

**BUILDEX**  
**EDMONTON**

March 20 – 21, 2018

Northland – Edmonton Expo Centre  
Edmonton, AB

Dear Exhibitor:

We would like to welcome you to **BUILDEX EDMONTON**. 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 **March 6, 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 **BUILDEX EDMONTON**.

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:**

Northlands – Edmonton Expo Centre  
7515 – 118 Avenue NW  
Edmonton, AB T5B 4X5

**EXHIBITOR MOVE-IN:**

Monday, March 19, 2018 9:00 am – 8:00 pm

**EXHIBITION DATES:**

Tuesday, March 20, 2018 10:00 am – 4:00 pm  
Wednesday, March 21, 2018 10:00 am – 3:00 pm

**EXHIBITOR MOVE-OUT:**

Wednesday, March 21, 2018 3:00 pm – 9:00 pm

**BOOTH EQUIPMENT:**

each 10' x 10' booth space comes with the following:  
- 8' high drapery backwall – black

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 **March 6, 2018**.

**SHIPPING:**

If you require advance or on-site receiving for freight, or have other shipping questions, please review the Material Handling Order Form or contact our Exhibitor Services dept. via email [operations@levyshow.com](mailto:operations@levyshow.com) or call 604-277-1726

***\*\*Important Information\*\****

***Northlands does not accept, sign for, or store any early freight shipments for outside shows. Any shippers attempting to drop product at Northlands will be turned away and told to come back on the specified MOVE-IN DAY for the show receiving freight.***

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.





# MATERIAL HANDLING FAQs

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

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

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

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

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



**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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## ADVANCE MATERIAL HANDLING ORDER FORM & INVOICE

### MATERIAL HANDLING SERVICES

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

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

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

**OFF TARGET:** Shipments received at the advance warehouse outside normal warehouse hours of 9:00 A.M. to 3:00 P.M. Monday through Friday and prior to **February 13, 2018** or after **March 13, 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 4:00 P.M Monday to Friday.

**OVERTIME:** 4:00 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.....	\$ 91.00	\$ 182.00
Special Handling Shipment.....	122.00	244.00
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.....	\$ 8.00	\$ 16.00
Special Handling Shipment.....	8.00	16.00
<b>Overtime Charge (Outbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 8.00	\$ 16.00
Special Handling Shipment.....	8.00	16.00

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

Description	Weight	CWT	Unit Price	Estimated Total Charges
<b>Forklift Required</b> <input type="checkbox"/> YES <input type="checkbox"/> NO # of Crates:      Skids:      Boxes:      Pallets:	300 LBS	÷ 100 = 3	\$91.00	\$273.00
Carrier:				
<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.</b>		RATE ADJUSTMENT (OFFICE USE ONLY)		
		SUBTOTAL		
		G.S.T. 5%		
		<b>TOTAL CANADIAN DOLLARS</b>		

**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



**HEAD OFFICE**  
12340 Horseshoe Way  
Richmond, BC  
Canada, V7A 4Z1  
**Fax: 604 277 1736**  
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## SHIPPING INSTRUCTIONS

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

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

**\*\*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:

**BUILDEX EDMONTON - BOOTH NO. & COMPANY NAME**  
**YRC c/o Levy Show Service Inc.**  
**16060 - 128 AVE**  
**EDMONTON, AB T5V 1B6**

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 **February 13, 2018** and no later than **March 13, 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.



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## SHOW-SITE MATERIAL HANDLING ORDER FORM & INVOICE

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

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

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

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

**OVERTIME\*\*:** 4:00 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

SHOW-SITE RECEIVING  BOOTH SIZE	STRAIGHT TIME		OVERTIME**	
	MONDAY TO FRIDAY 8AM - 4:00PM		MONDAY TO FRIDAY 4:00PM - 8AM ALL DAY SATURDAY, SUNDAY & HOLIDAYS	
	CRATED	UNCRATED	CRATED	UNCRATED
Up to 100 square feet	N/A	N/A	\$2.95/sqft	\$3.95/sqft
101 to 500 square feet	N/A	N/A	\$3.90/sqft	\$4.90/sqft
over 500 square feet	N/A	N/A	\$4.90/sqft	\$5.90/sqft

**\*\*Overtime rates will be applied automatically should move in or move out occur during overtime hours.\*\***

DESCRIPTION <small>(see above for definitions of shipments)</small>	BOOTH SIZE <small>(length x width = sqft)</small>	PRICE <small>(PER SQ FT)</small>	SUBTOTAL
CRATED SHIPMENTS	_____ sq ft	x \$ _____	= \$ _____
UNCRATED SHIPMENTS	_____ sq ft	x \$ _____	= \$ _____

NOTE: unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Levy will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to the type of shipment.

### INFORMATION (Please fill in.)

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

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

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

### SPECIAL EQUIPMENT RENTAL

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

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

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

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

### COST SUMMARY

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

**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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11160 Silversmith Place  
Richmond, BC  
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## SHIPPING INSTRUCTIONS

### SHOW-SITE RECEIVING

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

Show-site receiving includes the following:

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

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

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

**BUILDEX EDMONTON - BOOTH NO. & COMPANY NAME**  
**NORTHLANDS - EDMONTON EXPO CENTRE**  
**7515 - 118 AVE NW**  
**EDMONTON, AB**

***ALL DIRECT SHIPMENTS SHOULD NOT ARRIVE BEFORE EXHIBITOR MOVE IN TIME.***  
***\*\*PLEASE SEE TARGETED MOVE IN PLAN\*\****

### LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.



**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

*EXHIBITOR NAME*

YRC c/o Levy Show Service Inc.  
16060 - 128 Avenue  
Edmonton, AB  
Canada T5V 1B6

EVENT: **BUILDEX EDMONTON**

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

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

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

*EXHIBITOR NAME*

YRC c/o Levy Show Service Inc.  
16060 - 128 Avenue  
Edmonton, AB  
Canada T5V 1B6

EVENT: **BUILDEX EDMONTON**

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.*

**SHOWSITE**

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

Northlands - Edmonton Expo Centre  
7515 - 118 Avenue NW  
Edmonton, AB T5B 4X5

**EVENT:** BUILDEX EDMONTON

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

----- Cut along line and tape label to shipment -----

**SHOWSITE**

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

Northlands - Edmonton Expo Centre  
7515 - 118 Avenue NW  
Edmonton, AB T5B 4X5

**EVENT:** BUILDEX EDMONTON

**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 SHOWSITE.

*If more labels are needed, copies are acceptable.*

# MATERIAL HANDLING

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 ALBERTA 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 EDMONTON, AB.
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!**



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



**Levy Show Service Inc.** has been appointed the official service contractor for **BUILDEX EDMONTON**. 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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 Email: operations@levyshow.com



March 20 - 21, 2018  
 Northlands - Edmonton Expo Centre  
 Edmonton, AB

## 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		Show Name
City	Pr/St	Postal/Zip Code	Move-In Date    Move-In Times
Country	Contact	Show Contractor	Marshalling Yard    YES <input type="checkbox"/> NO <input type="checkbox"/>
Phone	Fax	I will be shipping to the Advanced Warehouse    YES <input type="checkbox"/> NO <input type="checkbox"/>	
* 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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March 20 - 21, 2018  
 Northlands - Edmonton Expo Centre  
 Edmonton, AB

**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 **BUILDEX EDMONTON** 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.
		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.)	
11. Number of packages Nombre de colis		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)
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"/>		Selling price - Prix de vente	
		14. Unit price Prix unitaire	15. Total
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		16. Total weight - Poids total	
		Net	Gross - Brut
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		17. Invoice total Total de la facture	
		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
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 _____		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"/>	
		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.



<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:5%;">11. Number of packages Nombre de colis</th> <th rowspan="2" style="width:55%;">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
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																														
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<p>19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>		<p>17. Invoice total Total de la facture <b>8,125.00</b></p>																															
<p>20. Originator (name and address) - Expéditeur d'origine (nom et adresse) <b>ABC Company Ltd.</b> <b>123 Foster St.</b> <b>San Diego, CA</b> <b>USA 123409</b></p>		<p>21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)</p>																															
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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 cooperation, boxing, crating or packing ordinary wear and tear in handling, leakage, concealed damage or any cause beyond the control of LEVY or failure to detect any of the foregoing. All storage, handling fees and other applicable charges and costs must be paid by the Exhibitor on goods stored and lost or damaged as a result of the above causes. In connection with all shipments, the Exhibitor agrees that the legal liability of LEVY, shall be strictly limited to the lessor of **\$50.00 CDN per item lost, stolen, damaged or destroyed** or **\$500.00 CDN per shipment** whichever is less, unless the Exhibitor specifically requests a higher limit in writing and declares an excess in value, in which case LEVY may at its option, accept liability and assess an additional charge to costs of storage, handling charge or other applicable rate. LEVY shall not, in any event or under any circumstances, be liable for any claim of any type whatsoever with respect to the Exhibitor's materials unless the claim is presented in writing within a reasonable time, not exceeding **30 days** after the Exhibitor learns of, or, in the exercise of reasonable care, should have learned of the loss, damage or destruction of the Exhibitor's materials. It is specifically declared and the Exhibitor agrees that LEVY shall not

**TERMS AND CONDITIONS OF SERVICE Con'td**

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

**GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY**

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

**CONSTRUCTION OF TERMS AND VENUE**

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

**WARSAW CONVENTION**

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

**LANGUAGE**

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

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

**Transportation Floater Form – All Risks**

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

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

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

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

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

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



**CARPET & COMPLEMENTS RENTAL ORDER FORM & INVOICE**

**COLOURED CARPET SELECTIONS**

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	198.00	260.00	
10 ft. X 20 ft.	396.00	520.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.98	2.60	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.53	3.30	

Blue  Red  Burgundy  Hunter Green

**BLACK & GREY CARPET SELECTIONS**

Size - 10 ft. X 10 ft.	210.00	276.00	
10 ft. X 20 ft.	420.00	552.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.10	2.76	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.60	3.41	

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	

**VINYL PLANKING FLOORING**

*(Includes installation and dismantle and available on concrete flooring ONLY)*

Description (choose colour below)	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	630.00	795.00	
10 ft. X 20 ft.	1268.00	1590.00	

- Dark Grayish Wood Grain  
 Dark Oak Wood Grain

*Call exhibitor services department for further information (604) 277 1726*

**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	84.00	

**COST SUMMARY**

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

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


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


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CARPET-FLOORING 2018 10 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		
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







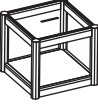



Show Case / White



**ACCESSORIES RENTAL ORDER FORM & INVOICE**

**ACCESSORIES**


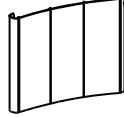


Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM FOLDING LITERATURE RACK</b> (with clear plexi dividers) - double wide rack available please ask for rate		98.00	129.00	
 <b>WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material		114.00	150.00	
 <b>CHROME BAG HOLDER</b>		65.00	83.00	
 <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**




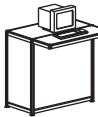
COMPANY \_\_\_\_\_

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		
G.S.T. 5%		
<b>TOTAL</b>		

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

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# Furniture



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



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



Kerrisdale Sofa  
76.5" x 32" x 27"  
White / 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	582.00	
	White	473.00	620.00	
 KERRISDALE LOVESEAT / LEATHER	Black	355.00	464.00	
	White	372.00	486.00	
 KERRISDALE LOUNGE CHAIR / LEATHER	Black	242.00	317.00	
	White	258.00	339.00	

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

**COST SUMMARY**

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

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FURNITURE(new) 2018.cdr



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



March 20 - 21, 2018  
 Northlands - Edmonton Expo Centre  
 Edmonton, AB

# HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

## 10' x 10' BOOTH PACKAGES - For Optimum Display please call for quote

Description	Qty	Discount Rate	Standard Rate	Total
<b>MODEL 110</b> <b>Basic</b> - 1 straight header sign <b>Deluxe</b> - 1 curved header sign and 3 ft stepdown sidewalls		1,075.00 1,195.00	1,451.00 1,613.00	
<b>MODEL 120</b> <b>Basic</b> - Corner booth with oversize counter, 1 curved header sign <b>Deluxe</b> - Basic plus 1 additional curved header sign and 1 enclosed corner counter top		1,516.00 1,875.00	2,048.00 2,530.00	
<b>MODEL 130</b> <b>Basic</b> - 1 curved header sign <b>Deluxe</b> - Basic plus horizontal and vertical combination backwall panels		1,313.00 1,827.00	1,774.00 2,468.00	
<b>MODEL 140</b> <b>Basic</b> - 1 oversize curved header sign with curved sidewall panels <b>Deluxe</b> - Basic plus 2 built in counters with sliding doors & 3ft stepdown sidewalls		1,772.00 2,210.00	2,434.00 2,983.00	

## 10' x 20' BOOTH PACKAGES - For Optimum Display please call for quote

<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		1,648.00 2,030.00	2,224.00 2,740.00	
<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		2,544.00 3,199.00	3,434.00 4,320.00	
<b>MODEL 230</b> <b>Basic</b> - 1 curved header sign and storage room (not lockable) <b>Deluxe</b> - Basic plus horizontal & vertical combo backwall panels, 3ft stepdown walls & lockable storage room		2,818.00 3,249.00	3,803.00 4,385.00	
<b>MODEL 240</b> <b>Basic</b> - 1 oversize curved header sign with curved sidewall panels <b>Deluxe</b> - Basic plus 3 built in counters with sliding door & 3 ft stepdown sidewalls		3,310.00 3,546.00	4,563.00 4,787.00	

### OPTIONS & INFORMATION

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

**FABRIC PANEL COLOUR SELECTIONS**  
 Silver  Black

**CARPET COLOUR SELECTIONS**  
 Blue  Red  Hunter Green  Burgundy  Grey  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 **ACCESSORIES** Rental Order Form.

### SPECIAL INSTRUCTIONS

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		64.00	83.00	
Angled shelf, .25m deep x 1m long		83.00	114.00	
150 watt arm light, 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	

### EXHIBITOR INFORMATION

COMPANY

CONTACT  **BOOTH#**

### COST SUMMARY

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

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

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 HARDWALL 2018 L 10x10.cdr

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

**MODEL 110 - 10'x10' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 110



DELUXE MODEL 110

**MODEL 120 - 10'x10' CORNER**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 120



DELUXE MODEL 120

**MODEL 130 - 10'x10' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 130



DELUXE MODEL 130

**MODEL 140 - 10'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

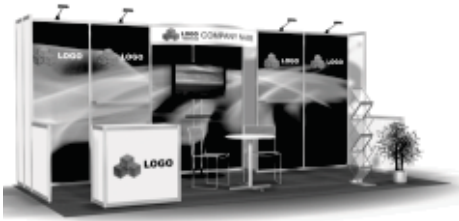
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form

Please fill in carpet colour selection on order form



**HARDWALL SYSTEM 10' x 20' EXHIBITS**

**MODEL 210 - 10'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 210

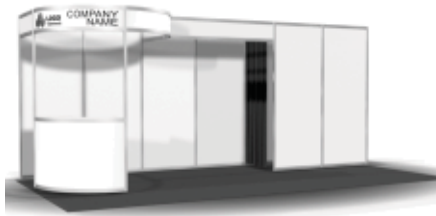


DELUXE MODEL 210

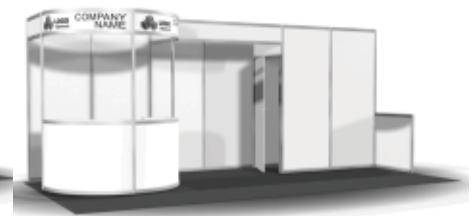
**MODEL 220 - 10'x 20' CORNER**



OPTIMUM DISPLAY - call for quote

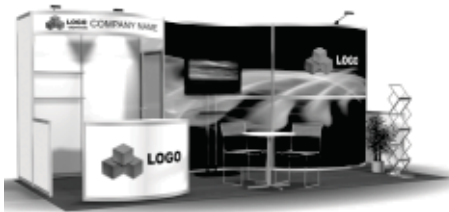


BASIC MODEL 220



DELUXE MODEL 220

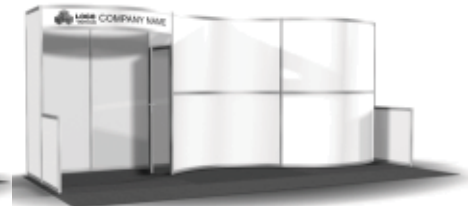
**MODEL 230 - 10'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 230



DELUXE MODEL 230

**MODEL 240 - 10'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



# Levy Custom Exhibits

From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With decades of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

**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		
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 **March 6, 2018**. We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received and then cancelled. GST#R103315057





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

**BUILDEX**  
 EDMONTON

March 20 - 21, 2018  
 Northlands - Edmonton Expo Centre  
 Edmonton, AB

**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		
G.S.T. 5%		
<b>TOTAL</b>		

**EXHIBITOR INFORMATION**

COMPANY

CONTACT

**BOOTH#**

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

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

**STANDARD RATE** will be applied to all orders not received and paid in full by **March 6, 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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**March 20 - 21, 2018**  
**Northlands - Edmonton Expo Centre**  
**Edmonton, AB**

## 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*XL + 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.\*\*\*

AV 2018

## AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE



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**March 20 - 21, 2018**  
**Northlands - Edmonton Expo Centre**  
**Edmonton, AB**

**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.**

**EXHIBITOR INFORMATION**

Company

Contact

Booth #

**COST SUMMARY**

RATE ADJUSTMENT	(OFFICE USE ONLY)		
SUBTOTAL			
Cables & Consumables (+6.5% on equipment)			
Special Installation Charges			on request
Basic Installation & Transportation Charges			\$185.00
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 **March 6, 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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March 20 - 21, 2018  
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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 dispatched to your booth space at the time specified. Please ensure that your supervisor is present as hourly labour charges will begin at start time indicated below.**

## 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

### QUANTITY OF LADDERS REQUIRED (Optional)

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

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

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

## SPECIAL SET UP INSTRUCTIONS

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

**Are set up plans attached?**     Yes     No

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

\_\_\_\_\_

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
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 labor provided by LSS but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LSS includes any and all violations of Federal, Province or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by LSS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

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

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.