



12340 Horseshoe Way
Richmond, BC
Canada V7A 4Z1

Telephone 604 277 1726
Fax 604 277 1736

CONNECT FOOD + DRINK + LODGING

October 27 – 28, 2013
Vancouver Convention Centre - West
Vancouver, BC

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **Connect Food + Drink + Lodging**.

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 exposition 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 the date indicated on the particular form. 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. We will be happy to assist you in any way possible to ensure that you have a successful experience at the **Connect Food + Drink + Lodging**.

Thank you and we look forward to servicing your needs.

Levy Show Service Inc.



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

CONNECT
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 October 27 - 28, 2013
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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM					
COMPANY		BOOTH NUMBER			
ADDRESS street city state/province zip/postal code country					
PHONE		FAX		P/O Number E-MAIL	
AUTHORIZED CONTACT SIGNATURE X			AUTHORIZED CONTACT - PLEASE PRINT		DATE
All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling / Exhibit Transportation Terms & Conditions.					

PAYMENT INFORMATION

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

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank cheque, however, *we require your credit card authorization to be on file with LSS.* For your convenience, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labour charges.
 LEVY LOGISTICS - I hereby acknowledge and understand the terms & conditions and limits of liabilities provided for exhibit transportation and/or customs brokerage.

_____ name / date

_____ signature

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Exhibitor Special.....	\$	
Carpet, Drape, & Complements Rental Order Form	\$	
Table and Chair Rental Order Form	\$	
Accessories Rental Order Form.....	\$	
Furniture Rental Order Form.....	\$	
Hardwall System Rental Order Form	\$	
Graphics and Sign Order Form.....	\$	
Plant & Flower Rental Order Form	\$	
Audio Visual & Computer Form.....	\$	
Labour Order Form & Invoice	\$	
Shipping and Customs Order Form.....	\$	
Material Handling Order Form	\$	
Other LSS Services	\$	
FULL PAYMENT IN CANADIAN FUNDS		\$

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

Charge my credit card in the amount of \$

Cheque no. Dated in the amount of \$



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EXHIBITOR SPECIAL RENTAL ORDER FORM & INVOICE

BOOTH FEATURES

Description	Qty.	Discount Rate	Standard Rate	Total
SHOW SPECIAL (10' x 10' SPACE) Backwall & stepdown sidewalls *Select fabric panel colour below or white hardwall Installation and removal Product or company header name (please fill out spelling below) One 6' skirted table with white top and colored skirt (choose colour) Carpet (10' x 10')(choose colour) 2 - grey fabric chairs <input type="checkbox"/> White Hardwall Fabric covered panels (velcro compatible) <input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Black Set of three panels - backwall only		599.00	785.00	
Shelves with brackets (10" x 39" to fit backwall)		32.00 each	42.00 each	
Armlight with 150 watt bulb (power source NOT included)		44.00 each	57.00 each	

CARPET COLOR SELECTIONS
 Blue Red Hunter Green Grey Black Burgundy

TABLE SKIRT COLOR SELECTIONS
 Blue Red Hunter Green Silver White Black Purple

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

Booth One

*** Logo available upon request at an additional charge. Please contact us for your custom graphic quote.**

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

SHOW SPECIAL \$599.00

EXHIBIT THE EASY WAY
ELIMINATE THE SHIPPING AND SET-UP WORRIES
PROVIDES A PROFESSIONAL PRESENTATION
CUSTOM DESIGNS AVAILABLE



COST SUMMARY

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

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 Exhib-spec 3.cdr



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CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	176.00	231.00	
10 ft. X 20 ft.	352.00	462.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.76	2.31	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.25	2.94	

Blue Red Burgundy Hunter Green

BLACK & GREY CARPET SELECTIONS

Size - 10 ft. X 10 ft.	186.00	244.00	
10 ft. X 20 ft.	372.00	488.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.86	2.44	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.32	3.03	

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.	1.05	1.38	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.48	.63	

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$6.86/ft	\$9.33/ft	
_____ lin. ft. of 8' high drape	\$9.29/ft	\$12.64/ft	

Blue Red Burgundy Silver White Black
 Hunter Green

COMPLEMENTS (Also see Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	20.00	26.00	
	Tropical plants - 3'- 4'	82.00	107.00	
	Potted flowers	47.00	62.00	
	Chrome stanchion	40.00	54.00	
	Velour stanchion rope - red (max. length 7.5 ft)	40.00	54.00	
	Retractable stanchion (max. belt length 6 ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	47.00	62.00	
	Table Top Plexi Box	93.00	122.00	
	Large glass bowl	56.00	73.00	

COST SUMMARY

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TOTAL		

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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		75.00	98.00	
6' x 2' Skirted		85.00	111.00	
8' x 2' Skirted		99.00	130.00	
Fourth side of table skirted		33.00	43.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		56.00	73.00	
<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				

 TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		115.00	151.00	
6' x 2' Skirted		127.00	166.00	
8' x 2' Skirted		140.00	183.00	
Fourth side of table skirted		39.00	51.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		69.00	90.00	
<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				

 WHITE PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		71.00	93.00	
27" Table height		77.00	101.00	
40" Counter height		82.00	107.00	

 BLACK PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		82.00	107.00	
27" Table height		88.00	115.00	
40" Counter height		96.00	126.00	

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		48.00	63.00	
 FABRIC ARMCHAIR - GREY		65.00	85.00	
 FOLDING CHAIR		28.00	37.00	
 LEATHER EXECUTIVE CHAIR - BLACK		109.00	143.00	
 FABRIC STENO CHAIR		75.00	98.00	
 PADDED BAR STOOL - BLACK		62.00	81.00	
 PADDED HIGH BACK STOOL		70.00	92.00	

COST SUMMARY

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G.S.T. 5%		
TOTAL		

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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









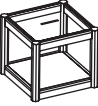
Jewelry Case/ White





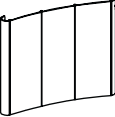

Show Case/ White

ACCESSORIES RENTAL ORDER FORM & INVOICE




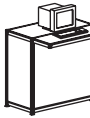
ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		132.00	173.00	
 WIRE LITERATURE RACK 20 pockets for 8.5" x 11" material		102.00	134.00	
 CHROME BAG HOLDER		57.00	75.00	
 COAT TREE		57.00	75.00	
 WASTE BASKET		20.00	26.00	
 BAR FRIDGE		162.00	212.00	
 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		93.00	122.00	

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		64.00	84.00	
 CHROME SIGN HOLDER 22" x 28"		69.00	90.00	
 POP-UP BOOTH 8 ft. Fabric Panels Velcro compatible <input type="checkbox"/> Light fixtures \$95.00/per (set of two) <input type="checkbox"/> Black		550.00	743.00	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		174.00	228.00	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		White 216.00	White 283.00	
		Black 294.00	Black 385.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		280.00	367.00	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		291.00	381.00	
 COMPUTER COUNTER White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$20.00 each)		270.00	354.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

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

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 ACCESSORIES 2013.cdr

Furniture



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



Richmond Loveseat
55.5" x 31.5" x 32"
Black Leather



Richmond Sofa
77" x 31.5" x 32"
Black Leather



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



Corbusier Loveseat
55" x 32" x 27"
White / Black Leather



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



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



Coffee Table
24" x 28" x 21"
(Chrome/Plexi)



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



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



Padded Highback Stool
Grey









Padded Bar Stool
Black



Yaletown Padded Stool
White / Black

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	71.00	93.00	
	Black	82.00	107.00	
 27" H x 30"D Round Ped Table	White	77.00	101.00	
	Black	88.00	115.00	
 40" H x 30"D Round Ped Table	White	82.00	107.00	
	Black	96.00	126.00	
 GIRARI GLASS COCKTAIL TABLE 30" D X 40" Bar Height		130.00	170.00	
 CHROME & PLEXI COFFEE TABLE 24" x 48" x 21" high		128.00	168.00	
 CHROME & PLEXI END TABLE 18" x 18" x 21" high		98.00	128.00	

CHAIRS

 FABRIC ARMCHAIR - GREY		65.00	85.00	
 FOLDING CHAIR		28.00	37.00	
 FABRIC SLED BASE CHAIR - GREY		48.00	63.00	
 PADDED BAR STOOL - BLACK		62.00	81.00	
 PADDED HIGH BACK STOOL		70.00	92.00	
 YALETOWN PADDED STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		98.00	128.00	

LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
 RICHMOND SOFA/ BLACK		395.00	517.00	
 RICHMOND LOVESEAT/BLACK		315.00	413.00	
 RICHMOND CLUB CHAIR/ BLACK LEATHER		215.00	282.00	
 CORBUSIER SOFA / LEATHER <input type="checkbox"/> Black <input type="checkbox"/> White		395.00	517.00	
 CORBUSIER LOVESEAT/ LEATHER <input type="checkbox"/> Black <input type="checkbox"/> White		315.00	413.00	
 CORBUSIER LOUNGE CHAIR / LEATHER <input type="checkbox"/> Black <input type="checkbox"/> White		215.00	282.00	

EXHIBITOR INFORMATION

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CONTACT _____ **BOOTH#** _____

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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
MODEL 110 Basic - 1 straight header sign Deluxe - 1 curved header sign and 3 ft stepdown sidewalls		955.00 1,061.00	1,289.00 1,433.00	
MODEL 120 Basic - Corner booth with oversize counter, 1 curved header sign Deluxe - Basic plus 1 additional curved header sign and 1 enclosed corner counter top		1,347.00 1,666.00	1,819.00 2,248.00	
MODEL 130 Basic - 1 curved header sign Deluxe - Basic plus horizontal and vertical combination backwall panels		1,167.00 1,623.00	1,576.00 2,192.00	
MODEL 140 Basic - 1 oversize curved header sign with curved sidewall panels Deluxe - Basic plus 2 built in counters with sliding doors & 3ft stepdown sidewalls		1,602.00 1,963.00	2,162.00 2,650.00	

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

MODEL 210 Basic - 1 straight header sign Deluxe - 1 curved header sign and 3 ft stepdown sidewalls		1,464.00 1,804.00	1,976.00 2,435.00	
MODEL 220 Basic - Corner booth with oversize counter, 1 curved header sign & storage room (not lockable) Deluxe - Basic plus 1 additional curved header sign and lockable storage room		2,260.00 2,843.00	3,051.00 3,838.00	
MODEL 230 Basic - 1 curved header sign and storage room (not lockable) Deluxe - Basic plus horizontal & vertical combo backwall panels, 3ft stepdown walls & lockable storage room		2,504.00 2,886.00	3,380.00 3,896.00	
MODEL 240 Basic - 1 oversize curved header sign with curved sidewall panels Deluxe - Basic plus 3 built in counters with sliding door & 3 ft stepdown sidewalls		3,002.00 3,151.00	4,053.00 4,254.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION
 White

FABRIC PANEL COLOUR SELECTIONS
 Blue 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

EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		56.00	75.00	
Angled shelf, .25m deep x 1m long		75.00	102.00	
150 watt arm light, power NOT included		78.00	110.00	
2m white curve counter WITH inside shelf, NO doors		699.00	945.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		151.00/m	204.00/m	

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 HARDWALL 2013 L 10x10.cdr

HARDWALL SYSTEM 10' x 10' EXHIBITS

MODEL 110 - 10'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 110

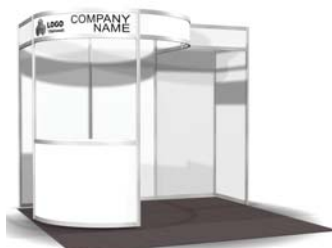


DELUXE MODEL 110

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 colored fabric backwalls
- Carpet

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

Please fill in carpet color selection on order form

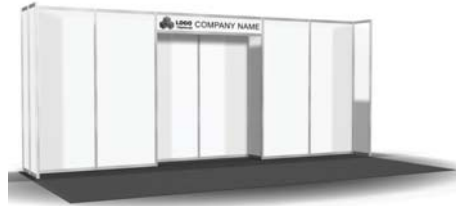


HARDWALL SYSTEM 10' x 20' EXHIBITS

MODEL 210 - 10'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 210

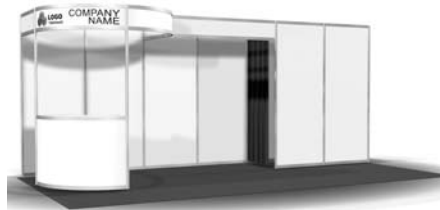


DELUXE MODEL 210

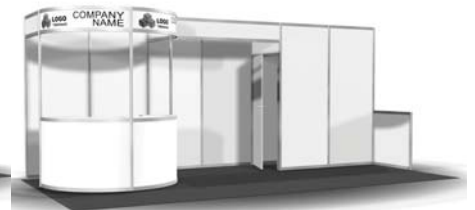
MODEL 220 - 10'x 20' CORNER



OPTIMUM DISPLAY - call for quote

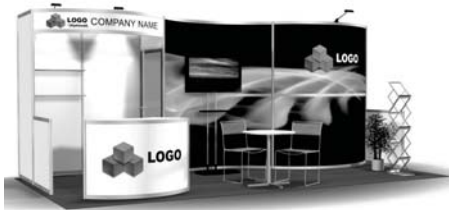


BASIC MODEL 220

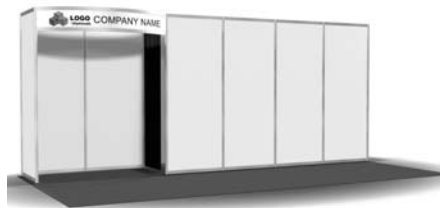


DELUXE MODEL 220

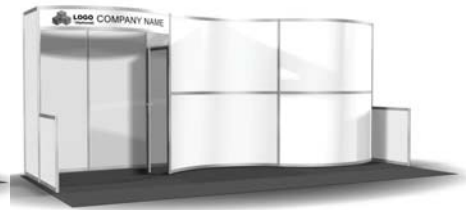
MODEL 230 - 10'x 20' CORNER OR INLINE



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 colored fabric backwalls
 - Carpet
- Please fill in carpet color selection on order form

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



HEAD OFFICE
 12340 Horseshoe Way
 Richmond, BC
 Canada, V7A 4Z1
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 Email: operations@levyshow.com

CONNECT
FOOD + DRINK + LODGING
 October 27 - 28, 2013
 Vancouver Convention Centre - West
 Vancouver, BC

GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	41.00	64.00	
	7" x 44"	45.00	68.00	
	11" x 14"	48.00	71.00	
	14" x 22"	57.00	78.00	
	22" x 28"	74.00	105.00	
	28" x 44"	135.00	188.00	

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

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	2.53	4.34	
	Easel back on sign (Up to 22" x 28")	8.91	15.24	
	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)	\$21.00	\$27.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

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

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

CHOOSE YOUR LAYOUT

 Vertical

 Horizontal

Levy Show Service Inc.
to design layout

LETTER COLOR SELECTIONS

Blue Red Green Teal Black Purple

Black lettering will be provided unless otherwise specified.

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **October 11, 2013**. 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



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CONNECT
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October 27 - 28, 2013
Vancouver Convention Centre - West
Vancouver, BC

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	47.00	63.00	
	Boston fern	59.00	76.00	
	Hanging green plant	59.00	76.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	82.00	107.00	
	4' - 5' tall floor plant	110.00	144.00	
	6' tall floor plant	136.00	178.00	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	119.00	157.00	
	Large floral arrangement	155.00	203.00	

Please indicate color 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

EXHIBITOR INFORMATION

COMPANY _____
 CONTACT _____ **BOOTH#** _____

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **October 11, 2013**. 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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AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
	FLAT SCREEN DISPLAYS FOR VIDEO & COMPUTER				
	20" LCD Monitor c/w Speakers 3:4 Ratio	\$115.00	\$150.00		
	32" Video/XGA LCD Monitor c/w Speakers 16:9 Ratio 1366 x 768	\$250.00	\$325.00		
	37" LCD Monitor c/w Speakers 16:9 Ratio 1920 x 1080	\$315.00	\$410.00		
	42" LCD Monitor c/w Speakers 16:9 Ratio 1920 x 1080	\$450.00	\$585.00		
	52" LCD Monitor c/w Speakers 16:9 Ratio 1930 x 1080	\$745.00	\$969.00		
	Flat Monitor Floorstand (for use with rental monitors 32" and greater only)	\$85.00	\$111.00		
	Flat Monitor Floorstand with Shelf (for use with rental monitors 32" and greater only)	\$115.00	\$150.00		
	FLAT SCREEN DISPLAYS FOR COMPUTER ONLY				
	24" LCD Flatscreen High Resolution WS Monitor 16:9 Ratio 1280 x 1024	\$125.00	\$163.00		
	SCREENS / PROJECTION				
	Tripod Screen () 50" x 80" or () 70" x 70" or () 84" x 84" or () 96" x 96"	\$60.00	\$78.00		
	XGA Projector, 2500 Lumens (please call for brighter options) 4:3 Ratio	\$370.00	\$481.00		
	Video cart for projector	\$50.00	\$65.00		
	VIDEO PLAYERS				
	DVD Player - Multi Region	\$75.00	\$98.00		
	Blu Ray Disc Player	\$175.00	\$228.00		
	VIDEOWALLS				
	BARCO LED Wall 6mm	Please Call			
	AUDIO EQUIPMENT				
	Booth Audio Syst. c/w 1 WIRED handheld mic, 1 mixer/amp, 2 speakers on stnds	\$200.00	\$260.00		
	UHF wireless microphone () handheld or () headset () or () lavalier	\$175.00	\$228.00		
	Wired Mic (Shure SM58)	\$50.00	\$65.00		
	Slim Lectern Microphone (Shure MX412C)	\$55.00	\$72.00		
	Multi-disc CD Player	\$65.00	\$85.00		
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$65.00	\$85.00		
	Powered Speaker - Tannoy V8 (130W RMs) c/w Speaker Stand	\$105.00	\$137.00		
	Powered Speaker - Tannoy V15 (400W RMs) c/w Speaker Stand	\$125.00	\$163.00		
	COMPUTERS & COMPUTER ACCESSORIES				
	17" Notebook Computer	\$290.00	\$377.00		
	Desktop PC P4, c/w 17" LCD	\$290.00	\$377.00		
	Powered Stereo Speakers (pair)	\$70.00	\$91.00		
	HP 4250 + Laser Printer	\$200.00	\$260.00		
	<i>Colour laser printer available upon request</i>				
	Premium Laser Printer Paper (500 sheets)	\$30.00	\$39.00		
	OTHERS				

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



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October 27 - 28, 2013
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Vancouver, BC

SPECIAL INSTRUCTIONS

RENTAL AGREEMENT

1. Please forward payment in full with your order.
2. Orders must be received by no later than two (2) weeks prior to show dates.
3. A **100% cancellation fee** will be applied to all orders received and then cancelled.
4. Your representative must be available at your booth on date and time specified to accept delivery of equipment. PLEASE NOTE that the equipment will NOT be left in your booth without an authorized person there to receive it.
5. 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 copywrite 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 & Consumption (+5% on equipment)			
Special Installation Charges			on request
Basic Installation & Transportation Charges			\$175.00
P.S.T. 7%			
G.S.T. 5%			
TOTAL			

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **October 11, 2013**. We reserve the right to adjust orders calculated incorrectly.

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



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LABOUR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY SHOW SERVICE INC. SUPERVISED

MOVE IN MOVE OUT

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

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

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

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

Supervisor's name _____
Labour will be 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

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	\$81.00 per Hour
OVER TIME	All other hours including Saturday, Sunday and Statutory Holidays	\$110.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Labourers	____ Hours	\$81.00 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Labourers	____ Hours	\$110.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Labourers	____ Hours	\$81.00 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Labourers	____ Hours	\$110.00 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) _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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 canceled labour orders. GST #R103315057

PAYMENT & LABOUR

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in CDN. or U.S. Funds and all cheques must be drawn on a Canadian or U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LSS except where specifically identified as a sale. All LSS rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation 100% of original fee will be applied. It is the EXHIBITOR'S responsibility to advise LSS Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LSS requires a British Columbia or Federal tax exemption number. For EXHIBITORS, LSS requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in CANADA, upon receipt of invoice. In the event of any dispute between EXHIBITOR and LSS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to LSS relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LSS shall be considered a separate transaction, and shall be resolved on its own merits. LSS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LSS may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOUR PROVIDED UNDER THE SUPERVISION OF LSS

RESPONSIBILITIES

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

INDEMNIFICATION

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

LABOUR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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



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Levy Show Service Inc. has been appointed the official service contractor for the **Connect Food + Drink + Lodging**. Our experienced logistics staff will support you with your inbound, outbound shipping, advance warehousing as well as Canadian Customs clearance.

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

- ***Discounted Material Handling rates when shipping with Levy Logistics***
- 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

We want your event to be a success and we're here to help you to be ready to get the show started.

Please call today (604) 277 1726 or email operations@levyshow.com

EXHIBIT TRANSPORTATION



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LEVY LOGISTICS INFORMATION AND ORDER FORM

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

Shipping & Customs
 Shipping Only
 Customs Only

EXHIBITOR INFORMATION

Company Name _____ Booth # _____

CDN GST # / US FED Tax # / Business # (VAT) _____

Contact	Onsite Contact
Phone _____ Fax _____	Cell number _____

PICK UP LOCATION	RETURN SHIPMENT
-------------------------	------------------------

	Same as pick up <input type="checkbox"/> OR See below <input type="checkbox"/>
--	--

Company _____	Company _____
---------------	---------------

Address 1 _____	Address 1 _____
-----------------	-----------------

Address 2 _____	Address 2 _____
-----------------	-----------------

City _____ Prov/State/PC/Zip _____	City _____ Prov/State/PC/Zip _____
------------------------------------	------------------------------------

Contact _____ email _____	Contact _____
---------------------------	---------------

Phone _____ Fax _____	Phone _____ Fax _____
-----------------------	-----------------------

Pick Up Date _____ Hrs/From _____ To _____	Delivery Date _____ Time _____
--	--------------------------------

SHIPMENT INFORMATION

Description of Packages and Contents	# of pieces	Dimensions	Weight lbs or kilos

DO YOU REQUIRE CARGO INSURANCE? YES NO ___(initial)

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



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LEVY LOGISTICS CARGO INSURANCE

*How you know your trade show materials will be protected?
 Add cargo insurance to your shipment costs for piece 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 into the event ** Maximum Standard Limit \$50,000	\$500.00/\$250.00		.005	
<input type="checkbox"/> Round Trip into and out of the event ** Maximum Standard Limit \$50,000	\$500.00/\$250.00		.0075	
CLAIMS: Report all claims to Eagle Underwriting (Pacific) Inc. Phone: (604) 683-0506 Fax: (604) 683-0588 Subject to the terms and conditions of Open Cargo Policy #50V0030	Premium Total (Minimum Premium \$50)			
	Administration Fee:		\$ 50.00	
	Total Payable			

** Maximum Limit is \$50,000. Coverage is available for limits in excess of \$50,000 upon application and authorization of the Underwriters. Contact your Levy Logistics representative if excess limits are required.

Administrative Use	Open Cargo Policy Number 50V0030	Certificate Number:
--------------------	----------------------------------	---------------------

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

Please print on company letterhead

Shipping From (address):

Owner of Goods (address):

CUSTOMS: Any materials coming into Canada require customs clearance. All non-Canadian Exhibitors must complete this **Commercial Invoice** for Clearance. Submit to **Levy Logistics**: F (604) 277 1736, email operations@levyshow.com or call with questions to (604) 277 1726.

COMMERCIAL INVOICE FOR CUSTOMS PURPOSES
AGENT'S AUTHORITY TO ACCOUNT FOR IMPORTATION

Canadian GST/ US Federal Tax ID Number/Business #(VAT)

Description of Item	Country of Origin	Number of Items	Value	Currency

I, _____, declare that the above mentioned items are for trade show purposes only and are not intended for resale. Events on the Move Enterprises Inc. of 12340 Horseshoe Way, Richmond, BC V7A 4Z1 or any other person licensed as a customs broker and appointed by Events on the Move as their sub-agent, is authorized to account on my behalf at the Customs Office of the Port of Arrival. (BN 886392729 RM0001 for Events on the Move)

Additionally, know all men by these presents, that this document acts as Power of Attorney for the business entity listed below, having an office and place of business as so listed and hereby constitutes and appoints: UPS Supply Chain Solutions, Inc., to (in writing, electronically or other means) endorse, sign, declare, or swear to any entry, declaration, certificate bill of lading or other document required by law or commercial practice in connection with the importation of such merchandise. To make endorsement on bill of lading conferring authority to make entry, to sign seal and deliver for and act of said grantor any affidavits or bond which may be voluntarily given or required by law in connection with the entry of imported merchandise as provided for in 485 Tariff Act of 1930. This power of attorney shall remain in effect until the date of _____ or until notice of revocation in writing is duly given.

Company Name

Company Address

Position (to be signed by a corporate officer)

Telephone Number

Signature

Date



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CANADA CUSTOMS BROKERAGE

As the official contractor for the **Connect Food + Drink + Lodging** 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. Our Customs Specialists including a licenced customs officer are to make your priority, our priority! We will facilitate all your customs clearance needs.

Here are some of the best reasons why Levy Logistics will provide you with piece 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 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

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

SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT

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

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

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

SERVICES RENDERED BY LEVY

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

LIMITATION OF LIABILITY FOR SERVICES RENDERED BY LEVY

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

TERMS AND CONDITIONS OF SERVICE Con'td

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

GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY

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

CONSTRUCTION OF TERMS AND VENUE

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

WARSAW CONVENTION

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

LANGUAGE

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

Cargo Insurance Coverage Information – Subject to the terms and conditions of Open Cargo Policy #50V0030

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 of (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



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 October 27 - 28, 2013
 Vancouver Convention Centre - West
 Vancouver, BC

ADVANCE FREIGHT MATERIAL HANDLING ORDER FORM & INVOICE

LEVY LOGISTICS ADVANCE FREIGHT RECEIVING

- If Levy Logistics is handling your Exhibit Transportation, storage in our advance warehouse up to 30 days prior to event is **INCLUDED!**
- Delivery to booth at facility
- Remove, store and return of empties
- Load onto designated carrier

OTHER CARRIER

- Receive shipment up to 30 days prior to event in advance at our warehouse
- Delivery to booth at facility
- Remove, store and return empties
- Load onto designated carrier

If LEVY LOGISTICS is transporting your shipment, storage at our advance warehouse is complimentary!

Please refer to the Other Carrier rates when transporting shipments with a carrier other than Levy such as Fedex, UPS and All Van Lines. Shipping instructions are provided in this manual with address and label information.

This form must be sent prior to shipping for your shipment to be off loaded and signed for at the advance freight warehouse. Shipments arriving at different dates or times will be billed individually and weights will not be consolidated. When recording weight, round up to next one hundred (100)lbs. Example: 445 lbs = 500 lbs
 NOTE: for shipments requiring customs clearance, please see the Official Customs Broker information.

ADVANCE RECEIVING USING LEVY LOGISTICS OR OTHER CARRIER					
LEVY LOGISTICS or OTHER CARRIER	Number of pieces	Description (cartons, crates, pallets, etc)	Total weight in lbs. - min 200 lbs/round up	Rate	TOTAL CHARGES
<input type="checkbox"/> Levy Logistics				\$52.00/100 lbs	
<input type="checkbox"/> Other Carrier				\$65.00/100 lbs	

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 LSS's warehouse and to a SHOW / EXPOSITION SITE for which Levy Show Service inc. is the official show contractor.

OTHER CARRIER (Please fill in name and other info.)

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

SPECIAL EQUIPMENT RENTAL

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

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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



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SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

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

ADVANCE RECEIVING

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

Advance receiving includes the following:

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

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

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

Connect Food + Drink + Lodging - BOOTH NO. & COMPANY NAME
12340 Horseshoe Way
Richmond, BC V7A 4Z1

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 three business days in advance of the show move-in date. Shipments received less than three business days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 16:00, Monday to Friday, no earlier than **September 25, 2013** and no later than **October 23, 2013**.

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

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

ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

12340 Horseshoe Way
Richmond, BC
Canada
V7A 4Z1

EVENT: Connect Food + Drink + Lodging

BOOTH NO. _____ # _____ OF _____ PCS.

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

ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

12340 Horseshoe Way
Richmond, BC
Canada
V7A 4Z1

EVENT: Connect Food + Drink + Lodging

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

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

EVENT: Connect Food + Drink + Lodging

BOOTH NO. _____ **#** _____ **OF** _____ **PCS.**

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

SHOWSITE

To: _____

EXHIBITOR NAME

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

EVENT: Connect Food + Drink + Lodging

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.



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REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

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

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Show Service Inc. no later than October 11, 2013.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the Vancouver Convention Centre- West. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Show Service Inc. with **Certificates of Insurance naming Levy Show Service Inc., MediaEdge and the Connect Food + Drink + Lodging as additional insured's by October 11, 2013.** These Certificates or Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the October 11, 2013. If this form and the certificate or insurance from the non-official contractor is not received by October 11, 2013, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

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

Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____



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

HELPING YOU LOOK YOUR BEST CHECKLIST:

1. PURPOSE OF PARTICIPATION

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

2. TARGET AUDIENCE

- Trade
- Public
- Invitation only

3. CORPORATE IMAGE

- Logos and signage
- Graphics / posters
- Corporate colours _____

4. STRUCTURAL RESTRICTIONS

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

5. BOOTH LAYOUT

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

6. TYPE OF BOOTH

- Pipe and Drape Booth
- Pop Up Display booth
- Custom design booth
- Hardwall system Booth

7. BOOTH FURNITURE

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

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

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

8. MARKETING

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

9. BOOTH DECORATION

- Plants and flowers
- Lighting

10. LABOUR

- # of labours needed _____
- # of hours _____
- Time required _____
- Date required _____
- Supervised labour

11. MATERIAL HANDLING

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

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