



12340 Horseshoe Way  
Richmond, BC  
Canada V7A 4Z1

Telephone 604 277 1726  
Fax 604 277 1736

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## **IPAC'18**

April 29 – May 4, 2018  
JW Marriott parq Vancouver  
Vancouver, BC

Dear Exhibitor:

We would like to welcome you to **IPAC'18**. As the Official General Service Contractor, we have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exhibition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by **April 13, 2018**. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 604 277 1726 or via email at [operations@levyshow.com](mailto:operations@levyshow.com). We will be happy to assist you in any way possible to ensure that you have a successful experience at **IPAC'18**.

Thank you and we look forward to servicing your needs.

Levy Show Service Inc.



**SERVICE CONTRACTOR CONTACT:**

LEVY SHOW SERVICE INC.  
12340 Horseshoe Way  
Richmond, BC V7A 4Z1  
Tel: 604 277 1726  
Fax: 604 277 1736

**LOCATION:**

JW Marriott parq Vancouver  
39 Smithe Street  
Vancouver, BC Canada V6B 1C1

**EXHIBITOR MOVE-IN:**

Sunday, April 29, 2018 14:00 – 17:30 hrs  
Monday, April 30, 2018 06:00 – 08:00 hrs

**OPENING RECEPTION:**

Sunday, April 29, 2018 17:45 – 18:45 hrs

**EXHIBITION DATES:**

Monday, April 30, 2018 09:00 – 17:30 hrs  
Tuesday, May 1, 2018 09:00 – 17:30 hrs  
Wednesday, May 2, 2018 09:00 – 17:30 hrs

**EXHIBITOR MOVE-OUT:**

Wednesday, May 2, 2018 17:30 – 23:30 hrs

**BOOTH EQUIPMENT:**

each 8' x 10' booth space comes with the following:  
8' high sintra hardwall backwall  
8' high x 40"W step down to 40" x 80"L white sintra sidewalls  
1 – 10' header with company name  
1 – 30"H x 30"W pedestal table – white  
2 – Fabric chairs

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

**DISCOUNT PRICE DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **April 13, 2018**.

**LEVY ONLINE ORDERING:**

To access our online ordering system visit <http://www.levyshow.com/> and click on "Online Ordering".

- you will be prompted to either register as a new exhibitor or sign in as a returning exhibitor
- after signing in you will need a show code
- the show code for IPAC'18 is 'IPAC2018'.
- -you will need to enter this and your booth number
- if you do not know your booth number please enter "0" (zero)



**SHIPPING:**

LEVY LOGISTICS offers very reliable transportation and customs services for all of your exhibition materials. We provide seamless service from your location to the facility and return. Levy Logistics makes shipping your freight easy.

***To expedite the move in process, all freight must be shipped to Levy's Advance Warehouse.***

We want you to have a successful show. If we can be of assistance, please call the Levy Show Service Exhibitor Services Department at 604 277 1726.

**QUICK FACTS**



**HEAD OFFICE**  
 12340 Horseshoe Way  
 Richmond, BC  
 Canada, V7A 4Z1  
 Fax: 604 277 1736  
 Telephone: 604 277 1726  
 Email: operations@levyshow.com

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### PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY	BOOTH NUMBER	<p align="center"><b>All orders are regulated by LSS Payment Terms &amp; Conditions as well as Material Handling / Exhibit Transportation Terms &amp; Conditions.</b></p>
ADDRESS	street          city          state/province          zip/postal code          country	
PHONE	FAX          P/O Number          E-MAIL	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT          DATE	
<span style="font-size: 1.2em; font-weight: bold;">X</span>		

### PAYMENT INFORMATION

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> CHEQUE	EXPIRY DATE	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
ACCOUNT NUMBER	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL			
CARDHOLDER'S BILLING ADDRESS	city	state/province	zip/postal code	country
CARDHOLDER'S SIGNATURE	CARDHOLDER'S NAME - PLEASE PRINT			
<span style="font-size: 1.2em; font-weight: bold;">X</span>				

**Please complete the information requested and return payment in full with this form and your orders.** 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.

**LEVY LOGISTICS - I hereby acknowledge and understand the terms & conditions and limits of liabilities provided for exhibit transportation and/or customs brokerage.**

\_\_\_\_\_ name / date

\_\_\_\_\_ signature

### CALCULATION OF ORDER FORMS

*TOTAL FROM EACH ORDER FORM*

Material Handling Order Form .....	\$	
Shipping and Customs Order Form.....	\$	
Carpet, Drape, & Complements Rental Order Form .....	\$	
Table and Chair Rental Order Form .....	\$	
Accessories Rental Order Form.....	\$	
Furniture Rental Order Form.....	\$	
Hardwall System Upgrade Rental Order Form .....	\$	
Graphics and Sign Order Form.....	\$	
Plant & Flower Rental Order Form .....	\$	
Audio Visual & Computer Order Form.....	\$	
Exhibit Booth Cleaning Order Form .....	\$	
Labour Order Form & Invoice .....	\$	
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.  Dated  in the amount of \$



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**MATERIAL HANDLING ORDER FORM & INVOICE**

**MATERIAL HANDLING SERVICES**

**CRATED:** Material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.  
**SPECIAL HANDLING AND UNCRATED:** Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS, Purolator and DHL and All Van Lines are included in this category due to their delivery procedures.  
**SMALL PACKAGE SHIPMENT:** Single piece shipment under 30 lbs.  
**OFF TARGET:** Shipments received at the advance warehouse outside normal warehouse hours of 9:00 A.M. to 3:00 P.M. Monday through Friday and prior to **March 26, 2018** or after **April 23, 2018** will incur a \$37.00 per hundred pounds surcharge.  
**NORMAL WAREHOUSE HOURS FOR RECEIVING FREIGHT:** 9:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.  
**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M Monday to Friday.  
**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays.  
**PLEASE NOTE:** *Warehousing for refrigerated or frozen items is unavailable*  
**\*\*Shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted\*\***

DESCRIPTION	CWT Price	Minimum
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 103.00	\$ 206.00
Special Handling Shipment.....	133.00	266.00
Small Package Shipment (single piece shipment under 30 lbs.).....	60.00	60.00
Off Target (In Addition to Base Rate).....	37.00	74.00
<b>Overtime Charge (Inbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 33.00	\$ 66.00
Special Handling Shipment.....	33.00	66.00
<b>Overtime Charge (Outbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 33.00	\$ 66.00
Special Handling Shipment.....	33.00	66.00

**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
Crated or Skidded Shipment	300 LBS	÷ 100 = 3	\$103.00	\$309.00
E X A M P L E				
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
G.S.T. 5%				
<b>TOTAL CANADIAN DOLLARS</b>				

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

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

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
 \*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*  
 GST#R103315057



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## SHIPPING INSTRUCTIONS

To expedite the move in process, all freight must be shipped to Levy's Advance Warehouse.

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:

**IPAC'18 - BOOTH NO. & COMPANY NAME**  
**YRC c/o Levy Show Service Inc.**  
**3985 Still Creek Avenue**  
**Burnaby, BC V5C 4E2**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of five business days in advance of the show move-in date. All shipments must be received at the advance warehouse between the hours of 09:00 and 15:00, Monday to Friday, no earlier than **March 26, 2018** and no later than **April 23, 2018**. For shipments received before or after these dates a \$37.00 per hundred weight surcharge with \$74.00 minimum will be applied.

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

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

## LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_  
*EXHIBITOR NAME*

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

EVENT: \_\_\_\_\_ IPAC'18

BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.

\_\_\_\_\_ Cut along line and tape label to shipment \_\_\_\_\_

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_  
*EXHIBITOR NAME*

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

EVENT: \_\_\_\_\_ IPAC'18

BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.

\_\_\_\_\_ Cut along line and tape label to shipment \_\_\_\_\_

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.*



# 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.







## OFFICIAL SHIPPING & CUSTOMS BROKERAGE SERVICES

- **Advance Delivery** of shipment in your booth space prior to your setup at the show.
- **Priority Customs Clearance** service in collaboration with Canada / U.S. CBSA and CBP border agencies.
- **Turn Key Coordination** from pick up at your location and delivery to your booth with return shipment.
- **Hassle Free** paperwork, bill of lading and documentation provided and completed by our experienced and dedicated specialists.
- **International Shipment and Storage** for your exhibits between events in North America.
- **24/7 Customer Service** supervision at the show during the event set up and move out.

**SAVE MONEY, SHIP EARLY,  
SEND IN YOUR FORM NOW!**



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**Levy Show Service Inc.** has been appointed the official service contractor for **IPAC'18**. Our experienced logistics staff will support you with your inbound, outbound shipping, advance warehousing and Customs clearance.

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

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

Our goal is for your event to be a success.

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

We look forward to hearing from you.

**EXHIBIT TRANSPORTATION**



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**LEVY LOGISTICS INFORMATION AND ORDER FORM**

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

Shipping & Customs     Shipping Only     Customs Only

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

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

**DESTINATION INFORMATION AFTER SHOW** **IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION**

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

**CUSTOMS INFORMATION**

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

**SHIPMENT INFORMATION**

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

**DO YOU REQUIRE CARGO INSURANCE?**     YES     NO    \_\_\_(initial)  
 You must check one of these boxes above and initial. NOTE: if the request for cargo insurance is not indicated and initialed, your shipment will not be insured. If you have checked Yes, please continue to next page.



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**LEVY LOGISTICS CARGO INSURANCE**

Exhibiting Company Name		Booth #
Contact Name	Phone	Email

*How do you know your trade show materials will be protected?  
 Add cargo insurance to your shipment for peace of mind.*

If you are requesting Cargo Insurance, please complete the following application:  
 Indicate Currency for Limits and Premium:  Canadian Dollars  US Dollars  
**For Shipment value over \$1000.00 deductible amount is \$500.00. For shipment value under \$1000.00 deductible amount is \$250.00.**

Trip	Deductible	Coverage Limit	Rate *	Premium
<input type="checkbox"/> Inbound: One Way shipping into the event ** Maximum Standard Limit \$50,000	\$500.00/\$250.00		.005	
<input type="checkbox"/> Outbound: One Way shipping out of the event ** Maximum Standard Limit \$50,000	\$500.00/\$250.00		.005	
CLAIMS: Report all claims to CNA Continental Casualty Company Phone: 1-800-668-6100 Subject to the terms and conditions of Cargo Policy #819218		Premium Total (Minimum Premium \$50)		
		Administration Fee:		<b>\$ 50.00</b>
		Total Payable		

\*\* Maximum Limit is \$50,000.

Administrative Use	Cargo Policy Number 819218	Certificate Number:
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**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
 \*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*



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## CANADA CUSTOMS BROKERAGE

As the official contractor for **IPAC'18** we understand that planning a successful event begins long before you step onto the show floor. International shipping can be daunting but we are here to help. We will facilitate all your customs clearance needs.

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

	<u>Levy</u>	<u>Standard Provider</u>
**Clearing Canada Customs at your booth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Save money with duty and tax free shipping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Streamlined integration with our shipping service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledgeable staff providing 24 hour/7 day support for your event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On-site customer service during move-in and move-out	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

*\*\*for qualified shipments*

**CANADA CUSTOMS**



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

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



**CANADA CUSTOMS INVOICE**  
**FACTURE DES DOUANES CANADIENNES**

<p>1. Vendor (name and address) - Vendeur (nom et adresse) <b>ABC Company Ltd.</b> <b>123 Foster St.</b> <b>San Diego, CA</b> <b>USA 123409</b></p>		<p>2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada <b>2015/10/27</b></p>																															
<p>4. Consignee (name and address) - Destinataire (nom et adresse) <b>ABC Comp. (Your company name)</b> <b>Show Name</b> <b>c/o Levy Show</b> <b>Facility Address</b> <b>City, Province</b> <b>Postal Code</b></p>		<p>3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur) <b>Show name</b></p>																															
		<p>5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) <b>Same.</b></p>																															
<p>8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada <b>Levy Show</b></p>		<p>6. Country of transshipment - Pays de transbordement <b>N/A</b></p>																															
		<p>7. Country of origin of goods Pays d'origine des marchandises <b>USA</b></p> <p style="font-size: small;">IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.</p>																															
<p>9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) <b>Trade Show Goods Returning</b></p>		<p>10. Currency of settlement - Devises du paiement <b>USD</b></p>																															
		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:10%;">11. Number of packages Nombre de colis</th> <th rowspan="2" style="width:50%;">12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)</th> <th rowspan="2" style="width:10%;">13. Quantity (state unit) Quantité (précisez l'unité)</th> <th colspan="2" style="width:30%;">14. Selling price - Prix de vente</th> </tr> <tr> <th style="width:15%;">Unit price Prix unitaire</th> <th style="width:15%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td><b>Display Booth</b></td> <td style="text-align: center;">1</td> <td style="text-align: right;">5,000.00</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td></td> <td><b>Advertising Brochures - give-aways</b></td> <td style="text-align: center;">1000</td> <td style="text-align: right;">0.10</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td></td> <td><b>Plastic key chains - give-aways</b></td> <td style="text-align: center;">50</td> <td style="text-align: right;">0.50</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td></td> <td><b>Computer</b></td> <td style="text-align: center;">2</td> <td style="text-align: right;">1,000.00</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td></td> <td><b>Monitor</b></td> <td style="text-align: center;">2</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">1,000.00</td> </tr> </tbody> </table>		11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Selling price - Prix de vente		Unit price Prix unitaire	Total	5	<b>Display Booth</b>	1	5,000.00	5,000.00		<b>Advertising Brochures - give-aways</b>	1000	0.10	100.00		<b>Plastic key chains - give-aways</b>	50	0.50	25.00		<b>Computer</b>	2	1,000.00	2,000.00		<b>Monitor</b>	2
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Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



## TERMS AND CONDITIONS OF SERVICE

**(Please Read Carefully)**

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

### CHOOSING ROUTES AND AGENTS

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

### SERVICES RENDERED BY RELEASEES

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

### INDEMNIFICATION FOR SERVICES RENDERED BY RELEASEES

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

### SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT

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

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

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

### SERVICES RENDERED BY LEVY

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

### LIMITATION OF LIABILITY FOR SERVICES RENDERED BY LEVY

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

## TERMS AND CONDITIONS OF SERVICE Con'td

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

### GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY

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

### CONSTRUCTION OF TERMS AND VENUE

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

### WARSAW CONVENTION

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

### LANGUAGE

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

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

### Transportation Floater Form – All Risks

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

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

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

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

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

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



**HEAD OFFICE**  
 12340 Horseshoe Way  
 Richmond, BC  
 Canada, V7A 4Z1  
**Fax: 604 277 1736**  
**Telephone: 604 277 1726**  
 Email: operations@levyshow.com

IPAC'18  
 April 29 - May 4, 2018  
 JW Marriott parq Vancouver  
 Vancouver, BC

## CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

### COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 8 ft. X 10 ft.	198.00	260.00	
8 ft. X 20 ft.	396.00	520.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.48	3.25	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.53	3.29	

Blue    Red    Burgundy    Hunter Green

### BLACK & GREY CARPET SELECTIONS

Size - 8 ft. X 10 ft.	210.00	276.00	
8 ft. X 20 ft.	420.00	552.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.63	3.41	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.70	3.51	

Black    Grey

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

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#**

### CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.17	1.54	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.53	.71	

### DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$7.72/ft	\$10.50/ft	
_____ lin. ft. of 8' high drape	\$10.56/ft	\$14.22/ft	

Blue    Red    Burgundy    Silver    White    Black  
 Hunter Green

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

### COMPLEMENTS (Also see Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	24.00	30.00	
	Tropical plants - 3'- 4'	93.00	119.00	
	Potted flowers	51.00	71.00	
	Chrome stanchion	44.00	62.00	
	Velour stanchion rope - red (max. length 7.5 ft)	44.00	62.00	
	Retractable stanchion (max. belt length 6 ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	51.00	71.00	
	Table Top Plexi Box	105.00	138.00	
	Large glass bowl	64.00	81.00	

### 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>		

**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 **April 13, 2018**. 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  
 CARPET-DRAPE 2018 8 x 10.cdr


**TABLE AND CHAIR RENTAL ORDER FORM & INVOICE**

**TABLES**

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
4' x 2' Skirted		83.00	110.00	
6' x 2' Skirted		97.00	125.00	
8' x 2' Skirted		111.00	146.00	
Fourth side of table skirted		37.00	47.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		64.00	81.00	
<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"/> Purple <input type="checkbox"/> Hunter Green				

 <b>TABLES 40" COUNTER HEIGHT</b>				
4' x 2' Skirted		130.00	171.00	
6' x 2' Skirted		143.00	186.00	
8' x 2' Skirted		157.00	206.00	
Fourth side of table skirted		43.00	59.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		77.00	102.00	
<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				

 <b>WHITE PEDESTAL TABLE - 30" DIAMETER</b>				
17" Coffee table height		79.00	105.00	
27" Table height		85.00	113.00	
40" Counter height		93.00	119.00	

 <b>BLACK PEDESTAL TABLE - 30" DIAMETER</b>				
17" Coffee table height		93.00	119.00	
27" Table height		100.00	130.00	
40" Counter height		108.00	142.00	

<b>TABLE RISERS DRAPED IN WHITE VINYL</b>				
4'L X 8" W X 8" H		82.00	107.00	
6'L X 8" W X 8" H		108.00	140.60	

**CHAIRS**

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR - GREY</b>		54.00	71.00	
 <b>FABRIC ARMCHAIR - GREY</b>		73.00	97.00	
 <b>FOLDING CHAIR</b>		32.00	41.00	
 <b>LEATHER EXECUTIVE CHAIR - BLACK</b>		121.00	161.00	
 <b>FABRIC STENO CHAIR</b>		83.00	110.00	
 <b>PADDED BAR STOOL - BLACK</b>		70.00	91.00	
 <b>PADDED HIGH BACK STOOL</b>		78.00	104.00	

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

**COST SUMMARY**

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

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
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TABLE-CHAIR 2018.cdr

# Accessories



Aluminum Folding Literature Rack



Wire Literature Rack/ Black



Chrome Bag Holder



Coat Tree



Waste Basket



Bar Fridge/ colours vary



Table Top Plexi Draw Box (table not included)



Aluminum Easel



Chrome Sign Holder



Pop - Up Booth



Fabric Poster Board / Horizontal or Vertical



Counter / White or Black



Jewelry Case / White







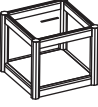



Show Case / White



## ACCESSORIES RENTAL ORDER FORM & INVOICE

### ACCESSORIES


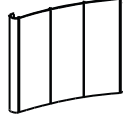


Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM FOLDING LITERATURE RACK</b> (with clear plexi dividers) - double wide rack available please ask for rate		98.00	129.00	
 <b>WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material		114.00	146.00	
 <b>CHROME BAG HOLDER</b>		65.00	83.00	
 <b>COAT TREE</b>		65.00	83.00	
<b>GARMENT ROLLING RACK</b>		72.00	94.00	
 <b>WASTE BASKET</b>		24.00	30.00	
 <b>BAR FRIDGE</b>		182.00	239.00	
 <b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall		105.00	138.00	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		72.00	96.00	

### EXHIBITOR INFORMATION




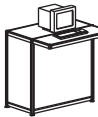
COMPANY \_\_\_\_\_

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

### DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>CHROME SIGN HOLDER</b> 22" x 28"		77.00	102.00	
 <b>POP-UP BOOTH</b> 8 ft. Fabric Panels Velcro compatible <input type="checkbox"/> Light fixtures \$95.00/per (set of two) <input type="checkbox"/> Black		620.00	836.00	
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		196.00	256.00	
 <b>TALL CABINET SHOW CASE</b> 3 shelves with lockable door 14" X 39" X 78" <input type="checkbox"/> Lights \$78.00		535.00	700.00	

### COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		White 243.00	White 318.00	
		Black 331.00	Black 434.00	
 <b>JEWELRY CASE</b> One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		315.00	413.00	
 <b>SHOW CASE</b> Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		328.00	428.00	
 <b>COMPUTER COUNTER</b> White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$20.00 each)		304.00	399.00	

### 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>		

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# Furniture



Corbusier Lounge Chair  
35" x 32" x 27"  
White / Black Leather



Corbusier Love Seat  
55" x 32" x 27"  
White / Black Leather



Corbusier Sofa  
76.5" x 32" x 27"  
White / Black Leather



Richmond Lounge Chair  
30" x 31.5" x 32"  
Black Leather



Coffee Table  
24" x 48" x 21"  
(Chrome / Plexi)



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



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



Padded Highback Stool  
Grey



Padded Bar Stool  
Black



Yaletown Padded Stool  
White / Black









End Table  
18" x 18" x 21"  
(Chrome / Plexi)



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

### ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 17" H x 30"D Coffee Table	White	79.00	105.00	
	Black	93.00	119.00	
 27" H x 30"D Round Ped Table	White	85.00	113.00	
	Black	100.00	130.00	
 40" H x 30"D Round Ped Table	White	93.00	119.00	
	Black	108.00	142.00	
 GIRARI GLASS COCKTAIL TABLE 40" H x 30"D Bar Height		146.00	190.00	
 CHROME & PLEXI COFFEE TABLE 24" x 48" x 21" high <input type="checkbox"/> Black <input type="checkbox"/> White		144.00	188.00	
 CHROME & PLEXI END TABLE 18" x 18" x 21" high <input type="checkbox"/> Black <input type="checkbox"/> White		110.00	144.00	

### CHAIRS

 FABRIC ARMCHAIR - GREY		73.00	97.00	
 FOLDING CHAIR		32.00	41.00	
 FABRIC SLED BASE CHAIR - GREY		53.00	71.00	
 PADDED BAR STOOL - BLACK		70.00	91.00	
 PADDED HIGH BACK STOOL		78.00	104.00	
 YALETOWN PADDED STOOL	Black	110.00	144.00	
	White	120.00	159.00	

### LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
 KERRISDALE SOFA / LEATHER		Black 445.00	Black 582.00	
		White 473.00	White 620.00	
 KERRISDALE LOVESEAT / LEATHER		Black 355.00	Black 464.00	
		White 372.00	White 486.00	
 KERRISDALE LOUNGE CHAIR / LEATHER		Black 242.00	Black 317.00	
		White 258.00	White 339.00	

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

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

### COST SUMMARY

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SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>		

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**IPAC'18**  
**April 29 - May 4, 2018**  
**JW Marriott parq Vancouver**  
**Vancouver, BC**

## HARDWALL SYSTEM UPGRADE RENTAL ORDER FORM & INVOICE

**To upgrade the standard hardwall package included with your boothspace. Upgrade options include coloured fabric panels, accessories and design modifications as shown. (See attached 8' x 10' & 8' x 20' diagrams)**

<b>8' x 10' BOOTH PACKAGES</b>	<b>ALL BASIC PACKAGES INCLUDE FULL HEIGHT FABRIC PANELS</b>	<b>Quantity</b>	<b>Discount Rate</b>	<b>Standard Rate</b>	<b>Total</b>
<b>MODEL 110</b>	<b>Basic</b> - 1 straight header sign, with full height fabric panels <b>Deluxe</b> - 1 curved header sign and 3 ft stepdown sidewalls		1,103.00 1,237.00	1,489.00 1,670.00	
<b>MODEL 120</b>	<b>Basic</b> - Corner booth with oversize counter, 1 straight header sign <b>Deluxe</b> - Basic plus 1 enclosed corner counter top		1,312.00 1,648.00	1,770.00 2,223.00	
<b>MODEL 130</b>	<b>Basic</b> - Full height fabric panels <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,103.00 1,563.00	1,489.00 2,110.00	
<b>MODEL 140</b>	<b>Basic</b> - 1 oversize curved header sign, 2 built in counters with sliding doors <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,337.00 1,756.00	1,806.00 2,370.00	

<b>8' x 20' BOOTH PACKAGES</b>	<b>ALL BASIC PACKAGES INCLUDE FULL HEIGHT FABRIC PANELS</b>	<b>Quantity</b>	<b>Discount Rate</b>	<b>Standard Rate</b>	<b>Total</b>
<b>MODEL 210</b>	<b>Basic</b> - Straight backwall with 1 curve header <b>Deluxe</b> - 1 curved header sign and 3 ft stepdown sidewalls		1,630.00 1,796.00	2,200.00 2,427.00	
<b>MODEL 220</b>	<b>Basic</b> - Corner booth with oversize counter, 1 curved header sign & storage room (not lockable) <b>Deluxe</b> - Basic plus 1 additional curved header sign and lockable storage room		2,249.00 2,833.00	3,036.00 3,825.00	
<b>MODEL 230</b>	<b>Basic</b> - 1 extended straight header sign, angled backwall, 2m wide white centre counter <b>Deluxe</b> - Basic plus 4 shelves, 1 full height panel of white slat wall		2,541.00 3,001.00	3,431.00 4,052.00	
<b>MODEL 240</b>	<b>Basic</b> - 1 oversize curved header, 3 built in counters with sliding doors <b>Deluxe</b> - Basic plus 3 shelves, 1 white curved front display counter		2,851.00 3,393.00	3,082.00 4,581.00	

### OPTIONS & INFORMATION

**HARDWALL PANEL (non fabric) SELECTION**  
 White

**FABRIC PANEL COLOUR SELECTIONS (BACKWALL ONLY)**  
 (sidewalls will be coloured non-fabric panels)  
 Blue  Silver  Black

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

Header One

Header Two

For more information on counters and other accessories please see the **SPECIALTY ACCESSORIES** Rental Order Form.

### EXHIBITOR INFORMATION

COMPANY

CONTACT  **BOOTH#**

### ACCESSORY OPTIONS

<b>Description</b>	<b>Qty.</b>	<b>Discount Rate</b>	<b>Standard Rate</b>	<b>Total</b>
Wall shelf, .25m deep x 1m long		64.00	83.00	
Angled shelf, .25m deep x 1m long		83.00	114.00	
150 watt armlight, power NOT included		86.00	122.00	
2m white curve counter WITH inside shelf, NO doors		478.00	621.00	
White PVC slat wall, 2.5m high x 1m wide, per lin. m		171.00/m	228.00/m	

### COST SUMMARY

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

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**HARDWALL UPGRADE 8 X 10 2018.cdr**

**HARDWALL SYSTEM 8' x 10' EXHIBITS**

**MODEL 110 - 8'x10' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 110



DELUXE MODEL 110

**MODEL 120 - 8'x10' CORNER**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 120



DELUXE MODEL 120

**MODEL 130 - 8'x10' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 130



DELUXE MODEL 130

**MODEL 140 - 8'x10' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 140



DELUXE MODEL 140

**BASIC HARDWALL PACKAGE INCLUDES**

- Aluminum structure
- White hardwall or coloured fabric backwalls
- Carpet

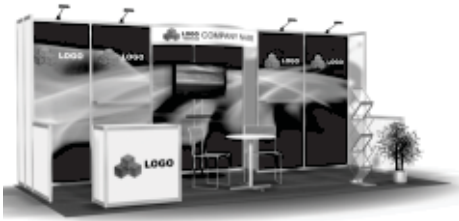
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form

Please fill in carpet colour selection on order form



**HARDWALL SYSTEM 8' x 20' EXHIBITS**

**MODEL 210 - 8'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 210

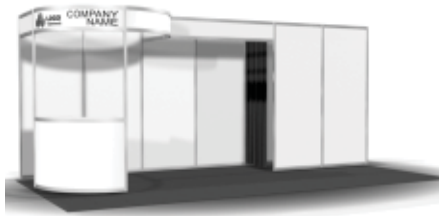


DELUXE MODEL 210

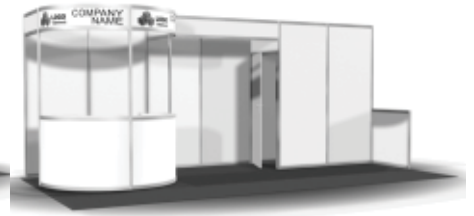
**MODEL 220 - 8'x 20' CORNER**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 220

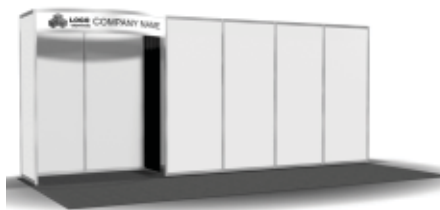


DELUXE MODEL 220

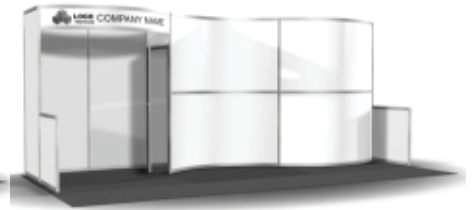
**MODEL 230 - 8'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote

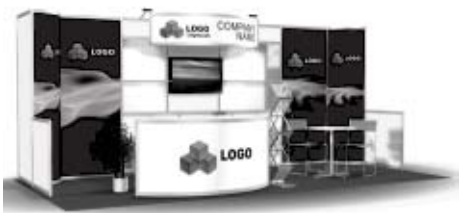


BASIC MODEL 230



DELUXE MODEL 230

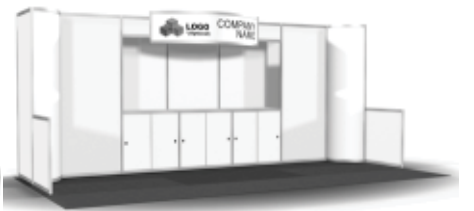
**MODEL 240 - 8'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 240



DELUXE MODEL 240

**BASIC HARDWALL PACKAGE INCLUDES**

- Aluminum structure
- White hardwall or coloured fabric backwalls
- Carpet

- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form

Please fill in carpet colour selection on order form





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**Vancouver, BC**

## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	45.00	72.00	
	7" x 44"	49.00	76.00	
	11" x 14"	53.00	79.00	
	14" x 22"	65.00	86.00	
	22" x 28"	82.00	117.00	
	28" x 44"	151.00	212.00	

Prices listed are for one-colour copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	2.90	4.80	
	Easel back on sign (Up to 22" x 28")	10.04	17.13	
	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 \$75.00 per hour (1 hour minimum).
- Digital files must be received at least two (2) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	25.00	31.00	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### INDICATE YOUR SIGN COPY HERE

### 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 Exhibits 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.

#### CHOOSE YOUR LAYOUT

 Vertical

 Horizontal

Levy Show Service Inc.  
to design layout

#### LETTER COLOR SELECTIONS

Blue  Red  Green  Teal  Black  Purple  
 Black lettering will be provided unless otherwise specified.

### COST SUMMARY

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

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

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GRAPHICS - SIGN 2018.cdr





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 Vancouver, BC

## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	51.00	71.00	
	Boston fern	67.00	84.00	
	Hanging green plant	67.00	84.00	

### LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	93.00	119.00	
	4' - 5' tall floor plant	123.00	162.00	
	5' - 6' tall floor plant	152.00	200.00	

### COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	135.00	177.00	
	Large floral arrangement	175.00	228.00	

Please indicate colour preference here, if any: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

### 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>		

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

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## AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
	<b>LARGE PLASMA &amp; LCD DISPLAYS - Includes table-top base</b>				
	32" LED Display (16:9) VIDEO MONITOR	\$258.00	\$335.00		
	40" LED Display (16:9) - Includes Speakers, Smart TV USB capable	\$361.00	\$468.00		
	55" LED Display (16:9) - Includes Speakers, Smart TV USB capable	\$550.00	\$715.00		
	60" LCD Display (16:9) - Includes Speakers, Smart TV USB capable	\$650.00	\$845.00		
	70" LCD Display (16:9) - Includes Speakers, Smart TV USB capable	\$700.00	\$910.00		
	Flat Monitor Floor Stand (not a stand alone rental, 32"+ monitor rental required)	\$77.00	\$101.00		
	Flat Monitor Floor Stand w shelf (not a stand alone rental, 32"+ monitor rental required)	\$93.00	\$121.00		
	<b>**FLOORSTANDS ARE ONLY COMPATIBLE WITH OUR RENTAL MONITORS**</b>				
	<i>Does your monitor require any of the following compatibilites?</i>				
	<input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB				
	<b>VIDEO PLAYBACK - for use with displays listed above</b>				
	Blu-Ray HD Player	\$155.00	\$201.00		
	( ) DVD Player - NTSC or ( ) Multi-region DVD Player	\$67.00	\$88.00		
	<b>COMPUTERS (Desktop / Laptop) &amp; Printers</b>				
	Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9)	\$309.00	\$402.00		
	Laptop - I7 2.3G W7 OFFICE2010 (16:9)	\$309.00	\$402.00		
	22" LCD Display (16:9) WUXGA [No Audio Speakers]	\$100.00	\$130.00		
	24" LCD Display (16:9) WUXGA [No Audio Speakers]	\$113.00	\$147.00		
	HP 4250+ Laserjet Printer	\$180.00	\$235.00		
	Wireless PPT Remote/Mouse	\$57.00	\$74.00		
	<b>SCREENS / PROJECTORS</b>				
	Tripod Screen - ( ) 50" x 80" or ( ) 70" x 70" or ( ) 84" x 84	\$62.00	\$80.00		
	Meeting Room LCD data/video projector (16:9) WXGA, 2500 lumens	\$330.00	\$428.00		
	Exhibition Booth LCD data/video projector (16:9) WUXGA, 5000 lumens	\$773.00	\$1,004.00		
	Video cart with black skirting ( ) 42" or ( ) 48"	\$31.00	\$40.00		
	Please call for rates on other screens, projectors, carts or rigging brackets	On Request	On Request		
	<b>AUDIO</b>				
	Booth Audio System c/w one WIRED handheld mic, one mixer/amp, two speakers on stands	\$227.00	\$295.00		
	UHF wireless Microphone ( ) handheld or ( ) headset or ( ) lavalier	\$165.00	\$214.00		
	Wired Mic [Shure SM58]	\$41.00	\$54.00		
	Slim Lectern Microphone [Shure MX412C]	\$41.00	\$54.00		
	Multi-disc CD Player	\$57.00	\$74.00		
	PCDI	\$31.00	\$40.00		
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$62.00	\$80.00		
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	\$88.00	\$114.00		

**\*\*\* IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR PLEASE CONTACT OUR EXHIBITOR SERVICES DEPARTMENT AT 604 277 1726 OR EMAIL operations@levyshow.com AND REQUEST A CUSTOM QUOTE.\*\*\***





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**IPAC'18**  
**April 29 - May 4, 2018**  
**JW Marriott parq Vancouver**  
**Vancouver, BC**

**AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE**

**SPECIAL INSTRUCTIONS (please list any specific cords you require)**

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**RENTAL AGREEMENT**

1. Please forward payment in full with your order.
2. A **25% cancellation fee** will be applied to all ordered received then cancelled.
3. Please note: The rented equipment will be delivered and installed to your booth towards the end of your move in time.
4. The equipment is your responsibility until picked up by a Levy Show Service Inc. representative. **DO NOT** leave equipment unattended in the exhibit booth once the show finishes.

**SUPPLEMENTARY CONDITIONS**

**EXTENSION** To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

**INSURANCE** Insurance for the full replacement value of the equipment rented is the responsibility of the customer.

**SOFTWARE CONDITIONS**  
**SOFTWARE** The customer agrees to be bound by all applicable licence and copyright laws of any of the software on this equipment.

**GUARANTEES & RESPONSIBILITY LIMITATION**  
 Levy Show Service Inc. is not responsible for software issues and will charge the customer if it responds to problems caused by the customer's software.

**\*\*\* INSTALLATION LABOUR \*\*\***  
**Additional labour will be charged at our prevailing rates for installations requiring more than one-half hour.**

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

<b>COST SUMMARY</b>		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
SUBTOTAL		
Cables & Consumables (+6.5% on equipment)		
Special Installation Charges		on request
Basic Installation & Transportation Charges		\$185.00
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>		

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **April 13, 2018**. 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



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# EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

## SERVICES

**OUR SERVICES INCLUDE THE FOLLOWING:**

EXHIBIT VACUUMING    EMPTYING OF WASTEBASKETS    GENERAL HOUSEKEEPING

## DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
_____	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day	X \$0.48	= _____
100 Square Feet Minimum Order	X _____ Total Number of Days		

## STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
_____	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day	X \$0.60	= _____
100 Square Feet Minimum Order	X _____ Total Number of Days		

## ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

**SPECIAL INSTRUCTIONS**

Please indicate below any special cleaning requests or instructions you may have.

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

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

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

**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 **April 13, 2018**. 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



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# LABOUR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY SHOW SERVICE INC. SUPERVISED

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

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 \_\_\_\_\_

**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

<b>REGULAR TIME</b>	8:00 AM - 4:00 PM Monday to Friday	\$93.00 per Hour
<b>OVER TIME</b>	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	\$125.00 per Hour
<b>DOUBLE TIME</b>	All other hours including Sundays and Statutory Holidays	\$161.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	\$93.00 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 _____
<b>OVER TIME</b>	_____ Labourers	_____ Hours	\$125.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	\$161.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	\$93.00 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 _____
<b>OVER TIME</b>	_____ Labourers	_____ Hours	\$125.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	\$161.00 per Hour	\$ _____ Total	

## INBOUND FREIGHT INFORMATION

Carrier \_\_\_\_\_ Date Shipped \_\_\_\_\_

Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_

Pro Number \_\_\_\_\_ Arrival Date (Target) \_\_\_\_\_

Loose Display                       Crated Display

## 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:*

\_\_\_\_\_

### QUANTITY OF LADDERS REQUIRED (Optional)

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

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

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

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>		

## 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. GST #R103315057

# 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. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not canceled in writing at least 24 hours 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, judgements, 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 labour 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.**



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**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must 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 should be made through Levy Show Service Inc. in advance whenever possible. Official labour forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Show Service Inc. no later than April 13, 2018.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the JW Marriott parq Vancouver. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. 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., TRIUMF and IPAC'18 as additional insured's by April 13, 2018.** These Certificates or 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 April 13, 2018. If this form and the certificate or insurance from the non-official contractor is not received by April 13, 2018, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service Inc. for installation and dismantle of the exhibit.***

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

Corporate image is paramount to achieving a successful tradeshow. At Levy Show Service Inc. we have a team of professional exhibit and design consultants to help you achieve this. Please find below a checklist that will guide you in planning your booth image.

## HELPING YOU LOOK YOUR BEST CHECKLIST:

### 1. PURPOSE OF PARTICIPATION

- Product / service promotion
- Presence
- Launch
- Special event

### 2. TARGET AUDIENCE

- Trade
- Public
- Invitation only

### 3. CORPORATE IMAGE

- Logos and signage
- Graphics / posters
- Corporate colours \_\_\_\_\_

### 4. STRUCTURAL RESTRICTIONS

- Special design/pavilion/upgrade
- Booth Dimension \_\_\_\_\_ ft x \_\_\_\_\_ ft
- Height limit \_\_\_\_\_ ft

### 5. BOOTH LAYOUT

- Lounge / bar area
- Discussion / meeting room
- Office, # of persons \_\_\_\_\_
- Demonstration area
- Storeroom \_\_\_\_\_ ft x \_\_\_\_\_ ft
- Audio Visual equipment

### 6. TYPE OF BOOTH

- Pipe and Drape Booth
- Pop Up Display Booth
- Custom Design Booth
- Hardwall System Booth

### 7. BOOTH FURNITURE

- Tables
- Banner stand
- Table Top display
- Bar table and stools
- Showcases
- Computers
- Carpet colour \_\_\_\_\_

- Storage counters
- Meeting room table
- Sofa set
- Fridge
- Executive chairs
- Chairs
- Platform flooring

- Info / Reception counter
- Literature rack
- Coffee table
- Wastebasket
- Audio Visual equipment
- Carpet with foam padding

### 8. MARKETING

- Corporate Logos and signs
- Posters
- Corporate brochures
- Product brochures
- Interactive computer kiosk
- Product samples
- Giveaways

### 9. BOOTH DECORATION

- Plants and flowers
- Lighting

### 10. LABOUR

- # of labours needed \_\_\_\_\_
- # of hours \_\_\_\_\_
- Time required \_\_\_\_\_
- Date required \_\_\_\_\_
- Supervised labour

### 11. MATERIAL HANDLING

- Onsite Material Handling
- Advance Material Handling
- Customs & Transportation

Please feel free to contact Exhibitor Services Department at 604 277 1726 or [operations@levyshow.com](mailto:operations@levyshow.com) for any assistance you may require to ensure your event is successful.