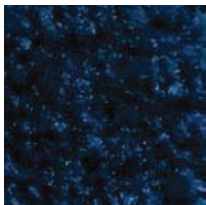


Tuxedo



Bluejay

DELUXE CUSTOM 28oz. Carpet Colour Options



Navy



Black



Charcoal

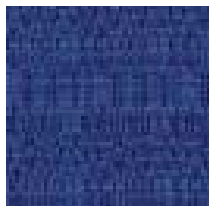


Silver Cloud



White

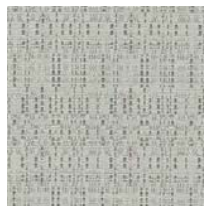
DRAPE Colour Options



Blue



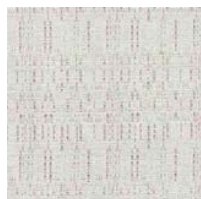
Red



Silver



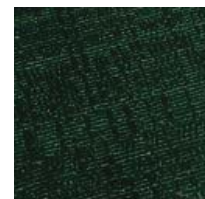
Burgundy



White



Black



Green

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 604 277 1726

operations@levyshow.com

www.levyshow.com

CARPET, PADDING & DRAPE RENTAL ORDER FORM & INVOICE

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	210.00	276.25	
10 ft. X 20 ft.	420.00	553.25	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.10	2.76	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.60	3.45	

☐ Blue ☐ Red ☐ Hunter Green ☐ Grey ☐ Black ☐ Tuxedo
☐ Bluejay

A surcharge may be applied for damages incurred after installation.

PADDING & POLY OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.20	1.55	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	0.55	0.72	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

CARPET & PADDING PACKAGES

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft. + Pad	328.75	427.25	
10 ft. X 20 ft. + Pad	657.25	854.75	
20 ft. X 20 ft. + Pad	1,272.50	1,654.25	

☐ Blue ☐ Red ☐ Hunter Green ☐ Grey ☐ Black ☐ Tuxedo
☐ Bluejay

DRAPE

_____ lin. ft. of 3' high drape	\$7.25/ft	\$10.00/ft	
_____ lin. ft. of 8' high drape	\$10.00/ft	\$13.50/ft	

☐ Blue ☐ Red ☐ Burgundy ☐ Silver ☐ White ☐ Black
☐ Hunter Green

PLEASE NOTE: THE DRAPE PROVIDED WITH YOUR BOOTH SPACE CANNOT BE CHANGED WITHOUT SHOW MANAGEMENT APPROVAL.

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

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

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

STANDARD RATE will be applied to all orders not received and paid in full by **February 15, 2024**. 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 2023 10 x 10.cdr

DELUXE CUSTOM CARPET ORDER FORM

28 oz. Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

 A ☐ Navy

 D ☐ Black

 B ☐ Charcoal

 E ☐ White

 C ☐ Grey

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **January 8, 2024** to guarantee availability.

Booth Size _____ ft. x _____ ft. = _____ sq. Ft. at \$8.70 per sq. ft. =\$_____

			DISCOUNT PRICE	STANDARD PRICE
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$1.20 per sq. ft.	\$1.55 per sq. ft. =\$_____	

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed. Additional charges may apply if electrical plan and booth plan are not provided.

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

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

DEADLINE DATE

Orders not received and paid for in full by **January 8, 2024** will not be processed. 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.

DELUXE CARPET 2023.cdr

TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height



4' x 2' skirted table



6' x 2' skirted table

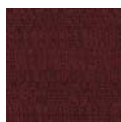
Skirt Colour Options



Blue



Red



Burgundy



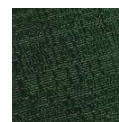
Silver



White



Black



Hunter
Green

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 17" / 30" / 40" high
- White or Black finished tops



Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Folding Chair



Fabric Steno Chair



Padded Bar Stool



Fabric Highback Stool

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?


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www.levyshow.com




TABLE AND SEATING RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		80.25	105.00	
6' x 2' Skirted		90.75	118.75	
Fourth side of table skirted		35.75	46.25	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		59.75	78.25	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

 TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		122.75	161.75	
6' x 2' Skirted		136.00	177.50	
Fourth side of table skirted		42.00	54.50	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		74.00	96.50	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 17" H x 30"D Coffee Table				
White		76.00	99.75	
Black		87.75	114.50	
 27" H x 30"D Round Ped Table				
White		82.50	108.25	
Black		94.50	122.75	
 40" H x 30"D Round Ped Table				
White		87.75	114.50	
Black		103.00	135.00	
ROUND STRETCH SPANDEX COVER 30"H <input type="checkbox"/> Black		34.75	45.25	
40"H <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Yellow		34.75	45.25	







EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		51.50	67.25	
 FABRIC ARMCHAIR - GREY		69.25	90.75	
 FOLDING CHAIR		30.00	40.00	
 FABRIC STENO CHAIR		80.25	105.00	
 PADDED BAR STOOL - BLACK		66.25	86.75	
 PADDED HIGH BACK STOOL		75.00	98.75	

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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 TABLE-CHAIR 2023.cdr

ACCESSORIES RENTAL ORDER FORM & INVOICE




ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		141.25	184.75	
 <input type="checkbox"/> COAT TREE <input type="checkbox"/> CHROME BAG HOLDER		61.00	80.25	
 GARMENT ROLLING RACK		90.25	176.50	
 WASTE BASKET		21.50	27.75	
 RETRACTABLE STANCHION (max belt length 6ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red		50.50 (each)	66.25 (each)	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		68.75	89.75	
 40''H CHARGING STATION (based on available inventory) **custom graphics available at an additional cost**		919.75	1,196.00	
MINI FRIDGE		238.80	310.40	
LARGE GLASS BOWL		52.50	68.25	

DISPLAY EQUIPMENT

Description	Qty.	Discount Rate	Standard Rate	Total
 CHROME SIGN HOLDER 22" x 28"		74.00	96.50	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		185.75	243.50	
 TALL CABINET SHOW CASE 3 shelves with lockable door 12" X 39" X 77" <input type="checkbox"/> Lights \$82.00		508.25	664.75	

COUNTER OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$25.00 each) <input type="checkbox"/> Graphic panel upgrade (\$295.00)		White 231.00	White 302.50	
		Black 314.00	Black 411.50	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$25.00 each) <input type="checkbox"/> Lights (\$25.00 each)		299.25	392.25	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$25.00 each) <input type="checkbox"/> Lights (\$25.00 each)		311.25	407.50	

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	

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ACCESSORIES 2023.cdr

Cardero Cube Ottoman

Vinyl cube ottoman
19.7L x 19.7W x 17.0H



Cardero Rectangle Ottoman

Vinyl rectangle ottoman
39.4L x 19.7W x 17.0H



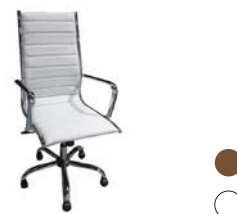
Cube Ottoman

Vinyl tufted cube ottoman
17.5L x 17.5W x 17.0H



Clark Office Chair

Vinyl office chair with chrome base.
Adjustable height with wheels.
19.5L x 23.0W x 44.0H



Madrid Bench

Bench ottoman with chrome and plastic base and tufted faux leather cushions
76.0L x 32.0W x 18.5H



Madrid Chair

Lounge chair with chrome and plastic base and tufted faux leather cushions
33.0L x 30.5W x 29.0H



Globus Chair

Swivel pod chair with chrome base in white high bicast leather
30.0L x 28.0W x 29.0H



Colburn Barstool

Barstool with adjustable base in chrome and padded vinyl seat and back
15.0L x 17.0W x 0.0H



Main Barstool

Barstool with formed plastic seat and chrome or black base
21L x 20.5W x 44.5H



Elliot Tub Chair White

Molded PP chair in white with wood dowel legs
19.50L x 19.50W x 33.50H



Carrall Chair

Highback lounge chair with aluminum alloy swivel X-base in wool
36.0L x 36.0W x 42.0H



Avenue 6' Bar

Bar with stainless steel frame and plexiglass front, sides and top. Mid storage shelf is included. Branding opportunity
72.0L x 30.0W x 40.0H



Strathcona Bar

Bar counter with gunmetal pipe frame covered in Acacia wood panels
55.0L x 20.5W x 41.3H



Small Pillows

Approx. size 16"x16"



Large Pillows

Approx. size 20"x 20"



Area Rugs














Approx. size 7' x 10'






PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

PACIFIC DENTAL CONFERENCE
March 7 - 8, 2024
Vancouver Convention Centre - West
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
Cardero Cube Ottoman 19.7L x 19.7W x 17.0H 		162.10	210.70	
Cardero Rectangle Ottoman 39.4L x 19.7W x 17.0H 		291.60	379.10	
Cube Ottoman 17.5L x 17.5W x 17.0H 		139.20	181.00	
Clark Office Chair 19.5L x 23.0W x 44.0H 		332.70	432.50	
Madrid Bench 76.0L x 32.0W x 18.5H 		1,033.00	1,342.90	
Madrid Chair 33.0L x 30.5W x 29.0H 		359.30	467.10	
Globus Chair 30.0L x 28.0W x 29.0H 		554.50	720.90	
Colburn Barstool 15.0L x 17.0W x 0.0H 		271.20	352.60	
Main Barstool 21L x 20.5W x 44.5H 		120.90	157.20	
Elliot Tub Chair White 19.50L x 19.50W x 33.50H 		99.30	129.10	
Carrall Chair 36.0L x 36.0W x 42.0H 		788.20	1,024.70	
Avenue 6' Bar 72.0L x 30.0W x 40.0H 		1,267.10	1,647.20	
Strathcona Bar 55.0L x 20.5W x 41.3H 		1,162.20	1,510.90	

Decorative Pillows	QTY	Discount Rate	Standard Rate	TOTAL
Small Pillows Approx size 16" x 16" 		call for quote		
Large Pillows Approx. size 20" x 20" 		call for quote		
Area Rugs Approx. size 7' x 10' 		call for quote		

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

additional fees will apply for orders over \$2,500.00

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

****A 30% SURCHARGE WILL APPLY TO THE
STANDARD RATE FOR ANY ORDERS
PLACED LESS THAN 72 HOURS IN ADVANCE****

STANDARD RATES

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We reserve the right to adjust orders calculated incorrectly

A 25% CANCELLATION FEE

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Sydney End Table

End table with stainless steel base and laminate top
26.0L x 26.0W x 18.0H



Sydney Coffee Table

Coffee table with stainless steel base and laminate top
48.0L x 26.0W x 18.0H



L22 Plank End Table

End table with powder coated base and enamel wood top
18.0L x 18.0W x 17.5H



L22 Plank Coffee Table

Coffee table with powder coated base and enamel wood top
48.0L x 22.0W x 18.0H



Wall Street Coffee Table

White enamel coffee table with chrome base
44.0L x 22.0W x 15.0H



Wall Street End Table

White enamel end table with chrome base
22.0L x 15.8W x 18.5H



Elliot Cafe Table

Molded PP chair with wood dowel legs
27.00L x 27.00W x 29.00H



Girari Bar Table

Pedestal Bar table with brushed welded aluminum curved base and tempered glass top



L22 High Straight Bar Table

Console table with metal frame and white acrylic top with internal lighting



L22 High Straight Bar Table W/ Charging Unit

Console table with metal frame and white acrylic top with internal lighting
72.0L x 18.0W x 40.0H



L22 Communal Table

Dining table with metal frame and white acrylic top. Recessed centre trough and internal lighting



L22 Communal Table W/ Charging Unit

Dining table with metal frame and white acrylic top. Recessed centre trough and internal lighting



8' Harvest Dining Table

Reclaimed wood top dining table with steel legs
96.0L x 35.0W x 30.0H



8' Harvest Dining Table W/ Charging Unit





Reclaimed wood top dining table with steel legs
96.0L x 35.0W x 30.0H

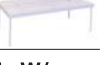





PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

PACIFIC DENTAL CONFERENCE
March 7 - 8, 2024
Vancouver Convention Centre - West
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
Sydney End Table 26.0L x 26.0W x 18.0H  ○ □ ● □		193.80	251.90	
Sydney Coffee Table 48.0L x 26.0W x 18.0H  ○ □ ● □		258.40	335.90	
Plank End Table 18.0L x 18.0W x 17.5H  ○ □ ● □		167.10	217.20	
L22 Plank Coffee Table 48.0L x 22.0W x 18.0H  ○ □ ● □ ● □		332.70	432.50	
Wall Street End Table 22.0L x 15.8W x 18.5H  		193.80	251.90	
Wall Street Coffee Table 44.0L x 22.0W x 15.0H  		387.50	503.80	
Elliot Cafe Table 27.00L x 27.00W x 29.00H  ○ □ ● □		225.00	292.50	
Girari Bar Table 30.0L x 30.0W x 30.0H  		255.80	332.50	
L22 High Straight Bar Table 72.0L x 18.0W x 40.0H  		536.50	697.50	
L22 High Straight Bar Table W/ Charging Unit 72.0L x 18.0W x 40.0H  		1,295.80	1,684.50	

Description	QTY	Discount Rate	Standard Rate	TOTAL
L22 Communal Table 95.0L x 38.0W x 30.0H  		874.00	1,136.20	
L22 Communal Table W/ Charging Unit 95.0L x 38.0W x 30.0H  		1,743.20	2,266.20	
8' Harvest Dining Table 96.0L x 35.0W x 30.0H  		829.30	1,078.10	
8' Harvest Dining Table W/ Charging Unit 96.0L x 35.0W x 30.0H  		955.20	1,241.80	

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

additional fees will apply for orders over \$2,500.00

EXHIBITOR INFORMATION

Company	
Contact	Booth#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT **

****A 30% SURCHARGE WILL APPLY TO THE
STANDARD RATE FOR ANY ORDERS
PLACED LESS THAN 72 HOURS IN ADVANCE****

STANDARD RATES

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A 25% CANCELLATION FEE

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Joey Sofa

Low back sofa with dark wooden legs and fabric seat
62.0L x 27.0W x 31.5H



Joey Chair

Low back armchair with dark wooden legs and fabric seat
25.0L x 28.0W x 31.5H



Square Sofa

Fabric Sofa with chrome base
83.0L x 33.5W x 35.0H



Square Chair

Fabric arm chair with chrome base
28.0L x 28.0W x 32.0H



Georgia Chair

Contemporary chair with silver brushed powder coated legs in vinyl.
37.0L x 31.0W x 33.0H



Georgia Sofa Powered

Contemporary sofa with silver brushed powder coated legs in vinyl.
78.0L x 31.0W x 33.0H



Georgia Sofa

Contemporary sofa with silver brushed powder coated legs in vinyl.
78.0L x 31.0W x 33.0H



Fleming Arm Chair

Mid-century arm chair with walnut legs in saddle brown tufted leather
35.0L x 35.0W x 30.0H



Fleming Sofa

Mid-century sofa with walnut legs in saddle brown tufted leather
84.0L x 35.0W x 30.0H



Modular Seating

The following items work on their own or can be set up in a variety of different seating arrangements to suit your event.

Wall Street Corner Chair

Sectional corner chair with chrome base in white vinyl
27.0L x 28.0W x 31.0H



Wall Street Left Arm Chair

Sectional left arm chair with chrome base in white vinyl
27.0L x 28.0W x 31.0H



Wall Street Right Arm Chair

Sectional right arm chair with chrome base in white vinyl
27.0L x 28.0W x 31.0H



Wall Street Arm Chair

Arm chair with chrome base in white vinyl with buttons
27.0L x 28.0W x 31.0H



Wall Street Armless Chair










Armless chair with chrome base in white vinyl with buttons
23.0L x 28.0W x 31.0H



PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY






PACIFIC DENTAL CONFERENCE
March 7 - 8, 2024
Vancouver Convention Centre - West
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
Square Sofa 83.0L x 33.5W x 35.0H 		1,051.20	1,366.60	
Square Chair 28.0L x 28.0W x 32.0H 		504.90	656.40	
Joey Chair 25.0L x 28.0W x 31.5H 		582.70	757.50	
Joey Sofa 62.0L x 27.0W x 31.5H 		1,162.20	1,510.90	
Georgia Chair 37.0L x 31.0W x 33.0H 		1,099.40	1,429.20	
Georgia Sofa Powered 78.0L x 31.0W x 33.0H 		1,937.00	2,518.10	
Georgia Sofa 78.0L x 31.0W x 33.0H 		1,614.00	2,098.20	
Fleming Arm Chair 35.0L x 35.0W x 30.0H 		1,142.30	1,485.00	
Fleming Sofa 84.0L x 35.0W x 30.0H 		1,771.40	2,302.80	

PLEASE REFER TO THE PAYMENT & CREDIT CARD
CHARGE AUTHORIZATION FORM

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

****A 30% SURCHARGE WILL APPLY TO THE
STANDARD RATE FOR ANY ORDERS
PLACED LESS THAN 72 HOURS IN ADVANCE****

Description	QTY	Discount Rate	Standard Rate	TOTAL
Modular Seating				
Wall Street Left Arm Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Corner Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Right Arm Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Arm Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Armless Chair 23.0L x 28.0W x 31.0H 		645.70	839.40	

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

****additional fees will apply for orders over \$2,500.00****

EXHIBITOR INFORMATION

Company	
Contact	Booth#

STANDARD RATES

Will be applied to all orders not received and paid in full by **February 15, 2024**.
We reserve the right to adjust orders calculated incorrectly

A 25% CANCELLATION FEE

Will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied. GST#R103315057

Package A



Includes:

1 x Girari Bar Table

Brushed aluminum 39" high bar table w/ glass top.

2 x Main Bar Stools

Formed plastic seat and chrome base.

Package B



Includes:

1 x Sydney End Table

Stainless steel base and laminate top.

2 x Wall Street Arm Chairs

Chrome base and white vinyl seat w/buttons.

Package C



Includes:

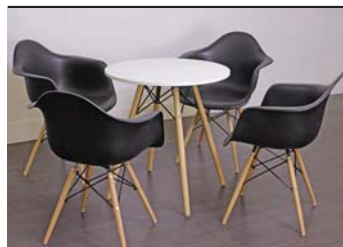
1 x Plank Coffee Table

Metal base with enamel painted top.

2 x Wall Street Loveseat

Chrome base and white vinyl seat w/buttons.

Package D



Includes:

1 x Elliot Café Table

Laminate tabletop w/wood dowel legs

4 x Elliot Arm Chair

Molded PP chair w/wood dowel legs.



PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

PACIFIC DENTAL CONFERENCE
March 7 - 8, 2024
Vancouver Convention Centre - West
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
-------------	-----	---------------	---------------	-------

Package A

				
		506.60	658.60	

Package C

				
		2,915.10	3,789.60	

Package D

				
		624.20	811.50	

☐ ☐ ☒ ☐

Description	QTY	Discount Rate	Standard Rate	TOTAL
-------------	-----	---------------	---------------	-------

Package B

				
		1,485.00	1,930.50	

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

additional fees will apply for orders over \$2,500.00

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

****A 30% SURCHARGE WILL APPLY TO THE
STANDARD RATE FOR ANY ORDERS
PLACED LESS THAN 72 HOURS IN ADVANCE****

STANDARD RATES

Will be applied to all orders not received and paid in full by **February 15, 2024**.
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.

HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

MODEL 110



****image is based on 10' x 10' booth size****

☐ 8' x 10' ☐ 10' x 10'

Model 110 includes:

- Aluminum structure
- White hardwall panels
- Straight header sign with company name in block lettering
- Carpet
- Installation and dismantle

Discount Rate:
\$1,497.00

Standard Rate:
\$2,020.00

MODEL 120



****image is based on 10' x 10' booth size****

☐ 8' x 10' ☐ 10' x 10'

Model 120 includes:

- Aluminum structure
- White hardwall panels
- Corner booth with curved counter
- Curved header sign
- Carpet
- Installation and dismantle

Discount Rate:
\$1,780.00

Standard Rate:
\$2,401.00

MODEL 210



****image is based on 10' x 20' booth size****

☐ 8' x 20' ☐ 10' x 20'

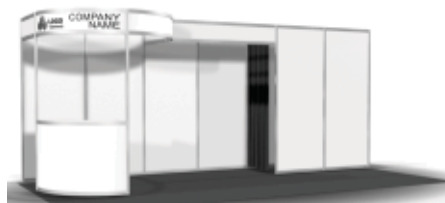
Model 210 includes:

- Aluminum structure
- White hardwall panels
- Straight backwall with 1 curved header
- Carpet
- Installation and dismantle

Discount Rate:
\$2,210.00

Standard Rate:
\$2,984.00

MODEL 220



****image is based on 10' x 20' booth size****

☐ 8' x 20' ☐ 10' x 20'

Model 220 includes:

- Aluminum structure
- White hardwall panels
- Corner booth with curved counter, 1 header sign & storage locker (not lockable)
- Carpet
- Installation and dismantle

Discount Rate:
\$3,049.00

Standard Rate:
\$5,117.00

HARDWALL UPGRADES & ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
LOGO upgrade		Call for Quote		
Wall shelf, .25m deep x 1m long		59.75	80.25	
Angled shelf, .25m deep x 1m long		80.25	109.25	
15 watt grey LED arm light, (power NOT included)		83.50	117.50	
2m white curve counter WITH inside shelf (NO doors)		472.50	614.25	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		161.75/m	218.50/m	

****CUSTOM BOOTHS AVAILABLE. Call 604 277 1726 for a quote****

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CARPET COLOUR SELECTIONS

☐ Blue ☐ Red ☐ Hunter Green ☐ Grey ☐ Black
☐ Tuxedo ☐ Bluejay

HEADER DETAILS

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

****LOGO upgrade available at additional cost. Please contact Exhibitor Services for a quote.****

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

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

STANDARD RATE will be applied to all orders not received and paid in full by **February 15, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then cancelled. If full service has been provided then 100% of original fee will be applied. GST#R103315057

HARDWALL-RENTAL 2023.cdr

CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



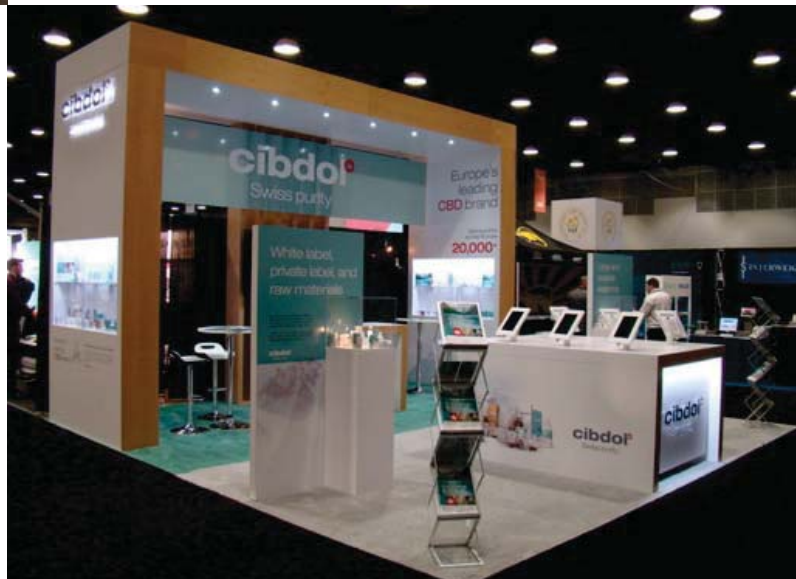
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.



GRAPHICS & SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	22" x 28"	120.10	156.10	
	28" x 44"	221.40	287.80	
	3' x 7' x 0.5" falconboard sign w/ plexi feet	972.70	1,264.50	

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	20.00	26.00	
	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 \$104.75 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft.	34.50	44.90	
	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"	68.75	89.75	
	 Chrome sign holder 22" x 28"	74.00	96.50	
	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	\$58.00	
RUSH DELIVERY (IF NECESSARY)		
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****

STANDARD RATE will be applied to all orders not received and paid in full by **February 15, 2024**. We reserve the right to adjust orders calculated incorrectly.

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

GRAPHICS - SIGN 2024.cdr

PLANT & FLOWER RENTAL ORDER FORM & INVOICE**LIVE PLANTS**

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers (seasonal)	79.50	103.40	
	Boston fern	97.70	127.00	
	Orchid in ceramic pot	140.70	182.90	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	143.00	185.90	
	4' - 5' tall floor plant	189.20	246.00	

COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	232.60	302.40	
	Large floral arrangement (seasonal)	254.40	330.70	
	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****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **February 15, 2024**. 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.

FLOWER 2024.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
REGULAR TIME 8:00 AM - 4:00 PM Monday to Friday	246.20 per hour	320.10 per hour
OVER TIME 4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	305.00 per hour	396.50 per hour
DOUBLE TIME All other hours including Sundays and Statutory Holidays	373.50 per hour	485.60 per hour

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	Standard Rate	TOTAL
REGULAR TIME _____ Forklifts _____ Hours	246.20 per hour	320.10 per hour	\$ _____ Total
OVER TIME _____ Forklifts _____ Hours	305.00 per hour	396.50 per hour	\$ _____ Total
DOUBLE TIME _____ Forklifts _____ Hours	373.50 per hour	485.60 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

REGULAR TIME _____ Forklifts _____ Hours	246.20 per hour	320.10 per hour	\$ _____ Total
OVER TIME _____ Forklifts _____ Hours	305.00 per hour	396.50 per hour	\$ _____ Total
DOUBLE TIME _____ Forklifts _____ Hours	373.50 per hour	485.60 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%		
TOTAL GST#R103315057		

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 **February 15, 2024**. 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.

FORKLIFT 2023.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	118.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	159.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	204.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	118.00 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	159.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	204.00 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	118.00 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	159.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	204.00 per Hour	\$_____ Total	

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

****PLEASE ADD 25% FOR ORDERS PLACED AFTER
FEBRUARY 15, 2024.****

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.)		
ADDITIONAL 25% LATE ORDER		
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.



Fax: 604 277 1736 Tel: 604 277 1726
210 - 12011 Riverside Way
Richmond, B.C.
Canada V6W 1K6

Booth Labour (I&D) Outbound Shipping Instructions

Show Name **PACIFIC DENTAL CONFERENCE**

Show Dates **March 7 - 8, 2024**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/Prov/State/Zip/Postal Code:	Auth. by:	

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labour.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address: If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company/Show:	Booth #:
Address:	
City/Prov/State/Postal Code/Zip:	
Attention:	

■ Select Shipping Method:

Select carrier

☒ Ship via carrier of exhibitor's choice

Name of Carrier:

☒ Ship via official show freight carrier

Select shipping method

☒ Ground

☒ Air Select Service Preferred

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the Exhibit hall at Levy's discretion.

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature):	Shipper (print name):
Freight Charges Billed To (Company/Show):	
Address:	
City/Prov/State/Postal Code/Zip:	
Telephone:	Attention:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Levy Show Service Inc. before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

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



REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment should be done by the correct type of labour. Levy Show Service Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labour can be made through Levy Show Service Inc. in advance. Labour forms are included in the Exhibitor Service Manual.

If an exhibit will be erected (etc.) by an outside supplier/contractor (e.g. a display house), then this form should be completed and sent to Levy Show Service Inc. no later than **February 15, 2024**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, the contractor designated by Management must be used.

All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Show Service Inc. with Certificates of Insurance naming **Levy Show Service Inc., Pacific Dental Conference and the PACIFIC DENTAL CONFERENCE** as additional insured's by **February 15, 2024**. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the February 15, 2024.

ORIGINAL CERTIFICATES ONLY PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ Prov/State: _____ PC/Zip: _____

Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
(Sign & Print Name)

Date: _____ Signature: _____



CROSSCONNECT

CUSTOMS & EVENT LOGISTICS

**Pacific Dental
Conference**
Vancouver, Canada

March 7-9, 2024

in conjunction with the
Canadian Dental Association



SHIPPING - CUSTOMS - ADVANCE WAREHOUSE

INTRODUCTION

Dear Exhibitor,

Cross Connect Customs & Event Logistics has been appointed the **OFFICIAL TRANSPORT CARRIER, CUSTOMS BROKER,** and **ADVANCE WAREHOUSE** for the **2024 Pacific Dental Conference (PDC 2024)** taking place at the **Vancouver Convention Centre** over the dates of **March 7-9, 2024**. To ensure your materials arrive "on time" in the most cost-efficient manner we suggest that you read these instructions in conjunction with the on-line exhibitor's manual provided by the PDC organizers. Our helpful instructions will assist you in preparing for the correct, and timely, dispatch of your exhibits to and from the **VANCOUVER CONVENTION CENTRE**. The PDC highly recommends that you use the services of Cross Connect for a complete logistics package. Our complete package will move your exhibit(s) door-to-door, from your office or warehouse, and back to your location after the exhibition.

Benefits of using Cross Connect:

- ✓ **PRIORITY MOVE-IN PRIVILEGES**: Exhibitors that use Cross Connect Shipping services receive priority delivery to the venue on Monday March 4th (exhibitor move-in begins Tuesday March 5th).
- ✓ **COMPLIMENTARY WAREHOUSING**: Exhibitors that use Cross Connect Shipping services receive complimentary advance warehousing.
- ✓ **WAREHOUSE WEIGHT CALCULATIONS**: Exhibitors that use Cross Connect Warehousing services pay less as we charge to the exact pound, we do not round up to the next 100 pounds.

IMPORTANT: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays in customs clearance and may lead to additional charges. For this reason, if you will be using a freight forwarder or carrier other than Cross Connect, please be sure to pass these instructions on to them so they know to direct their pre-alerts to us.

The **Pacific Dental Conference** and **Cross Connect Customs & Event Logistics** will not accept responsibility for late arrivals, or non-deliveries, to the venue if these guidelines and/or recommendations are not followed.

Sincerely,

Cross Connect Event Logistics

E-mail: info@crossconnectcl.com

Website: www.crossconnectcl.com



SHIPPING INSTRUCTIONS / ARRIVAL DATES

ADVANCE WAREHOUSE LOCATIONS

For ease of receiving all advance shipments should be sent to Cross Connects **GROUND** or **AIR** advance warehouse. Cross Connect will deliver all materials we receive at the following advance warehouse locations directly to the Vancouver Convention Centre loading dock prior to exhibitor move-in. You must complete the Levy Show Service "Show Site Receiving" Material Handling forms.

Prior to shipping to either warehouse you must submit a completed Order Form to: info@crossconnectcl.com

GROUND SHIPMENTS

PDC 2024

(Insert Exhibiting Company Name, Booth # _____)

c/o Cross Connect / ABF

Unit # 174 - 17735 1st Avenue

Surrey, BC V3Z 9S1

CANADA

Rates: \$20.00 per 100 Lbs. (per Bill of Lading), min. charge 1,000 Lbs. (\$200.00)

Example: 1,137 Lbs. (\$20.00 x 11.37* = \$227.40)

*Note: Cross Connect does not round up to next 100 pounds, charged per pound.

(please use shipping label on page 4)

AIR & COURIER SHIPMENTS

PDC 2024

(Insert Exhibiting Company Name, Booth # _____)

c/o Cross Connect / Aero Pacific Express YVR

Unit # 102 - 4831 Miller Road

Richmond, BC V7B 1K7

CANADA

Rates: \$20.00 per 100 Lbs. (per Air Waybill), min. charge 500 Lbs. (\$100.00)

Example: 614 Lbs. (\$20.00 x 6.14* = \$122.80)

*Note: Cross Connect does not round up to next 100 pounds, charged per pound.

(please use shipping label on page 5)

- ➔ **Ground & Air Warehouse Receiving Dates:** January 29, 2024 – February 26, 2024
- ➔ **Warehouse Hours:** Monday - Friday, 9:00am-3:00pm (Closed: Evenings, Weekends, Stat Holidays)
- ➔ **Off-target Surcharge:** 25% applied to base rate for shipments received outside set receiving dates.
- ➔ **Shipments sent "C.O.D. – CASH ON DELIVERY" to either warehouse will not be accepted.**
- ➔ **Hot Shot Delivery Fee (Advance Warehouse to Vancouver Convention Centre):** Minimum \$625.00
 - Freight received at either Advance Warehouse location after March 1, 2024 will incur this delivery fee for a dedicated truck to deliver late freight to the Vancouver Convention Centre.



PRE-ALERT / CUSTOMS DOCUMENTATION REQUIREMENTS

Please complete the **Cross Connect Order Form** and **Commercial Invoice Packing List (CIPL)** in this manual.

The CIPL should contain full detailed description of the contents, serial no.'s, customs HS/tariff codes, and quantity/weight/value of each item listed. Invoices should be in the currency of country shipped from clearly showing which items are for temporary import and which are for permanent import. Examples of both forms are provided for assistance.

The "consignee" on the Commercial Invoice Packing List should be addressed as follows:

PDC 2024
(Insert Exhibiting Company Name, Booth # _____)
c/o Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
CANADA

*****Please send Cross Connect draft copies of your CIPL prior to shipping so it may be reviewed and pre-approved*****

All document checks and pre-alerts should be emailed to info@crossconnectcl.com

IMPORTANT: Certain commodities such as medical devices, pharmaceutical products, cosmetics, foodstuffs, beverages, certain electronic and telecommunication and military items, animal & plant products (CITES) will be subject to import licence or other certification requirements. Kindy contact Cross Connect at least 2 months prior to the show if sending any of the above items.

Failure to pre-alert us of your shipment means we are unaware it exists and cannot be held responsible for your materials arriving to the show late, or not at all.

INSURANCE

We are not responsible for any loss, pilferage, or damage while goods are left unattended at your booth. The handling of goods is carried out at the exhibitor/contractor's risk. We, therefore, strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, also while on display during the exhibition.

PAYMENT

Unless agreed in advance payment for all services must be made prior to, or during the show. We accept the following three methods of payment:

1. **Bank Wire** – Bank details can be sent upon request.
2. **Credit Card** – We can accept payment by credit card. Please inform us of the card details in advanced on our Customs & Transportation Order Form. Credit Card transactions are subject to a 5% service fee.
3. **Company Checks**

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS. WE LOOK FORWARD TO SEEING YOU IN VANCOUVER !

RUSH

PDC 2024

SHIPMENT FOR "GROUND" ADVANCE WAREHOUSE

SHIPPER: _____
(Name of company where shipment originates)

TO: _____
(Name of exhibiting company at the show)

BOOTH #: _____
(Insert your booth # at the show)

c/o: Cross Connect / ABF
Unit # 174 - 17735 1st Avenue
Surrey, BC V3Z 9S1
CANADA

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

GROUND ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BETWEEN:
January 29, 2024 - February 26, 2024

RUSH

PDC 2024

SHIPMENT FOR "AIR" ADVANCE WAREHOUSE

SHIPPER: _____
(Name of company where shipment originates)

TO: _____
(Name of exhibiting company at the show)

BOOTH #: _____
(Insert your booth # at the show)

c/o: Cross Connect / Aero Pacific Express
Unit # 102 - 4831 Miller Road
Richmond, BC V7B 1K7
CANADA

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

AIR ADVANCE WAREHOUSE SHIPMENTS SHOULD ARRIVE BETWEEN:
January 29, 2024 - February 26, 2024

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

☐ Continuous Authority granted



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

E-mail: info@crossconnectcl.com

Services Required (please check all that apply):

☐ Transportation ☐ Customs Clearance ☐ Advance Warehouse

Event & Exhibitor

Shipment Delivering to (please check one): ☐ Direct to Event/Show Site ☐ Advance Warehouse

Exhibitor Name: Booth #:

Event Name: Event Dates: to

Facility/Venue Name:

Facility/Venue Address:

City: State/Province: Zip/Postal Code:

On-site Contact: Cell #:

E-mail: Importer # (if applicable):

Shipper

Company Name: IRS #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

Return Freight

☐ Same as Shipper ☐ No Return Shipment

Company Name: IRS / Importer #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

Billing

☐ Same as Shipper

Company Name (Legal): GST/HST# (if applicable):

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

MUST BE COMPLETED

Payment

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name: CVV Number:

Credit Card Number: Expiry Date:

I authorize use of this card for payment of services relative to this form. I acknowledge that declined credit cards are subject to a 30% surcharge (minimum \$50.00 USD).

Cardholder Signature: Date:

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	@ Weight (lbs) Each	Per Piece	Total
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		

Requested Service Level: ☐ Air ☐ 2nd Day ☐ Truck ☐ Other: _____

Additional Services Required: ☐ Lift Gate ☐ Inside Pick-up ☐ Inside Delivery ☐ Weekend Pick-up ☐ Weekend Delivery

Total Shipment Value: Carrier Name & Contact Info:

Available for Pick-up Date: Shipper Hours of Operation: to Must Deliver By:

Cargo Insurance / Declared Value

This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Customs_STC.pdf. Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

Client Signature (wet ink signature required - digital signature NOT allowed)

I have read and agree to the terms of this contract.

Signature: Date:

Printed Name: Title:

Cross Connect Internal Use Only

Accepted by:

Date:

Signature:

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

☒ Continuous Authority granted



CROSSCONNECT

CUSTOMS & EVENT LOGISTICS

E-mail: info@crossconnectcl.com

Services Required (please check all that apply):

☒ Transportation ☒ Customs Clearance ☒ Advance Warehouse

Event & Exhibitor	Shipment Delivering to (please check one):	<input type="checkbox"/> Direct to Event/Show Site	<input checked="" type="checkbox"/> Advance Warehouse	
	Exhibitor Name:	ABC COMPANY		
	Event Name:	PACIFIC DENTAL CONFERENCE (PDC 2024)		
	Facility/Venue Name:	VANCOUVER CONVENTION CENTRE - WEST		
	Facility/Venue Address:	1055 CANADA PLACE		
	City:	VANCOUVER	State/Province:	BC
	On-site Contact:	JOHN SMITH	Zip/Postal Code:	V6C 0C3
E-mail:	JSMITH@DOMAIN.COM	Cell #:	555-555-0000	
		Importer # (if applicable):	123456789RM0001	

Shipper	Company Name:	ABC COMPANY		IRS #:	12-3456789	
	Address:	123 SOMEPLACE AVENUE, SUITE 3				
	City:	NEW YORK	State/Province:	NY	Zip/Postal Code:	10093
	Contact Name:	JOHN SMITH			Tel:	555-555-0000
	E-mail:	JSMITH@DOMAIN.COM				

Return Freight	<input checked="" type="checkbox"/> Same as Shipper <input type="checkbox"/> No Return Shipment	
	Company Name:	ABC COMPANY
	Address:	123 SOMEPLACE AVENUE, SUITE 3
	City:	NEW YORK
	Contact Name:	JOHN SMITH
E-mail:	JSMITH@DOMAIN.COM	
	IRS / Importer #:	12-3456789
	State/Province:	NY
	Zip/Postal Code:	10093
	Tel:	555-555-0000

Billing	<input checked="" type="checkbox"/> Same as Shipper	
	Company Name:	ABC COMPANY
	Address:	123 SOMEPLACE AVENUE, SUITE 3
	City:	NEW YORK
	Contact Name:	JANE DOE, ACCOUNTS PAYABLE
E-mail:	JDOE@DOMAIN.COM	
	GST/HST# (if applicable):	123456789RM0001
	State/Province:	NY
	Zip/Postal Code:	10093
	Tel:	555-555-0001

MUST BE COMPLETED

Payment	Charge to:	<input checked="" type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
	Cardholder Name:	JOHN SMITH
	Credit Card Number:	1234 5678 9123 4567
	CVV Number:	123
	Expiry Date:	11/24
I authorize use of this card for payment of services relative to this form. I acknowledge that declined credit cards are subject to a 30% surcharge (minimum \$50.00 USD).		
Cardholder Signature:	<i>John Smith</i>	
	Date: 10-Jan-24	

Freight	# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height		Per Piece	Total	
	2	SKIDS	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	800
	1	CRATE	@ Dimensions (Inches) Each	41	52	50	@ Weight (lbs) Each	1,000	1,000
			@ Dimensions (Inches) Each				@ Weight (lbs) Each		
			@ Dimensions (Inches) Each				@ Weight (lbs) Each		
			@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	3						@ Weight (lbs) Each		1,800

Shipment / Freight	Requested Service Level:	<input type="checkbox"/> Air <input type="checkbox"/> 2nd Day <input checked="" type="checkbox"/> Truck <input type="checkbox"/> Other:
	Additional Services Required:	<input checked="" type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick-up <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Weekend Pick-up <input type="checkbox"/> Weekend Delivery
	Total Shipment Value:	\$ 10,000.00
	Carrier Name & Contact Info:	IF USING CARRIER OTHER THAN CROSS CONNECT, PROVIDE INFO.
Available for Pick-up Date:	17-Jan-24	Shipper Hours of Operation: 8:00 am to 4:00 pm Must Deliver By: Jan. 29 to Feb. 26, 2024

Cargo Insurance / Declared Value

This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Customs_STC.pdf. Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

Client Signature

I have read and agree to the terms of this contract.

Signature: *John Smith*

Printed Name: JOHN SMITH

Date: 10-Jan-24

Title: CEO

Cross Connect Internal Use Only

Accepted by:

Date:

Signature:



NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment.
 HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

Shipper:			Consignee (Ship To):			Importer/Owner of Goods: <input type="checkbox"/> Same as Shipper			Shipped Via:			*REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD		
									Shipped To: <input type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site					
									IRS #:					
									Pieces:					
									Weight: <input type="checkbox"/> kg <input type="checkbox"/> lbs					
									Currency:					
									Ship Date:					
									Does this company have a Canadian Office?					

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in _____ (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions" , as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf . The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE:
 PERMANENT IMPORT VALUE:

Signature: _____

Date: _____

COMMERCIAL INVOICE / PACKING LIST



CROSSCONNECT
 CUSTOMS & EVENT LOGISTICS

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment.
 HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

***IMPORTANT:**
MUST be completed in full.

Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000	Consignee (Ship To): ABC COMPANY, BOOTH # 1001 C/O PDC 2024 VANCOUVER CONVENTION CTR. 1055 CANADA PLACE VANCOUVER, BC V6C 0C3 ATTN: JOHN SMITH - 555-555-0000	Importer/Owner of Goods: <input checked="" type="checkbox"/> Same as Shipper ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000 Does this company have a Canadian Office? No	Shipped Via: TRANSPORTATION COMPANY NAME Shipped To: <input checked="" type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site IRS #: 12-3456789 Pieces: 3 Weight: 1,800 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs Currency: USD Ship Date: 17-JAN-2024 (mm/dd/yyyy)	*REMARKS ("X" each item) *A - TEMPORARY IMPORT *B - PERMANENT IMPORT *C - GIVEN AWAY / SOLD
--	--	--	---	--

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in <u>lbs</u> (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	400	48	48	48	1.81	9403.20	X			5,250.00	5,250.00
1	CRATE	2	50" LED TV'S - LG MODEL# 55EG9100	CHINA	50	41	52	50	1.75	8528.72	X			700.00	1,400.00
		2	WEIGHTED METAL TV STANDS	JAPAN	950					9403.20	X			500.00	1,000.00
1	SKID	5000	ADVERTISING LITERATURE	USA	200	48	48	48	1.81	4911.10			X	0.15	750.00
		1000	BALL POINT PENS	CHINA	48					9608.10			X	0.35	350.00
		400	CATALOGS	USA	150					4911.10			X	3.00	1,200.00
		2	POSTERS	USA	2					4911.91		X		25.00	50.00

***Electronic equipment MUST include Brand Name & Model #.**

***Each commodity MUST be listed on its own line; DO NOT group items.**

***Specific descriptions required; Vague descriptions such as "Give Aways", "Display Materials", or "Trade Show Samples" will NOT be accepted.**

***Values need to reflect the cost of goods (price paid), or the selling price of the goods (price payable); whichever is greater.**

***\$0 values will NOT be accepted.**

***Indicate the Country of Manufacture (where the goods are made); NOT the country of purchase.**

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

**FOB VALUE:	10,000.00
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	10,000.00

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE: 7,650.00
 PERMANENT IMPORT VALUE: 2,350.00

Signature: John Smith

Date: 10-JAN-2024