

**Fan Expo Vancouver 2024**  
February 17 – 19, 2024  
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 2024**. 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 26, 2024**.

Should you have any questions, please feel free to contact our Customer Service Department at 604 277 1726 or [operations@levyshow.com](mailto: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 2024**.

Levy Show Service Inc.



# Fan Expo Vancouver 2024

# 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:**

Friday, February 16, 2024  
Saturday, February 17, 2024 *\*\*please refer to voyage control and target move-in plan\*\**

**EXHIBITION DATES:**

Saturday, February 17, 2024 9:30 am – 7:00 pm  
Sunday, February 18, 2024 9:30 am – 6:00 pm  
Monday, February 19, 2024 9:30 am – 5:00 pm  
*\*Family Day holiday*

**EXHIBITOR MOVE-OUT:**

Monday, February 19, 2024 5:00 pm – 10:00 pm  
*\*Family Day holiday*

**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:

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.

*Quick Facts continued...*



# Fan Expo Vancouver 2024

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 26, 2024**.

**LEVY ONLINE ORDERING:**

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=8671>

- 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 9, 2024**

**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 12, 2024 – February 9, 2024**. 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 2024  
Exhibiting Company Name & Booth # \_\_\_\_  
Levy Show Service, Inc.  
150 – 2060 Viceroy Place  
Docks #5 - 8  
Richmond, BC V6V 1Y9

All **DIRECT** shipments should not arrive prior to **2:00 pm on February 16, 2024**. 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 2024  
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 2024

**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 19, 2024 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](mailto:operations@levyshow.com).

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY	BOOTH NUMBER	<b>All orders are regulated by LSS Payment Terms &amp; Conditions as well as Material Handling / Exhibit Transportation Terms &amp; Conditions.</b>
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		

### PAYMENT INFORMATION

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

	\$	
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*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. <input style="width: 50px;" type="text"/>	Dated <input style="width: 50px;" type="text"/>	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



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

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**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.**

Levy Show Service Inc. is the exclusive provider of Solo Rate Material Handling Services for Fan Expo Vancouver 2024. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

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. For Canada Post & USPS shipments, additional charges will apply if pick-up at a post office is required. **Please note** that shipments greater than 10,000 lbs or that exceed 24 lineal feet of trailer space will be refused at the advance warehouse and must be sent directly to show site

**DISCLAIMER:** 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 12, 2024 and February 9, 2024.*

**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 **2:00 pm** on **February 16, 2024.**

**Early/Late to Warehouse & Off Target:** Shipment(s) received at the Advance Warehouse *prior to January 12, 2024 or after February 9, 2024.* Also, any shipments received at show site prior to **2:00 pm** on **February 16, 2024.**

**Small Package:** Single piece shipment under 30 lbs.

**Dedicated Delivery from Advance Warehouse:** Any freight received at the Advance Warehouse after **February 15, 2024** 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 .....	\$1.60
Early/Late to Warehouse & Off Target Rate.....	\$2.25
Small Package Rate (single piece shipment under 30 lbs).....	\$75.00
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](mailto: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.

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	\$1.60	\$476.80

**EXHIBITOR INFORMATION**

COMPANY

CONTACT

**BOOTH#**

RATE ADJUSTMENT (OFFICE USE ONLY)		
SUBTOTAL		
G.S.T. 5%		
<b>TOTAL</b> 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. Shipments that are greater than 10,000 lbs or that exceed 24 lineal feet of trailer space will be refused at the advance warehouse and must be sent directly to show site.

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

### ADVANCE RECEIVING

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

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
  - delivering the shipment to your booth at the facility
  - removing empty crates from your booth to a designated storage area
  - returning your empty crates to your booth at the close of the show
  - loading your crates onto your designated carrier at the close of the show
- \*\* please note that shipments are not brought back to the advance warehouse after the close of the show\*\***

The material handling services provided by LEVY SHOW SERVICE INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier 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.

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

**Fan Expo Vancouver 2024 -  
COMPANY NAME & BOOTH #  
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 09:00 and 15:00, Monday to Friday, no earlier than **January 12, 2024** and no later than **February 9, 2024**. Shipments received before or after these dates will be subject to the rate of \$2.25 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 15, 2024 WILL INCUR A CHARGE OF \$495.00 IN ADDITION TO LATE TO WAREHOUSE FEES IF A DEDICATED TRUCK IS REQUIRED TO RETRIEVE YOUR SHIPMENT.**

**PLEASE NOTE:** *Canada Post or USPS shipments that require post office pick-up will incur additional charges.*

**\*\*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.

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\*\**

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.

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

**Fan Expo Vancouver 2024 -  
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 2:00 PM ON FEBRUARY 16, 2024.**

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

### LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

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

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

1. **DEFINITIONS.** "Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LSS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LSS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LSS labels; or Improper information on empty labels. LSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LSS highly recommends the securing of security services from the Facility or Show Management. If any employee of LSS or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that LSS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LSS highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LSS by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup. In order to expedite removal of materials from the show site, LSS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by LSS at show site. LSS assumes no liability as a result of such re-routing or handling.
6. **LSS'S RESPONSIBILITIES.** LSS shall be responsible only for those services which it directly provides. LSS assumes no responsibility for any persons, parties, or other contracting firms not under LSS's direct supervision and control. LSS shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LSS's reasonable control, nor for ordinary wear & tear in the handling of materials. LSS and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to LSS in time to obtain the proper equipment.
7. **INSURANCE.** It is understood that LSS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LSS with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be submitted to LSS by the close of the show. No suit or action shall be brought against LSS or its subcontractors more than one year after the cause of action.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LSS for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LSS's sole and exclusive MAXIMUM LIABILITY for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.30 per pound article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF 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 #** \_\_\_\_\_

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

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

**EVENT NAME:**

**EVENT NAME:**

**Fan Expo Vancouver 2024**

**Fan Expo Vancouver 2024**

**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

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

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

EVENT NAME:

**Fan Expo Vancouver 2024**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.



# SHOW SITE

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

Vancouver Convention Centre - West  
c/o Levy Show Service Inc.  
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Vancouver, BC V6C 0C3

EVENT NAME:

**Fan Expo Vancouver 2024**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

The above labels are provided for your convenience.  
Place one on each piece shipped to the SHOW SITE.  
**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

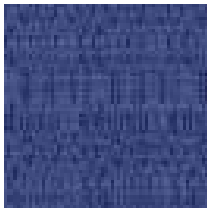


Silver Cloud



White

## DRAPE Colour Options



Blue



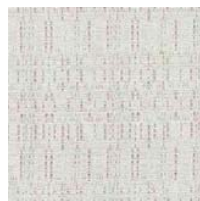
Red



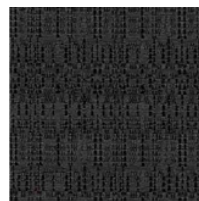
Silver



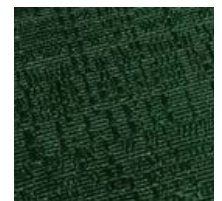
Burgundy



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

**CARPET, PADDING & DRAPE RENTAL ORDER FORM & INVOICE**

**CARPET & PADDING PACKAGES**

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft. + Pad	530.60	568.10	
10 ft. X 20 ft. + Pad	1,061.20	1,379.56	
20 ft. X 20 ft. + Pad	2,140.00	2,782.00	

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.	2.25	2.90	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.25	1.63	

**COLOURED CARPET SELECTIONS**

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	305.60	397.30	
10 ft. X 20 ft.	611.20	794.60	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	3.10	4.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	4.00	5.20	

Blue    Red    Bluejay    Black    Tuxedo    Granite / Grey

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

**DRAPE**

_____ lin. ft. of 3' high drape	\$11.20/ft	\$14.60/ft	
_____ lin. ft. of 8' high drape	\$15.40/ft	\$20.00/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.**

**SPECIAL INSTRUCTIONS**

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

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

**COST SUMMARY**

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b> 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 26, 2024**. We reserve the right to adjust orders calculated incorrectly.

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CARPET-PADDING-DRAPE 2024 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



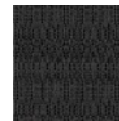
Burgundy



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

<b>TABLES</b>				
Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
4' x 2' Skirted		125.00	162.50	
6' x 2' Skirted		145.00	188.50	
Fourth side of table skirted		55.00	71.50	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		95.00	123.50	
<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				

 <b>TABLES 40" COUNTER HEIGHT</b>				
4' x 2' Skirted		190.00	247.00	
6' x 2' Skirted		210.00	273.00	
Fourth side of table skirted		60.00	78.00	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		115.00	149.50	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

<b>ROUND PEDESTAL TABLES</b>				
Description	Qty.	Discount Rate	Standard Rate	Total
 <b>17" H x 30"D Coffee Table</b>	White		120.00	156.00
	Black		120.00	156.00
 <b>27" H x 30"D Round Ped Table</b>	White		140.00	182.00
	Black		140.00	182.00
 <b>40" H x 30"D Round Ped Table</b>	White		150.00	195.00
	Black		150.00	195.00
<b>ROUND STRETCH SPANDEX COVER 30"H</b> <input type="checkbox"/> Black		40.00	52.00	
<b>40"H</b> <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		40.00	52.00	

<b>EXHIBITOR INFORMATION</b>	
COMPANY	
CONTACT	<b>BOOTH#</b>

<b>CHAIRS</b>				
Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR - GREY</b>		84.00	109.00	
 <b>FABRIC ARMCHAIR - GREY</b>		106.00	138.00	
 <b>FOLDING CHAIR</b>		46.00	60.00	
 <b>FABRIC STENO CHAIR</b>		121.00	157.00	
 <b>PADDED BAR STOOL - BLACK</b>		105.00	136.50	
 <b>PADDED HIGH BACK STOOL</b>		150.00	195.00	

<b>COST SUMMARY</b>		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b> GST#R103315057		

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








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 TABLE-CHAIR 2024.cdr






## ACCESSORIES RENTAL ORDER FORM & INVOICE

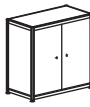


### ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM FOLDING LITERATURE RACK</b> (with clear plexi dividers) - double wide rack available please ask for rate		143.00	186.00	
 <input type="checkbox"/> COAT TREE  <input type="checkbox"/> CHROME BAG HOLDER		95.00	123.50	
 <b>GARMENT ROLLING RACK</b>		104.00	135.00	
 <b>WASTE BASKET</b>		36.50	47.45	
 <b>RETRACTABLE STANCHION</b> (max belt length 6ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red		76.50 (each)	99.50 (each)	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		104.00	135.00	
 <b>40''H CHARGING STATION</b> (based on available inventory) **custom graphics available at an additional cost**		1,062.00	1,380.00	
<b>MINI FRIDGE</b>		263.00	342.00	
<b>LARGE GLASS BOWL</b>		61.00	79.00	

### DISPLAY EQUIPMENT

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>CHROME SIGN HOLDER</b> 22" x 28"		111.50	145.00	
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		286.00	372.00	
 <b>TALL CABINET SHOW CASE</b> 3 shelves with lockable door 12" X 39" X 77" <input type="checkbox"/> Lights \$78.00		780.50	1,014.70	

### COUNTER OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Graphic panel upgrade (\$345.00)		White 400.00	White 520.00	
		Black 495.00	Black 643.50	
 <b>JEWELRY CASE</b> One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		495.00	643.50	
 <b>SHOW CASE</b> Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		525.00	682.50	

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

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

### COST SUMMARY

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

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

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

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**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 2024  
February 17 - 19, 2024  
Vancouver Convention Centre - West  
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Cardero Cube Ottoman</b> 19.7L x 19.7W x 17.0H 		162.10	210.70	
<b>Cardero Rectangle Ottoman</b> 39.4L x 19.7W x 17.0H 		291.60	379.10	
<b>Cube Ottoman</b> 17.5L x 17.5W x 17.0H 		139.20	181.00	
<b>Clark Office Chair</b> 19.5L x 23.0W x 44.0H 		332.70	432.50	
<b>Madrid Bench</b> 76.0L x 32.0W x 18.5H 		1,033.00	1,342.90	
<b>Madrid Chair</b> 33.0L x 30.5W x 29.0H 		359.30	467.10	
<b>Globus Chair</b> 30.0L x 28.0W x 29.0H 		554.50	720.90	
<b>Colburn Barstool</b> 15.0L x 17.0W x 0.0H 		271.20	352.60	
<b>Main Barstool</b> 21L x 20.5W x 44.5H 		120.90	157.20	
<b>Elliot Tub Chair White</b> 19.50L x 19.50W x 33.50H 		99.30	129.10	
<b>Carrall Chair</b> 36.0L x 36.0W x 42.0H 		788.20	1,024.70	
<b>Avenue 6' Bar</b> 72.0L x 30.0W x 40.0H 		1,267.10	1,647.20	
<b>Strathcona Bar</b> 55.0L x 20.5W x 41.3H 		1,162.20	1,510.90	

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

### COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
<b>SUBTOTAL</b>	
Transportation & Labour Fee \$150.00 (per order)	150.00
P.S.T. 7%	
G.S.T 5%	
<b>TOTAL</b>	

\*\*additional fees may apply for orders over \$2,500.00\*\*

### EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

**\*\*A 30% SURCHARGE WILL APPLY TO THE  
STANDARD RATE FOR ANY ORDERS  
PLACED LESS THAN 72 HOURS IN ADVANCE\*\***

### STANDARD RATES

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### A 25% CANCELLATION FEE

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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**

Molded PP chair 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 High Straight Bar Table W/ Charging Unit**

Console table with metal frame and white acrylic top with internal lighting  
72.0L x 18.0W x 40.0H



**L22 Communal Table**

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



**L22 Communal Table W/ Charging Unit**

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 2024**  
February 17 - 19, 2024  
Vancouver Convention Centre - West  
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Sydney End Table</b> 26.0L x 26.0W x 18.0H  ○ □ ● □		193.80	251.90	
<b>Sydney Coffee Table</b> 48.0L x 26.0W x 18.0H  ○ □ ● □		258.40	335.90	
<b>Plank End Table</b> 18.0L x 18.0W x 17.5H  ○ □ ● □		167.10	217.20	
<b>L22 Plank Coffee Table</b> 48.0L x 22.0W x 18.0H  ○ □ ● □ ● □		332.70	432.50	
<b>Wall Street End Table</b> 22.0L x 15.8W x 18.5H 		193.80	251.90	
<b>Wall Street Coffee Table</b> 44.0L x 22.0W x 15.0H 		387.50	503.80	
<b>Elliot Cafe Table</b> 27.00L x 27.00W x 29.00H  ○ □ ● □		225.00	292.50	
<b>Girari Bar Table</b> 30.0L x 30.0W x 30.0H 		255.80	332.50	
<b>L22 High Straight Bar Table</b> 72.0L x 18.0W x 40.0H 		536.50	697.50	
<b>L22 High Straight Bar Table W/ Charging Unit</b> 72.0L x 18.0W x 40.0H 		1,295.80	1,684.50	

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>L22 Communal Table</b> 95.0L x 38.0W x 30.0H 		874.00	1,136.20	
<b>L22 Communal Table W/ Charging Unit</b> 95.0L x 38.0W x 30.0H 		1,743.20	2,266.20	
<b>8' Harvest Dining Table</b> 96.0L x 35.0W x 30.0H 		829.30	1,078.10	
<b>8' Harvest Dining Table W/ Charging Unit</b> 96.0L x 35.0W x 30.0H 		955.20	1,241.80	

**COST SUMMARY**

<b>Rate Adjustment</b> (office use only)	
<b>25% Cancellation Fee</b> (office use only)	
<b>SUBTOTAL</b>	
<b>Transportation &amp; Labour Fee \$150.00 (per order)</b>	150.00
P.S.T. 7%	
G.S.T 5%	
<b>TOTAL</b>	

\*\*additional fees may apply for orders over \$2,500.00\*\*

**EXHIBITOR INFORMATION**

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

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CHARGE AUTHORIZATION FORM**

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**STANDARD RATES**

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**A 25% CANCELLATION FEE**

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provided then 100% of original fee will be applied. GST#R103315057

**Joey Sofa**

Low back sofa with dark wooden legs and fabric seat  
62.0L x 27.0W x 31.5H



**Joey Chair**

Low back armchair with dark wooden legs and fabric seat  
25.0L x 28.0W x 31.5H



**Square Sofa**

Fabric Sofa with chrome base  
83.0L x 33.5W x 35.0H



**Square Chair**

Fabric arm chair with chrome base  
28.0L x 28.0W x 32.0H



**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



**Modular Seating**

The following items work on their own or can be set up in a variety of different 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 2024  
February 17 - 19, 2024  
Vancouver Convention Centre - West  
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Square Sofa</b> 83.0L x 33.5W x 35.0H 		1,051.20	1,366.60	
<b>Square Chair</b> 28.0L x 28.0W x 32.0H 		504.90	656.40	
<b>Joey Chair</b> 25.0L x 28.0W x 31.5H 		582.70	757.50	
<b>Joey Sofa</b> 62.0L x 27.0W x 31.5H 		1,162.20	1,510.90	
<b>Georgia Chair</b> 37.0L x 31.0W x 33.0H 		1,099.40	1,429.20	
<b>Georgia Sofa Powered</b> 78.0L x 31.0W x 33.0H 		1,937.00	2,518.10	
<b>Georgia Sofa</b> 78.0L x 31.0W x 33.0H 		1,614.00	2,098.20	
<b>Fleming Arm Chair</b> 35.0L x 35.0W x 30.0H 		1,142.30	1,485.00	
<b>Fleming Sofa</b> 84.0L x 35.0W x 30.0H 		1,771.40	2,302.80	

Description	QTY	Discount Rate	Standard Rate	TOTAL
<b>Modular Seating</b>				
<b>Wall Street Left Arm Chair</b> 27.0L x 28.0W x 31.0H 		645.70	839.40	
<b>Wall Street Corner Chair</b> 27.0L x 28.0W x 31.0H 		645.70	839.40	
<b>Wall Street Right Arm Chair</b> 27.0L x 28.0W x 31.0H 		645.70	839.40	
<b>Wall Street Arm Chair</b> 27.0L x 28.0W x 31.0H 		645.70	839.40	
<b>Wall Street Armless Chair</b> 23.0L x 28.0W x 31.0H 		645.70	839.40	

### COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
<b>SUBTOTAL</b>	
Transportation & Labour Fee \$150.00 (per order)	150.00
P.S.T. 7%	
G.S.T 5%	
<b>TOTAL</b>	

\*\*additional fees may apply for orders over \$2,500.00\*\*

PLEASE REFER TO THE PAYMENT & CREDIT CARD  
CHARGE AUTHORIZATION FORM

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

**\*\*A 30% SURCHARGE WILL APPLY TO THE  
STANDARD RATE FOR ANY ORDERS  
PLACED LESS THAN 72 HOURS IN ADVANCE\*\***

### EXHIBITOR INFORMATION

Company	
Contact	Booth#

### STANDARD RATES

Will be applied to all orders not received and paid in full by **January 26, 2024**.  
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

**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 Chair**

Molded PP chair w/wood dowel  
legs.





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

**Fan Expo Vancouver 2024**  
 February 17 - 19, 2024  
 Vancouver Convention Centre - West  
 Vancouver, BC

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

### Package A

				
		506.60	658.60	

### Package C

				
		2,915.10	3,789.60	

### Package D

				
		624.20	811.50	

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

### Package B

				
		1,485.00	1,930.50	

### COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
<b>SUBTOTAL</b>	
Transportation & Labour Fee \$150.00 (per order)	150.00
P.S.T. 7%	
G.S.T 5%	
<b>TOTAL</b>	

\*\*additional fees may apply for orders over \$2,500.00\*\*

### EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

**\*\*A 30% SURCHARGE WILL APPLY TO THE  
 STANDARD RATE FOR ANY ORDERS  
 PLACED LESS THAN 72 HOURS IN ADVANCE\*\***

### STANDARD RATES

Will be applied to all orders not received and paid in full by **January 26, 2024**.  
 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.

# 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.



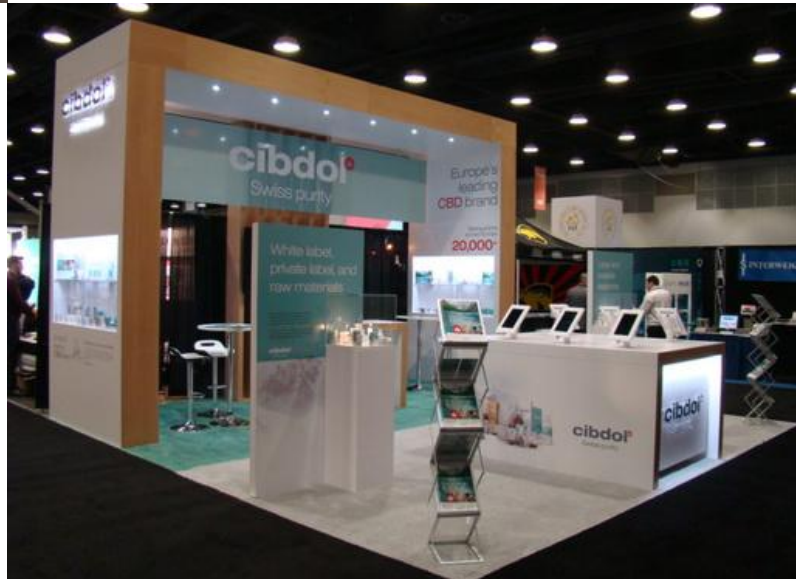
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

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:**  
**\$2,298.80**

**Standard Rate:**  
**\$2,988.40**

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:**  
**\$2,733.50**

**Standard Rate:**  
**\$3,553.60**

8' x 10'     10' x 10'

### MODEL 210



*\*\*image is based on 10' x 20' booth size\*\**

**Model 210 includes:**

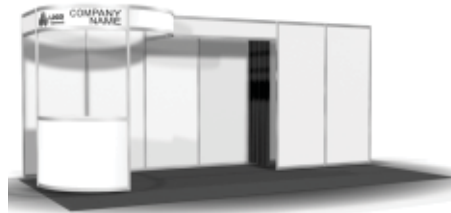
- Aluminum structure
- White hardwall panels
- Straight backwall with 1 curved header
- Carpet
- Installation and dismantle

**Discount Rate:**  
**\$3,395.20**

**Standard Rate:**  
**\$4,413.80**

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:**  
**\$4,717.60**

**Standard Rate:**  
**\$6,132.90**

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		93.40	121.40	
Angled shelf, .25m deep x 1m long		121.30	157.70	
15 watt grey LED arm light, (power NOT included)		126.70	164.70	
2m white curve counter WITH inside shelf (NO doors)		696.50	905.50	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		248.90/m	323.60/m	

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

### 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%		
<b>TOTAL</b>		

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

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

**STANDARD RATE** will be applied to all orders not received and paid in full by **January 26, 2024**. 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"	120.10	156.10	
	28" x 44"	221.40	287.80	
	3' x 7' x 0.5" falconboard sign w/ plexi feet	972.70	1,264.50	

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	20.00	26.00	
	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 \$104.75 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.	34.50	44.90	
	**Second side printing**	Quoted on Request		



### 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"	104.00	135.00	
	 Chrome sign holder 22" x 28"	111.50	145.00	
	Fabric system hardware	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.

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
DIGITAL SET UP FEE	\$58.00	
RUSH DELIVERY (IF NECESSARY)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>	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 26, 2024**. 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)	79.50	103.40	
	Boston fern	97.70	127.00	
	Orchid in ceramic pot	140.70	182.90	

### LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	143.00	185.90	
	4' - 5' tall floor plant	189.20	246.00	

### COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	232.60	302.40	
	Large floral arrangement (seasonal)	254.40	330.70	
	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. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

BOOTH# \_\_\_\_\_

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>	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 26, 2024**. We reserve the right to adjust orders calculated incorrectly.

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# 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
<b>REGULAR TIME</b> 8:00 AM - 4:00 PM Monday to Friday	270.80 per hour	352.00 per hour
<b>OVER TIME</b> 4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	335.50 per hour	436.20 per hour
<b>DOUBLE TIME</b> All other hours including Sundays and Statutory Holidays	410.90 per hour	534.20 per hour

## ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	Standard Rate	TOTAL	
<b>REGULAR TIME</b> _____ Forklifts    _____ Hours	270.80 per hour	352.00 per hour	\$ _____ Total	<b>There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.</b>  Date Required _____  Start Time _____
<b>OVER TIME</b> _____ Forklifts    _____ Hours	335.50 per hour	436.20 per hour	\$ _____ Total	
<b>DOUBLE TIME</b> _____ Forklifts    _____ Hours	410.90 per hour	534.20 per hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b> _____ Forklifts    _____ Hours	270.80 per hour	352.00 per hour	\$ _____ Total	<b>There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.</b>  Date Required _____  Start Time _____
<b>OVER TIME</b> _____ Forklifts    _____ Hours	335.50 per hour	436.20 per hour	\$ _____ Total	
<b>DOUBLE TIME</b> _____ Forklifts    _____ Hours	410.90 per hour	534.20 per hour	\$ _____ Total	

## SPECIAL INSTRUCTIONS

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

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#**

### COST SUMMARY

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

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

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

**STANDARD RATE** will be applied to all orders not received and paid in full by **January 26, 2024**. 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
40" LED Display (16:9) - Includes speakers, Smart TV USB capable		\$538.10	\$699.50		
43" 4K LED Display (16:9) - Includes speakers, Smart TV USB capable		\$558.90	\$726.60		
55" LED Display (16:9) - Includes speakers, Smart TV USB capable		\$819.60	\$1,065.50		
55" 4K LED Display (16:9) - Includes speakers, Smart TV USB capable		\$819.60	\$1,065.50		
70" LCD Display (16:9) - Includes speakers, Smart TV USB capable		\$1,043.30	\$1,356.20		
80" LED Display (16:9) - Includes speakers, Smart TV USB capable (stand included)		\$ UPON REQUEST			
<b>**FLOOR STANDS ARE ONLY COMPATIBLE WITH OUR RENTAL MONITORS**</b>					
Flat Monitor Floor Stand		\$114.50	\$148.90		
Flat Monitor Floor Stand w/ shelf		\$138.90	\$180.60		

**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

**Will your monitor require any of the following?**

HDMI Cable     USB

COMPUTER & AUDIO	QTY	DISCOUNT RATE PER DAY	STANDARD RATE PER DAY	# OF DAYS	TOTAL
Laptop - I7 2.3G W7 OFFICE2010 (16:9)		\$460.30	\$598.40		
Wireless PPT Remote/Mouse		\$85.00	\$110.50		
Booth Audio System w/ one wireless handheld mic, one mixer/amp, two speakers on stands		\$477.30	\$620.50		
UHF wireless microphone		\$246.00	\$319.80		
<input type="checkbox"/> Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier					

**SPECIAL INSTRUCTIONS (please list any cords you may require):**

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### 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 **\$467.50**

*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)	
SUBTOTAL		
CABLES & CONSUMABLES (+15.0% on equipment)		
SPECIAL INSTALLATION CHARGES (on request)		
Basic Installation & Transportation Charges per item		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>	<b>GST#R103315057</b>	

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

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

**STANDARD RATE** will be applied to all orders not received and paid in full by **January 26, 2024**. We reserve the right to adjust orders calculated incorrectly.

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## LABOUR ORDER FORM & INVOICE

### LEVY SHOW SERVICE INC. SUPERVISED LABOR

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 LABOR

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

<b>REGULAR TIME</b>	8:00 AM - 4:00 PM Monday to Friday	130.00 per Hour
<b>OVER TIME</b>	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	175.00 per Hour
<b>DOUBLE TIME</b>	All other hours including Sundays and Statutory Holidays	224.00 per Hour

### ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	130.00 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
<b>OVER TIME</b>	_____ Labourers	_____ Hours	175.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	224.00 per Hour	\$ _____ Total	

\*\*A 25% (\$35.00 min.) surcharge will be added to labour rates for Levy Supervision\*\*

**PLEASE NOTE:** installation labour can start no earlier than 30 minutes after show close

### ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	130.00 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
<b>OVER TIME</b>	_____ Labourers	_____ Hours	175.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	224.00 per Hour	\$ _____ Total	

\*\*A 25% (\$35.00 min.) surcharge will be added to labour rates for Levy Supervision\*\*

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

**\*\*PLEASE ADD 25% FOR ORDERS PLACED AFTER JANUARY 26, 2024.\*\***

### INBOUND FREIGHT INFORMATION

Carrier _____	Date Shipped _____
Number of Pieces _____	Weight _____
Pro Number _____	Arrival Date (Target) _____
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display

### QUANTITY OF LADDERS REQUIRED (Optional)

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

### EXHIBITOR INFORMATION

COMPANY _____	<b>BOOTH#</b> _____
CONTACT _____	

### SPECIAL SET UP INSTRUCTIONS

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

Are set up plans attached?  Yes     No

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

### COST SUMMARY

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

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

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

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

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



# 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, judgments, 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.**