

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

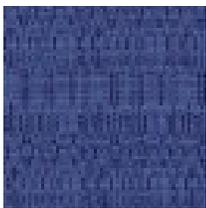


Silver Cloud

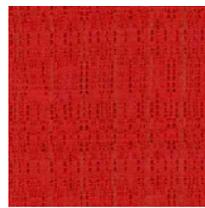


White

DRAPE Colour Options



Blue



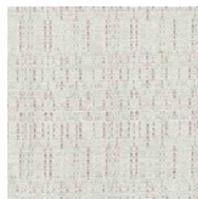
Red



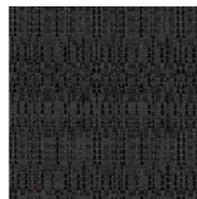
Silver



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	585.00	760.50	
10 ft. X 20 ft. + Pad	1,170.00	1,521.00	
20 ft. X 20 ft. + Pad	2,359.40	3,067.20	

Blue
 Red
 Bluejay
 Black
 Tuxedo
 Granite / Grey

COLOURED CARPET SELECTIONS			
Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	337.00	438.10	
10 ft. X 20 ft.	673.90	876.50	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	3.40	4.40	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	4.40	5.70	

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.	2.50	3.30	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	1.40	1.80	

A surcharge may be applied for damages incurred after installation.

DRAPE			
_____ lin. ft. of 3' high drape	\$12.40/ft	\$16.10/ft	
_____ lin. ft. of 8' high drape	\$17.00/ft	\$22.10/ft	

Blue
 Red
 Burgundy
 Silver
 White
 Black
 Hunter Green

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

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

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

SPECIAL INSTRUCTIONS

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

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

STANDARD RATE will be applied to all orders not received and paid in full by **May 22, 2026**. 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.
 CARPET-PADDING-DRAPE 2026 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



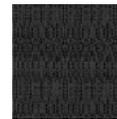
Burgundy



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

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TABLE AND SEATING RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
TABLES 30" HEIGHT				
4' x 2' Skirted		137.90	179.30	
6' x 2' Skirted		160.00	208.00	
Fourth side of table skirted <i>**available as an addition to orders for 6' skirted tables only**</i>		60.70	78.90	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		104.80	136.20	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		209.50	272.40	
6' x 2' Skirted		231.50	301.00	
Fourth side of table skirted <i>**available as an addition to orders for 6' skirted tables only**</i>		66.20	86.00	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		126.80	165.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
17" H x 30"D Coffee Table	White	132.30	172.00	
	Black	132.30	172.00	
27" H x 30"D Round Ped Table	White	154.40	200.70	
	Black	154.40	200.70	
40" H x 30"D Round Ped Table	White	165.40	215.00	
	Black	165.40	215.00	
ROUND STRETCH SPANDEX COVER 30"H <input type="checkbox"/> Black		44.10	57.30	
40"H <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Yellow		44.10	57.30	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
FABRIC SLED BASE CHAIR - GREY		92.60	120.40	
FABRIC ARMCHAIR - GREY		116.90	152.00	
FOLDING CHAIR		50.70	66.00	
FABRIC STENO CHAIR		133.50	174.00	

STOOLS

Description	Qty.	Discount Rate	Standard Rate	Total
PADDED BAR STOOL - BLACK		115.80	150.50	
PADDED HIGH BACK STOOL		165.40	215.00	

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COST SUMMARY

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

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

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 TABLE-CHAIR 2026.cdr

ACCESSORIES RENTAL ORDER FORM & INVOICE

ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers)		157.70	204.40	
 COAT TREE		104.80	136.20	
 CHROME BAG HOLDER		104.80	136.20	
 GARMENT ROLLING RACK		114.70	149.10	
 WASTE BASKET		40.20	52.30	
 RETRACTABLE STANCHION (max belt length 6ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red		84.30 (each)	109.60 (each)	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		114.70	149.10	
MINI FRIDGE		290.00	377.00	
LARGE GLASS BOWL		67.30	87.50	

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EXHIBITOR INFORMATION

COMPANY

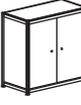
CONTACT

BOOTH#

DISPLAY EQUIPMENT

Description	Qty.	Discount Rate	Standard Rate	Total
 CHROME SIGN HOLDER 22" x 28"		123.00	160.00	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		315.30	409.90	
 TALL CABINET SHOW CASE 3 shelves with lockable door 12" X 39" X 77" <input type="checkbox"/> Lights \$78.00		860.50	1,118.70	

COUNTER OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each)		White 441.00	White 573.30	
		Black 545.80	Black 709.50	
COUNTER GRAPHIC PANEL UPGRADE		380.00	490.00	
 CURVED COUNTER Storage shelf (no doors) 1360 radius x 40" tall		446.30	580.20	
CURVED COUNTER GRAPHIC PANEL UPGRADE		600.00	750.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		545.80	709.50	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		578.90	752.60	

COST SUMMARY

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

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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:
\$2,534.40

Standard Rate:
\$3,294.70

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:
\$3,013.70

Standard Rate:
\$3,918.00

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:
\$3,743.30

Standard Rate:
\$4,866.30

8' x 20' 10' x 20'

MODEL 220

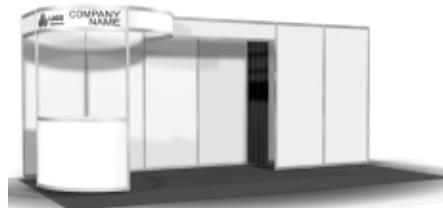


image is based on 10' x 20' booth size

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:
\$5,201.20

Standard Rate:
\$6,761.60

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		103.00	133.90	
Angled shelf, .25m deep x 1m long		133.80	173.90	
15 watt grey LED arm light, (power NOT included)		139.70	181.60	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		277.40/m	356.70/m	

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

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EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CARPET COLOUR SELECTIONS

- Blue Red Grey / Granite Black
 Bluejay Tuxedo

HEADER DETAILS

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

Header One

Header Two

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

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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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.



GRAPHICS & SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	22" x 28"	132.40	172.10	
	28" x 44"	244.10	317.30	
	3' x 7' x 0.5" falconboard sign w/ plexi feet	1,072.40	1,394.10	

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	22.10	28.70	
	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 \$115.50 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.	38.00	49.00	
	Second side printing	Quoted on Request		

ADDITIONAL SERVICES & TERMS

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

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

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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"	114.70	149.10	
	 Chrome sign holder 22" x 28"	123.00	160.00	
	Fabric system hardware	Quoted on Request		

FOR INTERNAL USE ONLY:

COST SUMMARY

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

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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)	87.70	114.00	
	Boston fern	107.70	140.00	
	Orchid in ceramic pot	155.10	201.60	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	157.70	205.00	
	4' - 5' tall floor plant	265.40	271.20	

COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	256.40	333.30	
	Large floral arrangement (seasonal)	280.50	364.70	
	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. Rental price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

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COST SUMMARY

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

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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STANDARD RATE will be applied to all orders not received and paid in full by **May 22, 2026**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received and then cancelled 5 business days 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		\$591.90	\$769.50		
43" 4K LED Display (16:9) - Includes speakers, Smart TV USB capable		\$614.80	\$799.30		
55" LED Display (16:9) - Includes speakers, Smart TV USB capable		\$901.60	\$1,172.10		
55" 4K LED Display (16:9) - Includes speakers, Smart TV USB capable		\$901.60	\$1,172.10		
70" LCD Display (16:9) - Includes speakers, Smart TV USB capable		\$1,147.60	\$1,491.80		
80" LED Display (16:9) - Includes speakers, Smart TV USB capable (stand included)		\$ UPON REQUEST			
FLOOR STANDS ARE ONLY COMPATIBLE WITH OUR RENTAL MONITORS					
Flat Monitor Floor Stand		\$126.00	\$163.80		
Flat Monitor Floor Stand w/ shelf		\$152.80	\$198.70		

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)		\$506.30	\$658.20		
Wireless PPT Remote/Mouse		\$93.50	\$121.60		
Booth Audio System w/ one wireless handheld mic, one mixer/amp, two speakers on stands		\$525.00	\$682.60		
UHF wireless microphone		\$270.60	\$351.80		
<input type="checkbox"/> Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier					

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

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 **\$605.00**

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
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%	
TOTAL GST#R103315057	

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LABOUR ORDER FORM & INVOICE

LEVY SHOW SERVICE INC. SUPERVISED LABOUR

MOVE IN MOVE OUT

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

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

EXHIBITOR SUPERVISED LABOUR

MOVE IN MOVE OUT

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

Supervisor's Name: _____

Contact Information: _____

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

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

LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	143.30 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	193.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	247.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	143.30 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	193.00 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	247.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	143.30 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	193.00 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	247.00 per Hour	\$ _____ Total	

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

SPECIAL SET UP INSTRUCTIONS

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

Are set up plans attached? Yes No

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

Do you require any special tools? Yes No

please specify tools required

Do you require any ladders? Yes No

_____ (indicate number)

PLEASE NOTE: Exhibitors will be charged for unused time based off of their prepayment amount

****PLEASE ADD 25% FOR ORDERS PLACED AFTER MAY 22, 2026.****

COST SUMMARY

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

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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

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

OUTBOUND SHIPPING INSTRUCTIONS - BOOTH LABOUR

Exhibitor Name:	Tel. #:	Booth #
Billing Address:	Fax #:	
City / Prov / State / Postal Code / Zip:	Auth. by:	

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor:

Exhibitor Outbound Shipping Instructions: At close of the show, exhibitor freight will be shipped to the address provided below.

If your freight is being forwarded to another show, be sure to include the name of show and your booth number

Company / Show: _____ **Booth #:** _____

Address: _____

City / Prov / State / Postal Code / Zip: _____

Attention: _____

Select Carrier

Ship via carrier of exhibitor's choice

Name of Carrier: _____

Ship via official show freight carrier

Select shipping method Ground

Air **Select Service Provider:** _____

Please note:

- The exhibitor is responsible for arranging either a carrier of their choice or the official show freight carrier to pick up at the close of the show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ **Shipper (print name):** _____

Freight Charges Billed To (Company/Show): _____

Address: _____

City / Prov / State / Postal Code / Zip: _____

Telephone: _____ **Attention:** _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
Credit Card Authorization MUST be on file with Levy Show Service Inc. before any good or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

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.

