

## **GROCERY & SPECIALTY FOOD WEST**

April 14 – 15, 2025  
Vancouver Convention Centre - East  
Vancouver, BC

Dear Exhibitor,

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

We are offering a special discount rate on many of our services. To receive the discount rate, please submit your completed forms with full payment by **March 24, 2025**.

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

We look forward to speaking with you and wish you have a smooth and successful **GROCERY & SPECIALTY FOOD WEST**.

Levy Show Service Inc.



# GROCERY & SPECIALTY FOOD WEST

## 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](mailto:operations@levyshow.com)

**LOCATION:**

Vancouver Convention Centre - East  
via East Truck Route (at the foot of Howe Street)  
999 Canada Place  
Vancouver, BC V6C 3C1

**EXHIBITOR MOVE-IN:**

Saturday, April 12, 2025	8:00 am – 5:00 pm
<i>*VIP/Large booths only*</i>	
Sunday, April 13, 2025	8:00 am – 3:00 pm
Monday, April 14, 2025	9:00 am – 11:00 am

**EXHIBITION DATES:**

Monday, April 14, 2025	11:00 am – 4:30 pm
Tuesday, April 15, 2025	11:00 am – 4:00 pm

**EXHIBITOR MOVE-OUT:**

Tuesday, April 15, 2025	5:00 pm – 11:00 pm
Wednesday, April 16, 2025	8:00 am – 12:00 pm

**BOOTH EQUIPMENT:**

Each booth space includes the following:

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

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.

**ELECTRICAL SERVICES:**

Electrical services can be ordered through and supplied by the Vancouver Convention Centre:  
<https://www.vancouverconventioncentre.com/services/exhibitor-services>

**DISCOUNT PRICE  
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **March 24, 2025**.

**LEVY ONLINE ORDERING:**

To access our online ordering system please visit  
<https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=9335>

- 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 **April 7, 2025**

***\*see online ordering instructions form for more details***

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](mailto:operations@levyshow.com).





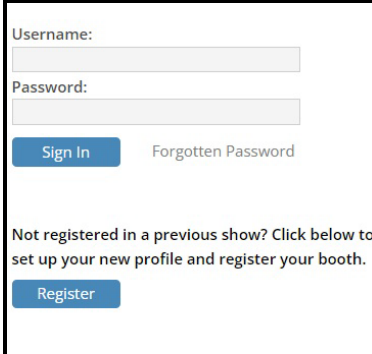
# GROCERY & SPECIALTY FOOD WEST

## ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **GROCERY & SPECIALTY FOOD WEST**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

**Our online ordering links are unique to every show.** To access online ordering for your show, please click on the link provided in the Quick Facts document of this Exhibitor Kit. If you have any difficulties, please do not hesitate to contact our Operations Department at [operations@levyshow.com](mailto:operations@levyshow.com).

1. Follow the show specific online ordering link located in the Quick Facts document.
2. Once you have accessed the online ordering portal, you will be prompted to either log in using your Username and Password or "Register". Your email address must be used as your Username. 
3. If you have not registered for an account before, please click on "Register". You will then be prompted to fill in your company information. If you do not yet have a booth number, please enter your booth number as "0". 
4. Once you have logged in, you will be directed to the Welcome Page of our online ordering portal. You can access the Exhibitor Kit and Show Facts documents on the left hand menu. To begin ordering services online please click on the "Order Booth Services" tab.
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.  
**NOTE:** Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.

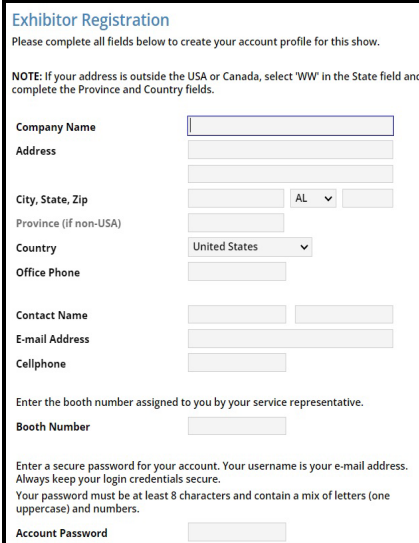


Username:

Password:

[Forgotten Password](#)

Not registered in a previous show? Click below to set up your new profile and register your booth.



**Exhibitor Registration**  
Please complete all fields below to create your account profile for this show.

NOTE: If your address is outside the USA or Canada, select 'WW' in the State field and complete the Province and Country fields.

Company Name

Address

City, State, Zip  AL

Province (if non-USA)

Country  United States

Office Phone

Contact Name

E-mail Address

Cellphone

Enter the booth number assigned to you by your service representative.  
Booth Number

Enter a secure password for your account. Your username is your e-mail address. Always keep your login credentials secure. Your password must be at least 8 characters and contain a mix of letters (one uppercase) and numbers.

Account Password

ONLINE ORDERING

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

## PAYMENT INFORMATION

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

Carpet, Padding & Drape Rental Order Form.....	\$	
Table and Seating Rental Order Form.....	\$	
Accessories Rental Order Form.....	\$	
Specialty Furniture Rental Order Form.....	\$	
Prestige Furniture Rental Order Form.....	\$	
Hardwall System Rental Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Rental Order Form.....	\$	
Labour Order Form.....	\$	
Other LSS Services.....	\$	

## 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.

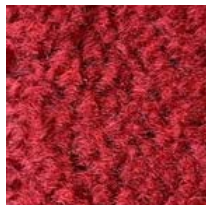
Charge my credit card in the amount of	\$	
Cheque no. <input type="text"/>	Dated <input type="text"/>	in the amount of \$ <input type="text"/>

# CARPET and DRAPE

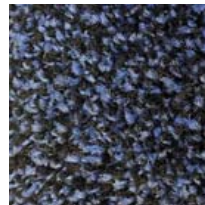
## STANDARD Carpet Colour Options



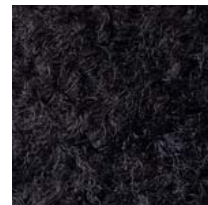
Blue



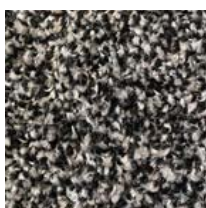
Red



Bluejay



Black



Tuxedo



Granite / Grey

## DELUXE CUSTOM 28oz. Carpet Colour Options (upon availability)



Navy



Black



Charcoal

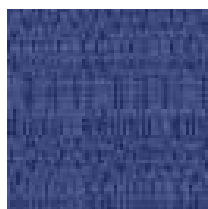


Silver Cloud



White

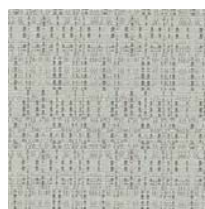
## DRAPE Colour Options



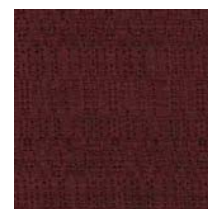
Blue



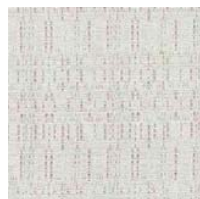
Red



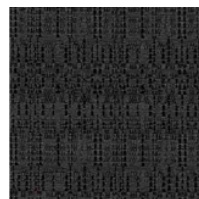
Silver



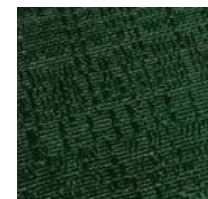
Burgundy



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

### CARPET & PADDING PACKAGES

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft. + Pad	557.10	724.20	
10 ft. X 20 ft. + Pad	1,114.30	1,448.50	
20 ft. X 20 ft. + Pad	2,247.00	2,921.10	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Bluejay <input type="checkbox"/> Black <input type="checkbox"/> Tuxedo <input type="checkbox"/> Granite / Grey			

### PADDING & POLY OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	2.40	3.10	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	1.30	1.70	

### COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	320.90	417.20	
10 ft. X 20 ft.	641.80	834.30	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	3.30	4.30	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	4.20	5.50	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Bluejay <input type="checkbox"/> Black <input type="checkbox"/> Tuxedo <input type="checkbox"/> Granite / Grey			

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

### DRAPE

_____ lin. ft. of 3' high drape	\$11.80/ft	\$15.30/ft	
_____ lin. ft. of 8' high drape	\$16.20/ft	\$21.00/ft	
<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			

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

**\*\*PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES\*\***

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

### 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\*\***

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CARPET-PADDING-DRAPE 2025 10 x 10.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

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www.levyshow.com




## TABLE AND SEATING RENTAL ORDER FORM & INVOICE

### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
4' x 2' Skirted		131.30	170.70	
6' x 2' Skirted		152.30	198.00	
Fourth side of table skirted **available as an addition to orders for 6' skirted tables only**		57.80	75.10	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		99.80	129.70	
<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				

 <b>TABLES 40" COUNTER HEIGHT</b>				
4' x 2' Skirted		199.50	259.40	
6' x 2' Skirted		220.50	286.70	
Fourth side of table skirted **available as an addition to orders for 6' skirted tables only**		63.00	81.90	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		120.80	157.00	
<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
 <b>17" H x 30"D Coffee Table</b>				
White		126.00	163.80	
Black		126.00	163.80	
 <b>27" H x 30"D Round Ped Table</b>				
White		147.00	191.10	
Black		147.00	191.10	
 <b>40" H x 30"D Round Ped Table</b>				
White		157.50	204.80	
Black		157.50	204.80	
<b>ROUND STRETCH SPANDEX COVER 30"H</b> <input type="checkbox"/> Black		42.00	54.60	
<b>40"H</b> <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		42.00	54.60	

### EXHIBITOR INFORMATION

COMPANY



CONTACT

**BOOTH#**

### CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR - GREY</b>		88.20	114.70	
 <b>FABRIC ARMCHAIR - GREY</b>		111.30	144.90	
 <b>FOLDING CHAIR</b>		48.30	63.00	
 <b>FABRIC STENO CHAIR</b>		127.10	165.20	

### STOOLS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>PADDED BAR STOOL - BLACK</b>		110.30	143.30	
 <b>PADDED HIGH BACK STOOL</b>		157.50	204.80	

**\*\*PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES\*\***

### COST SUMMARY

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

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

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








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 TABLE-CHAIR 2025.cdr



## ACCESSORIES RENTAL ORDER FORM & INVOICE

### ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM FOLDING LITERATURE RACK</b> (with clear plexi dividers)		150.20	195.30	
 <b>COAT TREE</b>		99.80	129.70	
 <b>CHROME BAG HOLDER</b>		99.80	129.70	
 <b>GARMENT ROLLING RACK</b>		109.20	142.00	
 <b>WASTE BASKET</b>		38.30	49.80	
 <b>RETRACTABLE STANCHION</b> (max belt length 6ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red		80.30 (each)	104.40 (each)	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		109.20	142.00	
<b>MINI FRIDGE</b>		276.20	359.10	
<b>LARGE GLASS BOWL</b>		64.10	83.30	

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### EXHIBITOR INFORMATION

COMPANY

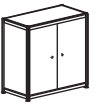



CONTACT

BOOTH#

### DISPLAY EQUIPMENT

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>CHROME SIGN HOLDER</b> 22" x 28"		117.10	152.30	
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		300.30	390.40	
 <b>TALL CABINET SHOW CASE</b> 3 shelves with lockable door 12" X 39" X 77" <input type="checkbox"/> Lights \$78.00		819.50	1,065.40	

### COUNTER OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Graphic panel upgrade (\$362.00)		White 420.00	White 546.00	
		Black 519.80	Black 675.70	
 <b>CURVED COUNTER</b> Storage shelf (no doors) 1360 radius x 40" tall		425.00	552.50	
 <b>JEWELRY CASE</b> One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		519.80	675.70	
 <b>SHOW CASE</b> Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		551.30	716.60	

### COST SUMMARY

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

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# SPECIALTY FURNITURE

## SOFT SEATING:



Toronto Single Chair



Toronto Loveseat



Toronto Sofa



Round Stage Chair

## SECTIONAL SOFT SEATING:



Sectional Corner



Sectional Middle



Sectional Ottoman



Sectional Bench

## BAR STOOLS & CRUISERS:



Equino Bar Stool



Pitt Bar Stool



Round Cruiser



Square Cruiser

## COFFEE & END TABLES:



Round Coffee Table



Rectangle Coffee Table



Round End Table



Square End Table

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

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operations@levyshow.com

www.levyshow.com

## SPECIALTY FURNITURE RENTAL ORDER FORM & INVOICE

### SOFT SEATING

Description	Qty.	Discount Rate	Standard Rate	Total
TORONTO SINGLE CHAIR - WHITE		513.40	667.42	
TORONTO LOVESEAT - WHITE		763.32	992.32	
TORONTO SOFA - WHITE		958.80	1,246.44	
ROUND STAGE CHAIR <input type="checkbox"/> Black <input type="checkbox"/> White		448.80	583.44	

### BAR STOOLS & CRUISERS

Description	Qty.	Discount Rate	Standard Rate	Total
EQUINO BAR STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		142.80	185.64	
PITT BAR STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		130.92	170.20	
ROUND CRUISER <input type="checkbox"/> Black <input type="checkbox"/> White		187.00	243.10	
SQUARE CRUISER <input type="checkbox"/> Black <input type="checkbox"/> White		156.40	203.32	

### SECTIONAL SOFT SEATING

Description	Qty.	Discount Rate	Standard Rate	Total
SECTIONAL CORNER <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL MIDDLE <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL OTTOMAN <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL BENCH <input type="checkbox"/> Black <input type="checkbox"/> White		357.00	464.10	

### COFFEE & END TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
ROUND COFFEE TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		195.52	254.18	
RECTANGLE COFFEE TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		195.52	254.18	
ROUND END TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		149.60	194.48	
SQUARE END TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		149.60	194.48	

**\*\* A 30% SURCHARGE WILL APPLY TO THE STANDARD RATE FOR ANY ORDERS PLACED LESS THAN 5 DAYS PRIOR TO MOVE IN\*\***

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### 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%	
<b>TOTAL GST#R103315057</b>	

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 SPECIALTY-FURNITURE 2025.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



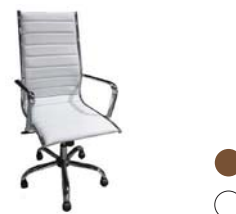
**Cube Ottoman**

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 alumi-  
num 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

## GROCERY & SPECIALTY FOOD WEST

April 14 - 15, 2025  
Vancouver Convention Centre - East  
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Cardero Cube Ottoman</b> 19.7L x 19.7W x 17.0H 		170.20	221.20	
<b>Cardero Rectangle Ottoman</b> 39.4L x 19.7W x 17.0H 		306.20	398.10	
<b>Cube Ottoman</b> 17.5L x 17.5W x 17.0H 		146.20	190.10	
<b>Clark Office Chair</b> 19.5L x 23.0W x 44.0H 		349.30	454.10	
<b>Madrid Bench</b> 76.0L x 32.0W x 18.5H 		1,084.70	1,410.00	
<b>Madrid Chair</b> 33.0L x 30.5W x 29.0H 		377.30	490.50	
<b>Globus Chair</b> 30.0L x 28.0W x 29.0H 		582.20	756.90	
<b>Colburn Barstool</b> 15.0L x 17.0W x 0.0H 		284.80	370.20	
<b>Main Barstool</b> 21L x 20.5W x 44.5H 		126.90	165.10	
<b>Elliot Tub Chair White</b> 19.50L x 19.50W x 33.50H 		104.30	135.60	
<b>Carrall Chair</b> 36.0L x 36.0W x 42.0H 		827.60	1,075.90	
<b>Avenue 6' Bar</b> 72.0L x 30.0W x 40.0H 		1,330.50	1,729.60	
<b>Strathcona Bar</b> 55.0L x 20.5W x 41.3H 		1,220.30	1,586.40	

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

### COST SUMMARY

Rate Adjustment (office use only)

25% Cancellation Fee (office use only)

Calculation of Order

Transportation & Labour Fee 25% (per order)

**SUBTOTAL**

P.S.T. 7%

G.S.T 5%

**TOTAL**

### EXHIBITOR INFORMATION

Company

Contact

Booth#

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

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

**\*\*PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS  
THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL  
WILL INCUR LABOUR CHARGES\*\***

**\*\*A 30% SURCHARGE WILL APPLY TO THE  
STANDARD RATE FOR ANY ORDERS  
PLACED LESS THAN 5 DAYS IN ADVANCE\*\***

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GST#R103315057

**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**

Laminate tabletop 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 Communal Table**

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

**GROCERY & SPECIALTY FOOD WEST**  
**April 14 - 15, 2025**  
**Vancouver Convention Centre - East**  
**Vancouver, BC**

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Sydney End Table</b> 26.0L x 26.0W x 18.0H  ○ □ ● □		203.50	264.50	
<b>Sydney Coffee Table</b> 48.0L x 26.0W x 18.0H  ○ □ ● □		271.30	352.70	
<b>Plank End Table</b> 18.0L x 18.0W x 17.5H  ○ □ ● □		175.50	228.10	
<b>L22 Plank Coffee Table</b> 48.0L x 22.0W x 18.0H  ○ □ ● □ ● □		349.30	454.10	
<b>Wall Street End Table</b> 22.0L x 15.8W x 18.5H  		203.50	264.50	
<b>Wall Street Coffee Table</b> 44.0L x 22.0W x 15.0H  		406.90	529.00	
<b>Elliot Cafe Table</b> 27.00L x 27.00W x 29.00H  ○ □ ● □		236.30	307.20	
<b>Girari Bar Table</b> 30.0L x 30.0W x 30.0H  		268.60	349.20	
<b>L22 High Straight Bar Table</b> 72.0L x 18.0W x 40.0H  		563.30	732.30	

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>L22 Communal Table</b> 95.0L x 38.0W x 30.0H  		917.70	1,193.00	
<b>8' Harvest Dining Table</b> 96.0L x 35.0W x 30.0H  		870.80	1,132.00	
<b>8' Harvest Dining Table W/ Charging Unit</b> 96.0L x 35.0W x 30.0H  		1,003.00	1,303.90	

### COST SUMMARY

Rate Adjustment (office use only)

25% Cancellation Fee (office use only)

Calculation of Order

Transportation & Labour Fee 25% (per order)

**SUBTOTAL**

P.S.T. 7%

G.S.T 5%

**TOTAL**

### EXHIBITOR INFORMATION

Company

Contact

Booth#

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CHARGE AUTHORIZATION FORM**

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GST# R103315057

**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**



**Nova+ Side Chair**

Armless chair with chrome base in vinyl.  
**27.5L x 33.0W x 35.0H**



**Nova+ Love Seat**

Armless love seat with chrome base in vinyl.  
**55.0L x 33.0W x 35.0H**



**Nova+ Sofa**

Armless sofa with chrome base in vinyl.  
**82.0L x 33.0W x 35.0H**



**Modular Seating**

The following items work on their own or can be set up in a variety of other 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

**GROCERY & SPECIALTY FOOD WEST**  
April 14 - 15, 2025  
Vancouver Convention Centre - East  
Vancouver, BC






Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Georgia Chair</b> 37.0L x 31.0W x 33.0H 		1,154.40	1,500.70	
<b>Georgia Sofa Powered</b> 78.0L x 31.0W x 33.0H 		2,033.90	2,644.00	
<b>Georgia Sofa</b> 78.0L x 31.0W x 33.0H 		1,694.70	2,203.10	
<b>Fleming Arm Chair</b> 35.0L x 35.0W x 30.0H 		1,199.40	1,559.20	
<b>Fleming Sofa</b> 84.0L x 35.0W x 30.0H 		1,860.00	2,418.00	
<b>Nova+ Side Chair</b> 27.5L x 33.0W x 35.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		519.80	675.70	
<b>Nova+ Love Seat</b> 55L x 33.0W x 35.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		1,044.80	1,358.20	
<b>Nova+ Sofa</b> 82L x 33.0W x 35.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		1,569.80	2,040.70	

PLEASE REFER TO THE PAYMENT & CREDIT CARD  
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STANDARD RATE FOR ANY ORDERS  
PLACED LESS THAN 5 DAYS IN ADVANCE\*\***

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Modular Seating</b>				
<b>Wall Street Left Arm Chair</b> 27.0L x 28.0W x 31.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		678.00	881.40	
<b>Wall Street Corner Chair</b> 27.0L x 28.0W x 31.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		678.00	881.40	
<b>Wall Street Right Arm Chair</b> 27.0L x 28.0W x 31.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		678.00	881.40	
<b>Wall Street Armless Chair</b> 23.0L x 28.0W x 31.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		678.00	881.40	
<b>Wall Street Arm Chair</b> 27.0L x 28.0W x 31.0H <input type="radio"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 		678.00	881.40	

### COST SUMMARY

<b>Rate Adjustment</b> (office use only)	
<b>25% Cancellation Fee</b> (office use only)	
<b>Calculation of Order</b>	
<b>Transportation &amp; Labour Fee 25% (per order)</b>	
<b>SUBTOTAL</b>	
P.S.T. 7%	
G.S.T 5%	
<b>TOTAL</b>	

### EXHIBITOR INFORMATION

<b>Company</b>	
<b>Contact</b>	<b>Booth#</b>

### STANDARD RATES

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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 Chairs**

Molded PP chair w/wood dowel legs.

## PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

## GROCERY & SPECIALTY FOOD WEST

April 14 - 15, 2025

Vancouver Convention Centre - East

Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
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### Package A

				
		522.50	679.20	

### Package C

				
		3,061.30	3,979.70	

### Package D

				
		655.40	852.10	

Description	QTY	Discount Rate	Standard Rate	TOTAL
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### Package B

				
		1,559.50	2,027.30	

### COST SUMMARY

Rate Adjustment (office use only)

25% Cancellation Fee (office use only)

Calculation of Order

Transportation & Labour Fee 25% (per order)

SUBTOTAL

P.S.T. 7%

G.S.T 5%

TOTAL

### EXHIBITOR INFORMATION

Company

Contact

Booth#

PLEASE REFER TO THE PAYMENT & CREDIT CARD

CHARGE AUTHORIZATION FORM

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GST# R103315057



# 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.**





## 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:**  
**\$2,413.70**

**Standard Rate:**  
**\$3,137.80**

### 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:**  
**\$2,870.20**

**Standard Rate:**  
**\$3,731.30**

### MODEL 210



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

☐ 8' x 20' ☐ 10' x 20'

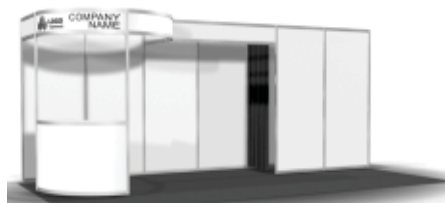
#### Model 210 includes:

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

**Discount Rate:**  
**\$3,565.00**

**Standard Rate:**  
**\$4,634.50**

### 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:**  
**\$4,953.50**

**Standard Rate:**  
**\$6,439.50**

### HARDWALL UPGRADES & ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
LOGO upgrade		Call for Quote		
Wall shelf, .25m deep x 1m long		98.10	127.50	
Angled shelf, .25m deep x 1m long		127.40	165.60	
15 watt grey LED arm light, (power NOT included)		133.00	172.90	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		261.30/m	339.70/m	

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

**\*\*PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES\*\***

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### CARPET COLOUR SELECTIONS

☐ Blue ☐ Red ☐ Grey / Granite ☐ Black  
☐ Bluejay ☐ Tuxedo

### 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\*\***

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HARDWALL-RENTAL 2025.cdr

## GRAPHICS & SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	22" x 28"	126.10	163.90	
	28" x 44"	232.50	302.20	
	3' x 7' x 0.5" falconboard sign w/ plexi feet	1,021.30	1,327.70	

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	21.00	27.30	
	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 \$110.00 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.	36.20	47.10	
	**Second side printing**	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.

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### 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"	109.20	142.00	
	 Chrome sign holder 22" x 28"	117.10	152.30	
	Fabric system hardware	Quoted on Request		

### FOR INTERNAL USE ONLY:

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
DIGITAL SET UP FEE	\$61.00	
RUSH DELIVERY (IF NECESSARY)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>	GST#R103315057	

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GRAPHICS - SIGN 2025.cdr

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

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers (seasonal)	83.50	108.60	
	Boston fern	102.60	133.40	
	Orchid in ceramic pot	147.70	192.00	

**LIVE TROPICAL PLANTS**

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	150.20	195.30	
	4' - 5' tall floor plant	198.70	258.30	

**COLOURFUL FRESH CUT FLOWERS**

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	244.20	317.50	
	Large floral arrangement (seasonal)	267.10	347.20	
	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. Rental 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**

**\*\*PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES\*\***

**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 **March 24, 2025**. We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received and then cancelled 5 business days prior to install. If full service has been provided then 100% of original fee will be applied.

FLOWER 2025.cdr

## LABOUR ORDER FORM & INVOICE

### LEVY SHOW SERVICE INC. SUPERVISED LABOUR

☐ 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 LABOUR

☐ 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	136.50 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	183.80 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	235.20 per Hour

### ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	136.50 per Hour	\$_____ Total	<b>A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	183.80 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	235.20 per Hour	\$_____ Total	

### ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	136.50 per Hour	\$_____ Total	<b>A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	183.80 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	235.20 per Hour	\$_____ Total	

**PLEASE NOTE:** dismantle labour can start no earlier than 30 - 60 minutes after show close

### SPECIAL SET UP INSTRUCTIONS

Please include set up plans, photos and install instructions for booth labour when submitting your order.

Are set up plans attached? ☐ Yes ☐ No

*If no, please provide an email address for Levy to contact you regarding booth set up plans*

Do you require any special tools? ☐ Yes ☐ No

*please specify tools required*

Do you require any ladders? ☐ Yes ☐ No

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

**PLEASE NOTE:** Exhibitors will be charged for unused time based off of their prepayment amount

**\*\*PLEASE ADD 25% FOR ORDERS PLACED AFTER MARCH 24, 2025\*\***

### 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**

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

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

## 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.

LABOUR 2025.cdr

# 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 **March 24, 2025**. 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., CFG and the GROCERY & SPECIALTY FOOD WEST** as additional insured's by **March 24, 2025**. 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 March 24, 2025.***

**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: \_\_\_\_\_