

HR CONFERENCE + TRADESHOW 2019

April 2 – 3, 2019

Vancouver Convention Centre - West
Vancouver, BC

Extra Products & Services

Dear Exhibitor,

Levy Show Service Inc. is pleased to be appointed by show management as the Official General Service Contractor for the **HR CONFERENCE + TRADESHOW 2019**. We are excited to service you for this event. In the following pages, please find the necessary forms and vital information that will assist you with a successful exhibition experience.

We are kindly offering a special discount rate on many of our services. To receive the discount rate, please submit your completed forms with full payment by **March 19, 2019**.

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

We look forward to speaking with you and wish you have a smooth and successful **HR CONFERENCE + TRADESHOW 2019**.

Levy Show Service Inc.



HR CONFERENCE + TRADESHOW 2019

QUICK FACTS

SERVICE CONTRACTOR CONTACT:

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

LOCATION:

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

EXHIBITOR MOVE-IN:

Monday, April 1, 2019 2:00 pm – 6:00 pm

EXHIBITION DATES:

Tuesday, April 2, 2019 7:30 am – 6:00 pm
Wednesday, April 3, 2019 7:00 am – 11:00 am

EXHIBITOR MOVE-OUT:

Wednesday, April 3, 2019 11:00 am – 4:00 pm

BOOTH EQUIPMENT:

Option A (no substitutions)

10 x 10 booth spaces to include the following:

- 8' high drapery backwall – black
- 3' high drapery sidewall – black
- 1 – 6' x 2' skirted table – silver
- 2 – sled base chairs – grey

Option B (no substitutions)

10 x 10 booth spaces to include the following:

- 8' high drapery backwall – black
- 3' high drapery sidewalls – black
- 1 – 40" high pedestal table – black
- 2 – fabric highback stools - grey

*Please refer to the Exhibitor Booth Confirmation Form to select your preferred package. This form must be completed and submitted to Levy Show Service Inc. directly by **March 19, 2019.***

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 19, 2019.**

Quick Facts continued...



QUICK FACTS

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

- you will be prompted to either register as a new exhibitor or sign in as a returning exhibitor
- after signing in you will need a show code
- the show code for HR CONFERENCE + TRADESHOW 2019 is 'CPHRBC2019'.
- you will need to enter this and your booth number
- if you do not know your booth number please enter "0" (zero)

MATERIAL HANDLING: To expedite the move-in process we highly recommend sending all materials to the Levy Advance Warehouse.

Please note that overtime rates will be charged to Material Handling services where applicable.

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

POST SHOW SHORT TERM STORAGE: Short term storage is available for all exhibitors. Our logistics team will arrange local cartage services from the event venue direct to our warehouse, at the exhibitor's expense.

RESCUED FREIGHT: All freight left on the show floor after 8:00 pm will be rescued by the official carrier.

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.



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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 April 2 - 3, 2019
 Vancouver Convention Centre - West
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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.	204.00	268.00	
10 ft. X 20 ft.	408.00	536.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.04	2.68	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.60	3.38	

Blue Red Hunter Green

BLACK & GREY CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	216.00	284.00	
10 ft. X 20 ft.	432.00	568.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.16	2.84	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.67	3.51	

Black Grey

A surcharge may be applied for damages incurred after installation.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.20	1.58	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.54	.73	

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$7.95/ft	\$10.81/ft	
_____ lin. ft. of 8' high drape	\$10.87/ft	\$14.64/ft	

Blue Red Burgundy Silver White Black
 Hunter Green

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

COMPLEMENTS (Also see Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	25.00	31.00	
	Tropical plants - 3'- 4'	96.00	123.00	
	Potted flowers	53.00	73.00	
	Chrome stanchion	45.00	64.00	
	Velour stanchion rope - red (max. length 7.5 ft)	45.00	64.00	
	Retractable stanchion (max. belt length 6 ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	53.00	73.00	
	Table Top Plexi Box	108.00	142.00	
	Large glass bowl	66.00	83.00	

COST SUMMARY

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


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


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 CARPET-DRAPE 2019 10 x 10.cdr

TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		85.00	113.00	
6' x 2' Skirted		100.00	129.00	
8' x 2' Skirted		114.00	150.00	
Fourth side of table skirted		38.00	48.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		66.00	83.00	
<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		134.00	176.00	
6' x 2' Skirted		147.00	192.00	
8' x 2' Skirted		162.00	212.00	
Fourth side of table skirted		44.00	61.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		79.00	105.00	
<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		81.00	108.00	
27" Table height		88.00	116.00	
40" Counter height		96.00	123.00	


 BLACK PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		96.00	123.00	
27" Table height		103.00	134.00	
40" Counter height		111.00	146.00	

TABLE RISERS DRAPED IN WHITE VINYL				
4'L X 8" W X 8" H		84.00	110.00	
6'L X 8" W X 8" H		111.00	144.80	

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		56.00	73.00	
 FABRIC ARMCHAIR - GREY		75.00	100.00	
 FOLDING CHAIR		33.00	42.00	
 LEATHER EXECUTIVE CHAIR - BLACK		125.00	166.00	
 FABRIC STENO CHAIR		85.00	113.00	
 PADDED BAR STOOL - BLACK		72.00	94.00	
 PADDED HIGH BACK STOOL		98.00	128.00	

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



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









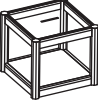

Jewelry Case / White



Show Case / White

ACCESSORIES RENTAL ORDER FORM & INVOICE

ACCESSORIES


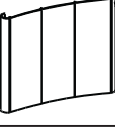


Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		101.00	133.00	
 WIRE LITERATURE RACK 20 pockets for 8.5" x 11" material		117.00	150.00	
 CHROME BAG HOLDER		67.00	85.00	
 COAT TREE		67.00	85.00	
GARMENT ROLLING RACK		74.00	97.00	
 WASTE BASKET		25.00	31.00	
 BAR FRIDGE		187.00	246.00	
 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		108.00	142.00	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		74.00	97.00	

EXHIBITOR INFORMATION




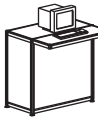
COMPANY _____

CONTACT _____ **BOOTH#** _____

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 CHROME SIGN HOLDER 22" x 28"		79.00	105.00	
 POP-UP BOOTH 8 ft. Fabric Panels Velcro compatible <input type="checkbox"/> Light fixtures \$95.00/per (set of two) <input type="checkbox"/> Black		639.00	861.00	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		202.00	264.00	
 TALL CABINET SHOW CASE 3 shelves with lockable door 14" X 39" X 78" <input type="checkbox"/> Lights \$78.00		551.00	721.00	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each)		White 250.00	White 328.00	
		Black 341.00	Black 447.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		324.00	425.00	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		338.00	441.00	
 COMPUTER COUNTER White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$21.00 each)		313.00	411.00	

COST SUMMARY

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SUBTOTAL		
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G.S.T. 5%		
TOTAL		

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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



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

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	81.00	108.00	
		Black	96.00	123.00	
 27" H x 30"D Round Ped Table		White	88.00	116.00	
		Black	103.00	134.00	
 40" H x 30"D Round Ped Table		White	96.00	123.00	
		Black	111.00	146.00	
 GIRARI GLASS COCKTAIL TABLE 40" H x 30"D Bar Height			150.00	196.00	

LOUNGE FURNITURE					
Description	Qty.	Discount Rate	Standard Rate	Total	
 KERRISDALE SOFA / LEATHER		Black	458.00	599.00	
		White	487.00	639.00	
 KERRISDALE LOVESEAT / LEATHER		Black	366.00	478.00	
		White	383.00	501.00	
 KERRISDALE LOUNGE CHAIR / LEATHER		Black	249.00	326.00	
		White	266.00	349.00	

CHAIRS					
 FABRIC ARMCHAIR - GREY			75.00	100.00	
 FOLDING CHAIR			33.00	42.00	
 FABRIC SLED BASE CHAIR - GREY			56.00	73.00	
 PADDED BAR STOOL - BLACK			72.00	94.00	
 PADDED HIGH BACK STOOL			98.00	128.00	
 YALETOWN PADDED STOOL		Black	113.00	148.00	
		White	124.00	164.00	

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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PRESTIGE FURNITURE



Fleming Sofa

-saddle brown leather, walnut legs
85" x 35" x 30"



Fleming Chair

-saddle brown leather, walnut legs
35" x 35" x 30"



Georgia Sofa

-vinyl upholstery, chrome legs
78" x 31" x 33"



Georgia Arm Chair

-vinyl upholstery, chrome legs
37" x 31" x 33"



Alexander Sofa

-tufted leather, wood legs
93" x 37.5" x 33.5"



Alexander Loveseat

-tufted leather, wood legs
67" x 37.5" x 33.5"



Square Sofa

-fabric upholstered, chrome base
83" x 33.5" x 35"



Square Chair

-fabric upholstered, chrome base
28" x 28" x 32"



Alexander Chair

-tufted leather, wood legs
51.5" x 37.5" x 33.5"



Joey Sofa

-off white vinyl, wood legs
62" x 27" x 31.5"



Joey Chair

-white vinyl, wood legs
25" x 28" x 31.5"

Modular Seating

The following three (3) pieces work on their own or can be set up in a variety of different seating arrangements to suit your event.



Heathrow Sofa

-white vinyl, silver metal base
48" x 24" x 28"



Heathrow Corner Chair

-white vinyl, silver metal base
48" x 24" x 28"






Heathrow Chair

-white vinyl, silver metal base
24" x 24" x 28"

PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE (SUBJECT TO AVAILABILITY)

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DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 FLEMING SOFA 85" X 35" X 30"		970.20	1,261.60	
 FLEMING CHAIR 35" X 35" X 30"		632.10	821.73	
 GEORGIA SOFA 78" X 31" X 32" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		748.04	975.42	
 GEORGIA ARM CHAIR 37" X 31" X 33" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		702.83	913.68	
 ALEXANDER CHAIR 31.5" X 37.5" X 33.5"		323.40	420.42	
 ALEXANDER LOVESEAT 67" X 37.5" X 33.5"		573.30	749.29	
 ALEXANDER SOFA 93" X 37.5" X 33.5"		852.60	1,107.75	
 SQUARE SOFA 83" X 33.5" X 35" <input type="checkbox"/> OLIVE <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER		576.05	748.87	
 SQUARE CHAIR 83" X 33.5" X 35" <input type="checkbox"/> OLIVE <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> SILVER PATTERN <input type="checkbox"/> BLACK PATTERN		275.70	335.89	
 JOEY SOFA 62" X 27" X 31.5"		636.68	827.69	
 JOEY ARM CHAIR 25" X 28" X 31.5"		318.33	413.98	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 HEATHROW SOFA 85" X 32" X 29.5"		788.28	1,024.76	
 HEATHROW CORNER CHAIR 35" X 31.5" X 32"		250.81	326.05	
 HEATHROW CHAIR 24" X 24" X 28"		250.81	326.05	

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD
CHARGE AUTHORIZATION FORM

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PRESTIGE FURNITURE



Square Ottoman

-vinyl upholstery, wood feet
40" x 40" x 17"



Diva Bench Ottoman

-white vinyl, chrome legs
52" x 28" x 17"



L22 Curved Ottoman

-white vinyl, silver metal legs
96" x 40" x 18"



Cube Ottoman

-vinyl upholstery
17.5" x 17.5" x 17"



Beanbag Chairs

*more colours available
36" x 36" x 18"



Clark Chair

-white vinyl, chrome frame on castors
19.5" x 23" x 44"



Madrid Chair

-white vinyl, steel frame
20" x 30" x 30"



Globus Chair

-vinyl upholstery, chrome swivel base
30" x 28" x 29"



Smart Barstool

-vinyl chrome base, adjustable
15" x 17" x 23" -31"



Paramount Barstool

-vinyl upholstery, chrome base
18" x 18" x 35"



Banana Barstool

-vinyl upholstery, chrome frame
21" x 22" x 30"



Elliot Tub Chair

-molded chair, wood dowel legs
19.5" x 19.5" x 33.5"



Carrall Chair

-highback lounge chair, swivel x-base
36" x 36" x 42"



Plexi Bar

-plexiglass, metal frame, internal shelving
64" x 24" x 39"



Avenue 6 Bar

-plexiglass, chrome frame, internal shelving
60" x 30" x 42"



















L22 Seated Bar

-plexiglass, metal frame, internal shelving
86" x 32" x 42"

PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE (SUBJECT TO AVAILABILITY)

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DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 SQUARE OTTOMAN 40" X 40" X 17" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		485.10	630.63	
 DIVA BENCH OTTOMAN 52" X 28" X 17"		424.46	551.79	
 L22 CURVED OTTOMAN 96" X 40" X 18"		712.48	926.25	
 CUBE OTTOMAN 17.5" X 17.5" X 17" <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> GREY		75.78	98.66	
 BEANBAG CHAIR 36" X 36" X 18" <input type="checkbox"/> CARAMEL <input type="checkbox"/> ORANGE <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> ROYAL BLUE <input type="checkbox"/> CHAMPAGNE <input type="checkbox"/> CHOCOLATE <input type="checkbox"/> D.GREY <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TURQUOISE <input type="checkbox"/> LIME GREEN		166.75	216.80	
 CLARK CHAIR 19.5" X 23" X 44"		181.91	236.48	
 MADRID CHAIR 20" X 30" X 30"		197.06	256.22	
 GLOBUS CHAIR 30" X 28" X 29"		303.18	394.13	
 SMART BARSTOOL 15" X 17" X 23" - 31" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		121.27	157.65	
 PARAMOUNT BARSTOOL 18" X 18" X 35" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		81.85	106.43	
 BANANA BARSTOOL 21" X 22" X 30" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		121.27	157.65	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 ELLIOT TUB CHAIR 19.5" X 19.5" X 33.5"		54.39	70.70	
 CARRALL CHAIR 36" X 36" X 42" <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> BLUE		432.18	561.83	
 PLEXI BAR 64" X 24" X 39" <input type="checkbox"/> WHITE		378.99	492.71	
 AVENUE 6 BAR 60" X 30" X 42" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		588.00	765.00	
 L22 SEATED BAR 86" X 32" X 42" <input type="checkbox"/> LEATHER <input type="checkbox"/> RED <input type="checkbox"/> WHITE <input type="checkbox"/> ORANGE <input type="checkbox"/> BLUE		636.68	827.69	

COST SUMMARY	
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SUBTOTAL	
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G.S.T. 5%	
TOTAL	

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

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CHARGE AUTHORIZATION FORM

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PRESTIGE FURNITURE

Coffee & End Tables



Beatty Coffee Table
-marble or glass top, steel base
47.5" x 24" x 17.5"



Beatty End Table
-marble or glass top, steel base
18" x 18" x 23.5"



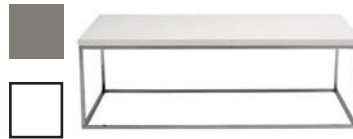
Sydney Coffee Table
-laminate top, chrome base
48" x 26" x 18"



Heather Coffee Table
-glass top, rose gold metal base
47.2" x 15.7" x 23.6"



Heather End Table
-marble or glass top, rose gold metal base
19.7" x 19.7" x 19.7"



Davie Coffee Table
-laminate top, chrome frame legs
47" x 24" x 16"



Davie End Table
-laminate top, chrome base legs
22" x 15" x 20"



Laurel Table - Large
-brass with hammered imprint
34" x 34" x 16"



Laurel Table - Small
-brass with hammered imprint
22.7" x 25" x 22.7"



Plank Coffee Table
-laminate top, chrome base
48" x 22" x 18"



Plank End Table
-laminate top, chrome base
20" x 20" x 17.5"



Jasper Coffee Table
-ash wood, finished edge
39.5" x 39.5" x 14.5"



Slab Coffee Table
-solid wood, live edge
36" x 24" x 16.5"







Slab End Table
-solid wood, live edge
22" x 20" x 22.5"






Elliot Cafe Table
-molded top, wood dowel legs
27" x 27" x 29"

PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE (SUBJECT TO AVAILABILITY)

--

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 BEATTY COFFEE TABLE 47.5" X 24" X 17.5" <input type="checkbox"/> GLASS <input type="checkbox"/> MARBLE		232.26	301.93	
 BEATTY END TABLE 18" X 18" X 23.5" <input type="checkbox"/> GLASS <input type="checkbox"/> MARBLE		155.82	202.56	
 SYDNEY COFFEE TABLE 48" X 26" X 18" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		121.27	157.65	
 HEATHER COFFEE TABLE 47" X 16" X 23.5"		185.22	240.78	
 HEATHER END TABLE 20" X 20" X 20" <input type="checkbox"/> GLASS <input type="checkbox"/> MARBLE		123.48	160.52	
 LAUREL TABLE - LARGE 34" X 34" X 16"		141.12	183.45	
 LAUREL TABLE - SMALL 23" X 25" X 14"		108.78	141.41	
 DAVIE COFFEE TABLE 47" X 24" X 16" <input type="checkbox"/> GREY		117.60	152.88	
 DAVIE END TABLE 22" X 15" X 20" <input type="checkbox"/> GREY		88.20	114.66	
 PLANK COFFEE TABLE 48" X 22" X 18" <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> WALNUT		181.91	236.48	
 PLANK END TABLE 20" X 20" X 17.5" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		90.95	118.24	
 ELLOT CAFE TABLE 27" X 27" X 29" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		123.48	160.52	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 JASPER COFFEE TABLE 39.5" X 39.5" X 14.5"		249.90	324.87	
 SLAB COFFEE TABLE 36" X 24" X 16.5"		242.55	310.90	
 SLAB END TABLE 22" X 20" X 22.5"		197.06	256.22	

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

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

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PRESTIGE FURNITURE



Railtown Bar Table

-distressed wood top, black steel base
42" x 42" x 39.5"



Harvest Dining Table

-reclaimed wood, black steel legs
96.5" x 39.5" x 30"



**Harvest Dining Table
w/ Charging Unit**

-reclaimed wood, black steel legs
96.5" x 39.5" x 30"



L22 Communal Table

-metal frame, acrylic top, recessed
centre trough
95" x 38" x 30"



**L22 Communal Table
w/ Charging Unit**

-metal frame, acrylic top, recessed
centre trough
95" x 38" x 30"



L22 High Straight Tables

-acrylic top, metal frame, internal lighting
72" x 18" x 40"



**L22 High Straight Tables
w/ Charging Unit**

-acrylic top, metal frame, internal lighting
72" x 18" x 40"



Girari Arc Buffet Table

-glass top, brushed aluminum base
60" x 30" x 42"

Decorative Pillows

We have various colours, styles and sizes to go with your decor and branding initiatives. Let us help find what you're looking for.



Small Pillows

approx sizes 16" x 16"













Large Pillows

approx sizes 20" x 20"

PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE (SUBJECT TO AVAILABILITY)

--

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 RAILTOWN BAR TABLE 42" X 42" X 39.5"		242.55	315.31	
 HARVEST DINING TABLE 96.5" X 39.5" X 30" <input type="checkbox"/> 30"H <input type="checkbox"/> 40"H		454.77	591.21	
 HARVEST DINING TABLE w/ CHARGING UNIT 96.5" X 39.5" <input type="checkbox"/> 30"H <input type="checkbox"/> 40"H		523.32	680.31	
 L22 HIGH STRAIGHT TABLE 72" X 18" <input type="checkbox"/> 30"H <input type="checkbox"/> 40"H <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> RED		294.00	382.20	
 L22 HIGH STRAIGHT TABLE w/ CHARGING UNIT 72" X 18" <input type="checkbox"/> 30"H <input type="checkbox"/> 40"H <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> RED		735.00	955.50	
 L22 COMMUNAL TABLE 95" X 38" X 30"		478.80	622.98	
 L22 COMMUNAL TABLE w/ CHARGING UNIT 95" X 38" X 30"		955.50	1,242.15	
 GIRARI ARC BUFFET TABLE 60" X 30" X 42"		363.82	472.97	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 SMALL PILLOWS 16" X 16" *sizes vary		18.18	23.69	
 LARGE PILLOWS 20" X 20" *sizes vary		18.18	23.69	

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

EXHIBITOR INFORMATION	
COMPANY	
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		1,107.00 1,231.00	1,494.00 1,661.00	
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		1,561.00 1,931.00	2,109.00 2,606.00	
MODEL 130 Basic - 1 curved header sign Deluxe - Basic plus horizontal and vertical combination backwall panels		1,352.00 1,882.00	1,827.00 2,542.00	
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		1,825.00 2,276.00	2,507.00 3,072.00	

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

MODEL 210 Basic - Straight backwall with 1 curve header Deluxe - 1 curved header sign and 3 ft stepdown sidewalls		1,697.00 2,091.00	2,291.00 2,822.00	
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		2,620.00 3,295.00	3,537.00 4,450.00	
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		2,902.00 3,346.00	3,917.00 4,516.00	
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		3,409.00 3,652.00	4,700.00 4,931.00	

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

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		66.00	85.00	
Angled shelf, .25m deep x 1m long		85.00	117.00	
150 watt arm light, power NOT included		89.00	126.00	
2m white curve counter WITH inside shelf, NO doors		492.00	640.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		176.00/m	235.00/m	

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

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 HARDWALL 2019 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

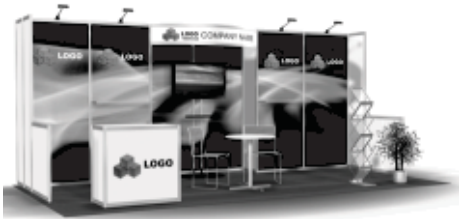
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form

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

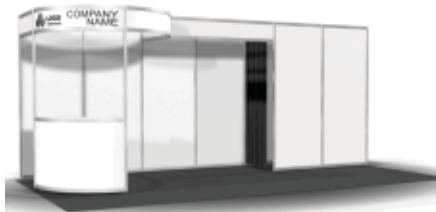


DELUXE MODEL 210

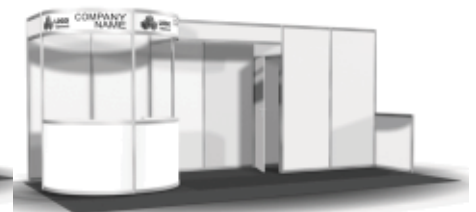
MODEL 220 - 10'x 20' CORNER



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



Custom Exhibits

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

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



Built to exact specifications, each Levy Custom Exhibit is:

- Unique
- Creative
- Practical
- Versatile
- Impressive
- Functional
- Attractive
- Inviting



From simple to elaborate, Levy transforms empty booth spaces into custom, tailored, turnkey exhibits.

Call our experienced professionals for an innovative and customized approach.





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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	46.00	74.00	
	7" x 44"	50.00	78.00	
	11" x 14"	55.00	81.00	
	14" x 22"	67.00	89.00	
	22" x 28"	84.00	120.00	
	28" x 44"	156.00	218.00	

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)	3.00	4.95	
	Easel back on sign (Up to 22" x 28")	10.34	17.64	
	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)	26.00	32.00	

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		

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GRAPHICS - SIGN 2019.cdr



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PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	53.00	73.00	
	Boston fern	69.00	87.00	
	Hanging green plant	69.00	87.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	96.00	123.00	
	4' - 5' tall floor plant	127.00	167.00	

COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	139.00	182.00	
	Large floral arrangement	180.00	235.00	

Please indicate colour preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

COST SUMMARY

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

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AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
	LARGE PLASMA & LCD DISPLAYS - Includes table-top base				
	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	\$77.00	\$101.00		
	Flat Monitor Floor Stand w shelf	\$93.00	\$121.00		
	FLOORSTANDS ARE ONLY COMPATIBLE WITH OUR RENTAL MONITORS				
	<i>Does your monitor require any of the following compatibilites?</i>				
	<input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB				
	VIDEO PLAYBACK - for use with displays listed above				
	Blu-Ray HD Player	\$155.00	\$201.00		
	() DVD Player - NTSC or () Multi-region DVD Player	\$67.00	\$88.00		
	COMPUTERS (Desktop / Laptop) & Printers				
	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		
	SCREENS / PROJECTORS				
	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		
	AUDIO				
	Booth Audio System c/w one WIRED handheld mic, one mixer/amp, two speakers on stands	\$227.00	\$295.00		
	UHF wireless Microphone () handheld or () headset or () lavalier	\$165.00	\$214.00		
	Wired Mic [Shure SM58]	\$41.00	\$54.00		
	Slim Lectern Microphone [Shure MX412C]	\$41.00	\$54.00		
	Multi-disc CD Player	\$57.00	\$74.00		
	PCDI	\$31.00	\$40.00		
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$62.00	\$80.00		
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	\$88.00	\$114.00		

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



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AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

SPECIAL INSTRUCTIONS (please list any specific cords you require)

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 (+8.0% on equipment)	
Special Installation Charges	on request
Basic Installation & Transportation Charges	\$200.00
P.S.T. 7%	
G.S.T. 5%	
TOTAL	

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 GST #R103315057



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LABOUR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY SHOW SERVICE INC. SUPERVISED

MOVE IN MOVE OUT

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

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

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

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

Supervisor's name _____

Labour will be tentatively scheduled as per your indicated start time below. Please note that you will need to check in with our Levy Customer Service Desk on-site to advise that you are ready for your labourer(s) to begin.

LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	\$96.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	\$129.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	\$166.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$96.00 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	\$129.00 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$166.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$96.00 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	\$129.00 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$166.00 per Hour	\$ _____ Total	

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

SPECIAL SET UP INSTRUCTIONS

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

Are set up plans attached? Yes No

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

QUANTITY OF LADDERS REQUIRED (Optional)

_____ (indicate number)

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
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 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 labourers 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 our Exhibitor Services Department at 604 277 1726 or operations@levyshow.com for any assistance you may require to ensure your event is successful.