

Fan Expo Vancouver 2025
February 21 – 23, 2025
Vancouver Convention Centre - West
Vancouver, BC

Dear Exhibitor,

Levy Show Service Inc. is pleased to be appointed by Show Management as the Official General Service Contractor for **Fan Expo Vancouver 2025**. We are excited to service you for this event. In the following pages, please find the necessary forms and vital information that will assist you with a successful exhibition experience.

We are offering a special discount rate on many of our services. To receive the discount rate, please submit your completed forms with full payment by **January 31, 2025**.

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 **Fan Expo Vancouver 2025**.

Levy Show Service Inc.



Fan Expo Vancouver 2025

QUICK FACTS

SERVICE CONTRACTOR CONTACT:

LEVY SHOW SERVICE INC.
210 – 12011 Riverside Way
Richmond, BC V6W 1K6
Tel: 604 277 1726 Fax: 604 277 1736
Email: operations@levyshow.com

LOCATION:

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

EXHIBITOR MOVE-IN:

Thursday, February 20, 2025
Friday, February 21, 2025 ***please refer to voyage control and target move-in plan***

EXHIBITION DATES:

Friday, February 21, 2025 1:00 pm – 7:00 pm
Saturday, February 22, 2025 9:30 am – 6:00 pm
Sunday, February 23, 2025 9:30 am – 5:00 pm

EXHIBITOR MOVE-OUT:

Sunday, February 23, 2025 5:00 pm – 10:00 pm

BOOTH EQUIPMENT:

Retail Booth Spaces:

Each 10' x 10' Retail Booth space includes:

- 8' high drapery backwall – teal/silver/silver/teal
- One (1) 8' x 2' unskirted table
- Two (2) chairs

Artist Alley Standard Booths:

Each 6' x 6' Artist Alley standard table top space includes:

- One (1) 6' x 2' skirted table – black
 - Two (2) folding chairs
- **does not include drapery backwall or sidewalls*

Artist Alley Premium End Cap Booths:

Each 6' x 12' Artist Alley Premium End Cap space includes:

- 3' high drapery backwall – black
 - Two (2) 6' x 2' skirted tables – black
 - Two (2) folding chairs
- **does not include drapery sidewalls*

*****There are no furniture or drapery inclusions for booths greater than 400 square feet*****

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s) and submit with completed credit card authorization form and full payment.

ELECTRICAL & INTERNET SERVICES:

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

Quick Facts continued...



Fan Expo Vancouver 2025

QUICK FACTS

DISCOUNT PRICE DEADLINE:

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **January 31, 2025**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=9290>

- you will be prompted to either register as a new exhibitor OR sign in as a returning exhibitor
- if you do not know your booth number please enter "0" (zero)
- online ordering available until **February 13, 2025**
**see online ordering instructions form for more details*

MATERIAL HANDLING:

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

In the event that a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All **ADVANCE WAREHOUSE** shipments should arrive between **January 16, 2025 – February 13, 2025**, 9:00 AM to 3:00 PM Monday through Friday, Holidays excluded. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the exhibitor kit)

Fan Expo Vancouver 2025
Exhibiting Company Name & Booth # ____
c/o Levy Show Service, Inc.
150 – 2060 Viceroy Place
Docks #5 - 8
Richmond, BC V6V 1Y9

All **DIRECT** shipments should not arrive prior to **12:00 pm on February 20, 2025**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows: (Labels are provided in the Material Handling section of the exhibitor kit)

Fan Expo Vancouver 2025 –
Exhibiting Company Name & Booth # ____
Vancouver Convention Centre - West
c/o Levy Show Service, Inc.
via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3

Quick Facts continued...



Fan Expo Vancouver 2025

ONSITE PUSH CART RENTAL:

A limited number of push carts will be available to rent onsite during exhibitor move-in & move-out. Please visit our Levy Customer Service Desk onsite, photo ID will be required. Each cart will cost \$30.00 per hour.

RESCUED FREIGHT:

All freight left on the show floor after 11:59 pm on February 23, 2025 will be rescued by the official carrier.

We wish you a successful show! If we can be of assistance, please contact the Levy Show Service Exhibitor Services Department at 604 277 1726 or email operations@levyshow.com.

QUICK FACTS





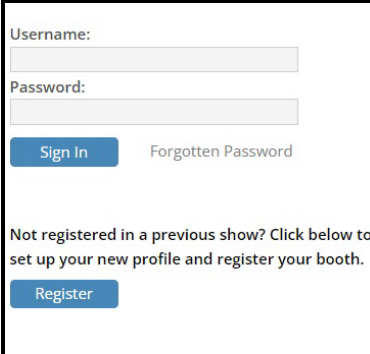
FAN EXPO VANCOUVER 2025

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **Fan Expo Vancouver 2025**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

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

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

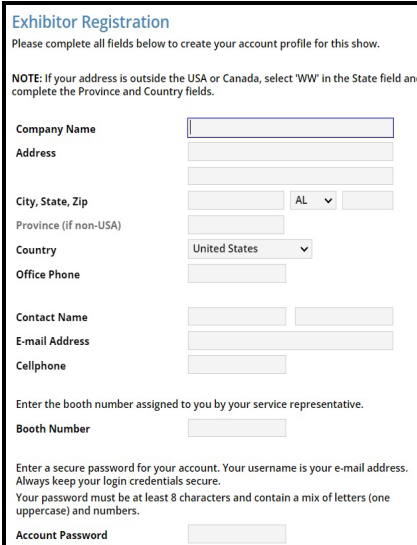


Username:

Password:

[Forgotten Password](#)

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



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

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

Company Name

Address

City, State, Zip AL

Province (if non-USA)

Country

Office Phone

Contact Name

E-mail Address

Cellphone

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

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

Account Password

ONLINE ORDERING



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 210 - 12011 Riverside Way
 Richmond, BC V6W 1K6
 Telephone: 604 277 1726
 E-mail: operations@levyshow.com

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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					AUTHORIZED CONTACT - PLEASE PRINT			DATE	

X

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		CCVC	
ACCOUNT NUMBER									
CARDHOLDER'S BILLING ADDRESS					city	state/province	zip/postal code	country	
CARDHOLDER'S SIGNATURE					CARDHOLDER'S NAME - PLEASE PRINT				

X

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank cheque, however, we require your credit card authorization to be on file with LSS. For your convenience, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labour charges.

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Material Handling Order Form.....	\$	
Carpet, Padding & Drape Rental Order Form.....	\$	
Table and Seating Rental Order Form.....	\$	
Accessories Rental Order Form.....	\$	
Specialty Furniture Rental Order Form.....	\$	
Prestige Furniture Rental Order Form.....	\$	
Hardwall System Rental Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Rental Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Audio Visual & Computer Order Form.....	\$	
Labour Order Form.....	\$	

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 \$



MATERIAL HANDLING FAQs

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

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

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

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

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



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 Richmond, BC V6W 1K6
 Telephone: 604 277 1726
 E-mail: operations@levyshow.com

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 Vancouver, BC

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE VANCOUVER CONVENTION CENTRE - WEST, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE. FOR MORE INFORMATION PLEASE SEE THE SHIPPING INSTRUCTIONS PAGE THAT FOLLOWS.

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times. Please be aware the warehousing for refrigerated or frozen items is unavailable.

DISCLAIMER: Amazon shipments or any shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 9:00 AM to 3:00 PM Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse *between January 16, 2025 and February 13, 2025.*

Show Site Receiving: Shipment(s) shipped to and received at the **Vancouver Convention Centre - West.** Shipments cannot be received at the **Vancouver Convention Centre - West** prior to **12:00 pm on February 20, 2025.**

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior to January 16, 2025 or after February 13, 2025.* Also, any shipments received at show site prior to **12:00 pm on February 20, 2025.**

Small Package: Single piece shipment under 30 lbs.

Late to Warehouse Small Package: Single piece shipment under 30 lbs delivered to the Advance Warehouse *prior to January 16, 2025 or after February 13, 2025.*

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **February 19, 2025** will incur a \$495.00 same-day delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price Per lb. (Minimum 200 lbs)
Advance Warehouse & Show Site Receiving Rate	\$1.80
Early/Late to Warehouse & Off Target Rate.....	\$2.50
Small Package Rate (single piece shipment under 30 lbs).....	\$82.50
Late to Warehouse Small Package Rate.....	\$105.00
Dedicated Same-Day Delivery from Advance Warehouse (in addition to material handling rates)	\$495.00 (flat fee)

DISCLAIMER: In the event that a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials. The maximum weight capacity of the supplied forklifts are 5,000 lbs. Should you require a larger forklift, please contact our operations department at 604 277 1726 or by email at operations@levyshow.com, as the service needs to be ordered in advance.

PLEASE NOTE:

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Show Service Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Show Service Inc. is the official show contractor. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges.

Description of shipment	Advance or Show Site (please indicate)	Weight in LBS	Price Per lb.	Estimated Total Charges
1 crate, 2 boxes	Advance receiving	298	\$1.80	\$536.40

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

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

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

ADVANCE RECEIVING INFORMATION & INSTRUCTIONS

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

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

****PLEASE NOTE:** *warehousing for refrigerated or frozen items is unavailable.*

ADVANCE RECEIVING

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

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 to pick up any shipments at the venue 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.

Should you require post-show warehousing, please contact our Logistics Department at acheng@levyshow.com for details.

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

Please note that shipments are not brought back to the advance warehouse after the close of the show. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges

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

Fan Expo 2025
COMPANY NAME & BOOTH #
c/o Levy Show Service Inc.
150 - 2060 Viceroy Place
Docks #5 - 8
Richmond, BC V6V 1Y9

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of five business days in advance of the show move-in date. All shipments must be received at the advance warehouse between the hours of 9:00 am and 3:00 pm, Monday to Friday, no earlier than **January 16, 2025** and no later than **February 13, 2025**. Shipments received before or after these dates will be subject to the rate of \$2.50 per pound (minimum 200lbs).

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

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER FEBRUARY 19, 2025 WILL INCUR A CHARGE OF \$495.00 IN ADDITION TO LATE TO WAREHOUSE FEES IF A DEDICATED TRUCK IS REQUIRED TO RETRIEVE YOUR SHIPMENT.

****Amazon shipments or shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted at the advance warehouse****

PLEASE SEE NEXT PAGE FOR SHOW SITE SHIPPING INSTRUCTIONS...

SHOW SITE RECEIVING INFORMATION & INSTRUCTIONS

SHOW SITE RECEIVING

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

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 to pick up any shipments at the venue 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.

Should you require post-show warehousing, please contact our Logistics Department at acheng@levyshow.com for details.

Show site receiving includes the following:

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

Please note that shipments are not brought back to the advance warehouse after the close of the show. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges

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

Fan Expo 2025
COMPANY NAME & BOOTH #
Vancouver Convention Centre - West
c/o Levy Show Service, Inc.
via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE VENUE PRIOR TO 12:00 PM ON FEBRUARY 20, 2025.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE OF \$0.25 PER POUND WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

TERMS & CONDITIONS

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR
- ~ WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LSS'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY SHOW SERVICE INC. IS THE OFFICIAL SHOW CONTRACTORS; OR
- ~ WHEN AN ORDER FOR LABOUR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY SHOW SERVICE INC.

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





ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

**c/o Levy Show Service Inc.
150 - 2060 Viceroy Place
Docks #5 – 8
Richmond, BC V6V 1Y9**

**c/o Levy Show Service Inc.
150 - 2060 Viceroy Place
Docks #5 – 8
Richmond, BC V6V 1Y9**

EVENT NAME:

EVENT NAME:

Fan Expo Vancouver 2025

Fan Expo Vancouver 2025

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

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.



SHOW SITE

SHOW SITE

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

**Vancouver Convention Centre - West
c/o Levy Show Service Inc.
via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3**

**Vancouver Convention Centre - West
c/o Levy Show Service Inc.
via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3**

EVENT NAME:

EVENT NAME:

Fan Expo Vancouver 2025

Fan Expo Vancouver 2025

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

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.

CARPET and DRAPE

STANDARD Carpet Colour Options



Blue



Red



Bluejay



Black



Tuxedo

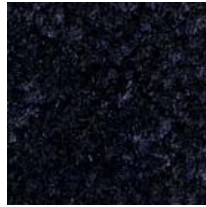


Granite / Grey

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



Navy



Black



Charcoal

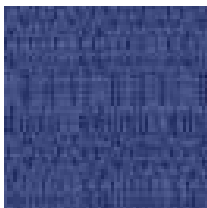


Silver Cloud



White

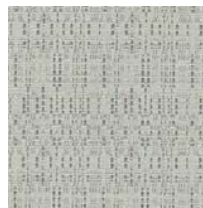
DRAPE Colour Options



Blue



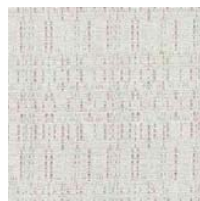
Red



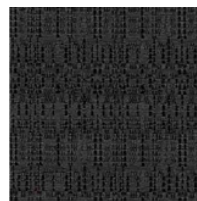
Silver



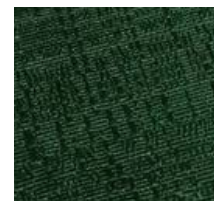
Burgundy



White



Black



Green

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

Do you have questions?

We would be pleased to help. Contact us at: 604 277 1726

operations@levyshow.com

www.levyshow.com



Fax: 604 277 1736
 210 - 12011 Riverside Way
 Richmond, BC V6W 1K6
 Telephone: 604 277 1726
 E-mail: operations@levyshow.com

Fan Expo Vancouver 2025
February 21 - 23, 2025
Vancouver Convention Centre - West
Vancouver, BC

CARPET, PADDING & DRAPE RENTAL ORDER FORM & INVOICE

CARPET & PADDING PACKAGES

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft. + Pad	557.10	724.20	
10 ft. X 20 ft. + Pad	1,114.30	1,448.50	
20 ft. X 20 ft. + Pad	2,247.00	2,921.10	

Blue Red Bluejay Black Tuxedo Granite / Grey

PADDING & POLY OPTIONS

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

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	320.90	417.20	
10 ft. X 20 ft.	641.80	834.30	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	3.30	4.30	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	4.20	5.50	

Blue Red Bluejay Black Tuxedo Granite / Grey

A surcharge may be applied for damages incurred after installation.

DRAPE

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

Blue Red Burgundy Silver White Black
 Hunter Green

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

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

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

SPECIAL INSTRUCTIONS

COST SUMMARY

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

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

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

STANDARD RATE will be applied to all orders not received and paid in full by **January 31, 2025**. We reserve the right to adjust orders calculated incorrectly.

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 CARPET-PADDING-DRAPE 2025 10 x 10.cdr

TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height



4' x 2' skirted table



6' x 2' skirted table

Skirt Colour Options



Blue



Red



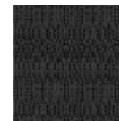
Burgundy



Silver



White



Black



Hunter Green

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 17" / 30" / 40" high
- White or Black finished tops



Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Folding Chair



Fabric Steno Chair



Padded Bar Stool



Fabric Highback Stool

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

TABLE AND SEATING RENTAL ORDER FORM & INVOICE

TABLES

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

TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		199.50	259.40	
6' x 2' Skirted		220.50	286.70	
Fourth side of table skirted <i>**available as an addition to orders for 6' skirted tables only**</i>		63.00	81.90	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		120.80	157.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
17" H x 30"D Coffee Table	White	126.00	163.80	
	Black	126.00	163.80	
27" H x 30"D Round Ped Table	White	147.00	191.10	
	Black	147.00	191.10	
40" H x 30"D Round Ped Table	White	157.50	204.80	
	Black	157.50	204.80	
ROUND STRETCH SPANDEX COVER 30"H <input type="checkbox"/> Black		42.00	54.60	
40"H <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Yellow		42.00	54.60	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

CHAIRS

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

STOOLS

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

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

COST SUMMARY

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








PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
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 TABLE-CHAIR 2025.cdr

ACCESSORIES RENTAL ORDER FORM & INVOICE

ACCESSORIES

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

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EXHIBITOR INFORMATION

COMPANY





CONTACT

BOOTH#

DISPLAY EQUIPMENT

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

COUNTER OPTIONS

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

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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SPECIALTY FURNITURE

SOFT SEATING:



Toronto Single Chair



Toronto Loveseat



Toronto Sofa



Round Stage Chair

SECTIONAL SOFT SEATING:



Sectional Corner



Sectional Middle



Sectional Ottoman



Sectional Bench

BAR STOOLS & CRUISERS:



Equino Bar Stool



Pitt Bar Stool



Round Cruiser



Square Cruiser

COFFEE & END TABLES:



Round Coffee Table



Rectangle Coffee Table



Round End Table



Square End Table

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

Do you have questions?

We would be pleased to help. Contact us at: 604 277 1726

operations@levyshow.com

www.levyshow.com

SPECIALTY FURNITURE RENTAL ORDER FORM & INVOICE

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

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

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

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

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

COST SUMMARY	
RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T. 5%	
TOTAL GST#R103315057	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
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 ACCESSORIES 2024.cdr

Cardero Cube Ottoman

Vinyl cube ottoman
19.7L x 19.7W x 17.0H



Cardero Rectangle Ottoman

Vinyl rectangle ottoman
39.4L x 19.7W x 17.0H



Cube Ottoman

Vinyl tufted cube ottoman
17.5L x 17.5W x 17.0H



Clark Office Chair

Vinyl office chair with chrome base.
Adjustable height with wheels.
19.5L x 23.0W x 44.0H



Madrid Bench

Bench ottoman with chrome
and plastic base and tufted faux
leather cushions
76.0L x 32.0W x 18.5H



Madrid Chair

Lounge chair with chrome and
plastic base and tufted faux
leather cushions
33.0L x 30.5W x 29.0H



Globus Chair

Swivel pod chair with chrome base
in white high bicast leather
30.0L x 28.0W x 29.0H



Colburn Barstool

Barstool with adjustable base in
chrome and padded vinyl seat and back
15.0L x 17.0W x 0.0H



Main Barstool

Barstool with formed plastic seat and
chrome or black base
21L x 20.5W x 44.5H



Elliot Tub Chair White

Molded PP chair in white with wood
dowel legs
19.50L x 19.50W x 33.50H



Carrall Chair

Highback lounge chair with alumi-
num alloy swivel X-base in wool
36.0L x 36.0W x 42.0H



Avenue 6' Bar

Bar with stainless steel frame and
plexiglass front, sides and top.
Mid storage shelf is included.
Branding opportunity
72.0L x 30.0W x 40.0H



Strathcona Bar

Bar counter with gunmetal pipe frame
covered in Acacia wood panels
55.0L x 20.5W x 41.3H



Small Pillows

Approx. size 16"x16"



Large Pillows

Approx. size 20"x 20"



Area Rugs

Approx. size 7' x 10'



PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

Fan Expo Vancouver 2025
February 21 - 23, 2025
Vancouver Convention Centre - West
Vancouver, BC

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

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

COST SUMMARY

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

EXHIBITOR INFORMATION

Company	
Contact	Booth#

PLEASE REFER TO THE PAYMENT & CREDIT CARD
CHARGE AUTHORIZATION FORM

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

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

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

STANDARD RATES

Will be applied to all orders not received and paid in full by **January 31, 2025**.
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

Sydney End Table

End table with stainless steel base and laminate top
26.0L x 26.0W x 18.0H



Sydney Coffee Table

Coffee table with stainless steel base and laminate top
48.0L x 26.0W x 18.0H



L22 Plank End Table

End table with powder coated base and enamel wood top
18.0L x 18.0W x 17.5H



L22 Plank Coffee Table

Coffee table with powder coated base and enamel wood top
48.0L x 22.0W x 18.0H



Wall Street Coffee Table

White enamel coffee table with chrome base
44.0L x 22.0W x 15.0H



Wall Street End Table

White enamel end table with chrome base
22.0L x 15.8W x 18.5H



Elliot Cafe Table

Laminate tabletop with wood dowel legs
27.00L x 27.00W x 29.00H



Girari Bar Table

Pedestal Bar table with brushed welded aluminum curved base and tempered glass top



L22 High Straight Bar Table

Console table with metal frame and white acrylic top with internal lighting



L22 Communal Table

Dining table with metal frame and white acrylic top. Recessed centre trough and internal lighting



8' Harvest Dining Table

Reclaimed wood top dining table with steel legs
96.0L x 35.0W x 30.0H



8' Harvest Dining Table W/ Charging Unit

Reclaimed wood top dining table with steel legs
96.0L x 35.0W x 30.0H

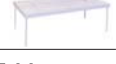




PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

Fan Expo Vancouver 2025
 February 21 - 23, 2025
 Vancouver Convention Centre - West
 Vancouver, BC

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

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

COST SUMMARY

Rate Adjustment (office use only)

25% Cancellation Fee (office use only)

Calculation of Order

Transportation & Labour Fee 25% (per order)

SUBTOTAL

P.S.T. 7%

G.S.T 5%

TOTAL

EXHIBITOR INFORMATION

Company

Contact

Booth#

PLEASE REFER TO THE PAYMENT & CREDIT CARD
CHARGE AUTHORIZATION FORM

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

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

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

STANDARD RATES

Will be applied to all orders not received and paid in full by **January 31, 2025**.
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

Georgia Chair

Contemporary chair with silver brushed powder coated legs in vinyl.
37.0L x 31.0W x 33.0H



Georgia Sofa Powered

Contemporary sofa with silver brushed powder coated legs in vinyl.
78.0L x 31.0W x 33.0H



Georgia Sofa

Contemporary sofa with silver brushed powder coated legs in vinyl.
78.0L x 31.0W x 33.0H



Fleming Arm Chair

Mid-century arm chair with walnut legs in saddle brown tufted leather.
35.0L x 35.0W x 30.0H



Fleming Sofa

Mid-century sofa with walnut legs in saddle brown tufted leather.
84.0L x 35.0W x 30.0H



Nova+ Side Chair

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



Nova+ Love Seat

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



Nova+ Sofa

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



Modular Seating

The following items work on their own or can be set up in a variety of other seating arrangements to suit your event.

Wall Street Corner Chair

Sectional corner chair with chrome base in white vinyl.
27.0L x 28.0W x 31.0H



Wall Street Left Arm Chair

Sectional left arm chair with chrome base in white vinyl.
27.0L x 28.0W x 31.0H



Wall Street Right Arm Chair

Sectional right arm chair with chrome base in white vinyl.
27.0L x 28.0W x 31.0H



Wall Street Arm Chair

Arm chair with chrome base in white vinyl with buttons.
27.0L x 28.0W x 31.0H



Wall Street Armless Chair









Armless chair with chrome base in white vinyl with buttons.
23.0L x 28.0W x 31.0H



PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

Fan Expo Vancouver 2025
February 21 - 23, 2025
Vancouver Convention Centre - West
Vancouver, BC






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

PLEASE REFER TO THE PAYMENT & CREDIT CARD
CHARGE AUTHORIZATION FORM

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

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THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL
WILL INCUR LABOUR CHARGES****

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

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

COST SUMMARY

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

EXHIBITOR INFORMATION

Company	
Contact	Booth#

STANDARD RATES

Will be applied to all orders not received and paid in full by **January 31, 2025**.
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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

Package A



Includes:

1 x Girari Bar Table

Brushed aluminum 39" high bar table w/
glass top.

2 x Main Bar Stools

Formed plastic seat and chrome
base.

Package B



Includes:

1 x Sydney End Table

Stainless steel base and laminate
top.

2 x Wall Street Arm Chairs

Chrome base and white vinyl seat
w/buttons.

Package C



Includes:

1 x Plank Coffee Table

Metal base with enamel painted
top.

2 x Wall Street Loveseat

Chrome base and white vinyl seat
w/buttons.

Package D



Includes:

1 x Elliot Café Table

Laminate tabletop w/wood dowel
legs

4 x Elliot Arm Chairs

Molded PP chair w/wood dowel
legs.

**PRESTIGE FURNITURE PACKAGE RENTAL
ORDER FORM & INVOICE** SUBJECT TO AVAILABILITY

Fan Expo Vancouver 2025
February 21 - 23, 2025
Vancouver Convention Centre - West
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
-------------	-----	---------------	---------------	-------

Package A

				
		522.50	679.20	

Package C

				
		3,061.30	3,979.70	

Package D

				
		655.40	852.10	

Description	QTY	Discount Rate	Standard Rate	TOTAL
-------------	-----	---------------	---------------	-------

Package B

				
		1,559.50	2,027.30	

COST SUMMARY

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

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

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

STANDARD RATES

Will be applied to all orders not received and paid in full by **January 31, 2025**.
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A 25% CANCELLATION FEE

Will be applied to all orders received and then cancelled 3 weeks prior to install.
If full service has been provided then 100% of original fee will be applied.

CUSTOM EXHIBITS

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

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



Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.



HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

MODEL 110



image is based on 10' x 10' booth size

Model 110 includes:

- Aluminum structure
- White hardwall panels
- Straight header sign with company name in block lettering
- Carpet
- Installation and dismantle

Discount Rate:
\$2,413.70

Standard Rate:
\$3,137.80

8' x 10' 10' x 10'

MODEL 120



image is based on 10' x 10' booth size

Model 120 includes:

- Aluminum structure
- White hardwall panels
- Corner booth with curved counter
- Curved header sign
- Carpet
- Installation and dismantle

Discount Rate:
\$2,870.20

Standard Rate:
\$3,731.30

8' x 10' 10' x 10'

MODEL 210



image is based on 10' x 20' booth size

Model 210 includes:

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

Discount Rate:
\$3,565.00

Standard Rate:
\$4,634.50

8' x 20' 10' x 20'

MODEL 220

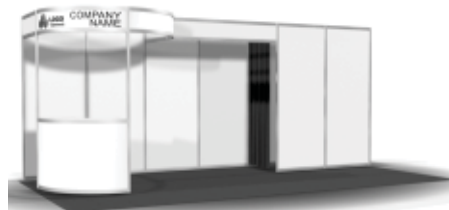


image is based on 10' x 20' booth size

Model 220 includes:

- Aluminum structure
- White hardwall panels
- Corner booth with curved counter, 1 header sign & storage locker (not lockable)
- Carpet
- Installation and dismantle

Discount Rate:
\$4,953.50

Standard Rate:
\$6,439.50

8' x 20' 10' x 20'

HARDWALL UPGRADES & ACCESSORIES

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

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

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CARPET COLOUR SELECTIONS

- Blue Red Grey / Granite Black
 Bluejay Tuxedo

HEADER DETAILS

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

Header One

Header Two

****LOGO upgrade available at additional cost. Please contact Exhibitor Services for a quote.****

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **January 31, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then cancelled. If full service has been provided then 100% of original fee will be applied. GST#R103315057

GRAPHICS & SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

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

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	21.00	27.30	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LSS specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai)
- Photographic & Pixel based complex graphics (Bitmap Files) must be MINIMUM 75 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & .jpg, (flattened images)
- All text MUST be outlined / converted to curves (if vector files) and embedded fonts (if bitmap files)
- No bleed or crop marks on files (create files to exact dimensions)
- Art work is to be received as print ready.
- Editing & Design time is charged at a rate of \$110.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft.	36.20	47.10	
	Second side printing	Quoted on Request		

ADDITIONAL SERVICES & TERMS

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

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

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



EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

GRAPHIC ACCESSORIES

Quantity	Description	Discount Rate	Standard Rate	Total
	 Aluminum easel Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	109.20	142.00	
	 Chrome sign holder 22" x 28"	117.10	152.30	
	Fabric system hardware	Quoted on Request		

FOR INTERNAL USE ONLY:

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **January 31, 2025**. We reserve the right to adjust orders calculated incorrectly.

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

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

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

LIVE TROPICAL PLANTS

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

COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	244.20	317.50	
	Large floral arrangement (seasonal)	267.10	347.20	
	Custom floral arrangement	Quoted on Request		

Please indicate colour preference here, if any (subject to availability): _____

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

SPECIAL INSTRUCTIONS

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

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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Fax: 604 277 1736
 210 - 12011 Riverside Way
 Richmond, BC V6W 1K6
 Telephone: 604 277 1726
 E-mail: operations@levyshow.com

Fan Expo Vancouver 2025
 February 21 - 23, 2025
 Vancouver Convention Centre - West
 Vancouver, BC

IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Show Service Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible.

Levy Show Service Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event.

Evidence of the insurance described above shall be forwarded to Levy Show Service Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES (All rates include forklift and driver)

DESCRIPTION	DISCOUNT RATE	STANDARD RATE
REGULAR TIME 8:00 AM - 4:00 PM Monday to Friday	297.90 per hour	387.20 per hour
OVER TIME 4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	369.10 per hour	479.80 per hour
DOUBLE TIME All other hours including Sundays and Statutory Holidays	452.00 per hour	587.60 per hour

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	Standard Rate	TOTAL	
REGULAR TIME _____ Forklifts _____ Hours	297.90 per hour	387.20 per hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME _____ Forklifts _____ Hours	369.10 per hour	479.80 per hour	\$ _____ Total	
DOUBLE TIME _____ Forklifts _____ Hours	452.00 per hour	587.60 per hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME _____ Forklifts _____ Hours	297.90 per hour	387.20 per hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME _____ Forklifts _____ Hours	369.10 per hour	479.80 per hour	\$ _____ Total	
DOUBLE TIME _____ Forklifts _____ Hours	452.00 per hour	587.60 per hour	\$ _____ Total	

****PLEASE NOTE that we do not provide attachments or straps/lifting equipment. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges.****

SPECIAL INSTRUCTIONS _____

DISCLAIMER: In Booth Forklift does not cover any Material Handling services; please refer to the Material Handling Order Form and Invoice.

COST SUMMARY

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

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **January 31, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then cancelled 3 weeks prior to install. If full service has been provided then 100% of original fee will be applied.

AUDIO VISUAL & COMPUTER RENTAL ORDER FORM & INVOICE

MONITORS & STANDS	QTY	DISCOUNT RATE PER DAY	STANDARD RATE PER DAY	# OF DAYS	TOTAL
32" Monitor		\$150.00	\$195.00		
43" Monitor		\$350.00	\$455.00		
50" Monitor		\$450.00	\$585.00		
55" Monitor		\$650.00	\$845.00		
70" Monitor		\$700.00	\$910.00		
75" Monitor		\$700.00	\$910.00		
86" Monitor		\$995.00	\$1293.50		
43" Touch Monitor		\$650.00	\$845.00		
Monitor Floor Stand		\$75.00	\$97.50		
Monitor Floor Stand w/ Shelf		\$100.00	\$130.00		

****FLOOR STANDS ARE ONLY COMPATIBLE WITH OUR RENTAL MONITORS****

If no floor stand is required, please indicate how your monitor will be displayed:

- Mounted to booth hardwall system Placed on a counter or table
(only permitted for monitors 43" or less)

What will your source be?

- HDMI Cable USB - Media Player (\$50/per day)

Contact Information for receiving equipment onsite:

NAME: _____

TELEPHONE: _____

AUDIO DISTRIBUTION	QTY	DISCOUNT RATE PER DAY	STANDARD RATE PER DAY	# OF DAYS	TOTAL
Monitor Sound Bar		\$50.00	\$65.00		
Individual Fostex Speaker		\$25.00	\$32.50		
Single Audio Booth System		\$250.00	\$325.00		

LAPTOPS & SOURCES	QTY	DISCOUNT RATE PER DAY	STANDARD RATE PER DAY	# OF DAYS	TOTAL
USB Media Player		\$50.00	\$65.00		
Laptop		\$225.00	\$292.50		
Music iPad		\$50.00	\$65.00		

RENTAL AGREEMENT

- Please submit payment in full with your order.
- The rented equipment will be delivered and installed in your booth towards the end of your move-in time.
- The equipment is the exhibitor's responsibility until picked up by a Levy Show Service Inc. representative. **DO NOT** leave equipment unattended in the exhibit booth once the show closes.

SUPPLEMENTARY CONDITIONS

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

SOFTWARE - The customer agrees to be bound by all applicable license 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 should Levy Show Service Inc. respond to problems caused by the customer's software.

INSTALL / DISMANTLE & TRANSPORTATION LABOUR CHARGES

Basic installation cost for one item is **\$475.00**

Multiple items ordered will require a custom installation and dismantle quote. Please contact our Operations Department to obtain a quote.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
CALCULATION OF ORDER		
CABLES & CONSUMABLES (+15.0% on equipment)		
SPECIAL INSTALLATION CHARGES (on request)		
Basic Installation & Transportation Charges per item		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL GST#R103315057		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **January 31, 2025**. We reserve the right to adjust orders calculated incorrectly.

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LABOUR ORDER FORM & INVOICE

LEVY SHOW SERVICE INC. SUPERVISED LABOUR

MOVE IN MOVE OUT

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

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

EXHIBITOR SUPERVISED LABOUR

MOVE IN MOVE OUT

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

Supervisor's Name: _____

Contact Information: _____

****labour will be tentatively scheduled as per your indicated start time below****

Please note that you will need to check in with our Levy Customer Service Desk on-site to advise that you are ready for your labourer(s) to begin.

LABOUR RATES

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

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	136.50 per Hour	\$ _____ Total	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	183.80 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	235.20 per Hour	\$ _____ Total	

PLEASE NOTE: installation labour can start no earlier than 30 - 60 minutes after move in

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	136.50 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	183.80 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	235.20 per Hour	\$ _____ Total	

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

SPECIAL SET UP INSTRUCTIONS

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

Are set up plans attached? Yes No

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

Do you require any special tools? Yes No

please specify tools required

Do you require any ladders? Yes No

_____ (indicate number)

****PLEASE ADD 25% FOR ORDERS PLACED AFTER JANUARY 31, 2025****

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
ADDITIONAL 25% LATE ORDER		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL GST #R103315057		

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labour hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all cancelled labour orders.

PAYMENT & LABOUR

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in CDN. or U.S. Funds and all cheques must be drawn on a Canadian or U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LSS except where specifically identified as a sale. All LSS rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation 100% of original fee will be applied. It is the EXHIBITOR'S responsibility to advise LSS Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LSS requires a British Columbia or Federal tax exemption number. For EXHIBITORS, LSS requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in CANADA, upon receipt of invoice. In the event of any dispute between EXHIBITOR and LSS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to LSS relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LSS shall be considered a separate transaction, and shall be resolved on its own merits. LSS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LSS may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOUR PROVIDED UNDER THE SUPERVISION OF LSS

RESPONSIBILITIES

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

INDEMNIFICATION

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

LABOUR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

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

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LSS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, 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.