

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

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

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ 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 _____
OVER TIME	_____ Labourers	_____ Hours	175.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ 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

REGULAR TIME	_____ 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 _____
OVER TIME	_____ Labourers	_____ Hours	175.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ 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 MAY 17, 2024****

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____
 Number of Pieces _____ Weight _____
 Pro Number _____ Arrival Date (Target) _____
 Loose Display Crated Display

QUANTITY OF LADDERS REQUIRED (Optional)

_____ (indicate number)

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

SPECIAL SET UP INSTRUCTIONS

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

Are set up plans attached? Yes No

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

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
ADDITIONAL 25% LATE ORDER		
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****

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.

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

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

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.

LEVY LOGISTICS - I hereby acknowledge and understand the terms & conditions and limits of liabilities provided for exhibit transportation and/or customs brokerage.

name / date
 signature

CALCULATION OF ORDER FORMS		TOTAL FROM EACH ORDER FORM	
Material Handling Order Form.....	\$		
Shipping and Customs Order Form.....	\$		
Carpet, Padding & Drape Rental Order Form.....	\$		
Table and Seating Rental Order Form.....	\$		
Accessories Rental Order Form.....	\$		
Hardwall System Rental Order Form.....	\$		
Graphics & Sign Order Form.....	\$		
Plant & Flower Rental Order Form.....	\$		
Audio Visual & Computer Order Form.....	\$		
Booth Cleaning Order Form.....	\$		
Labour Order Form.....	\$		
Other LSS Services.....	\$		
FULL PAYMENT IN CANADIAN FUNDS		\$	<div style="border: 1px solid black; height: 20px;"></div>

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 \$

LL CREDIT CARD AUTHORIZATION 2024.cdr