



# OCEANS 2007 VANCOUVER

**SERVICE  
CONTRACTOR  
CONTACTS:**

LEVY SHOW SERVICE INC  
12340 Horseshoe Way  
Richmond, BC V7A 4Z1  
tel: 604 277 1726  
fax: 604 277 1736

**LOCATION:**

Vancouver Convention & Exhibition Centre  
999 Canada Place  
Vancouver, BC V6C 3C1

**EXHIBITOR MOVE-IN:**

Monday, October 1, 2007 8:00 am – 8:00 pm

**EXHIBITION DATES:**

Tuesday, October 2, 2007 9:45 am – 6:30 pm

Wednesday, October 3, 2007 9:00 am – 5:00 pm

Thursday, October 4, 2007 9:00 am – 3:00 pm

**EXHIBITOR MOVE-OUT:**

Thursday, October 4, 2007 3:00 pm – 9:00 pm

**BOOTH EQUIPMENT:**

each 10' x 10' booth space comes with the following:

- 8' high drapery backwall – teal/white
- 3' high drapery sidewall – teal or white
- 1 – 7" x 44" booth identification sign (no logos)

**DISCOUNT PRICE  
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **September 18, 2007**.

**SHIPPING:**

Reimer Express Lines have been appointed as official transportation carrier. Please contact them directly regarding shipping material. Reimer information can be found in your exhibitor kit.

STOCK  
FACTS  
QUICK

We want you to have a successful show. If we can be of assistance, please call the Levy Show Service Exhibitor Services Department at 604 277 1726.





**HEAD OFFICE**  
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Richmond, BC  
Canada, V7A 4Z1  
**Fax: 604 277 1736**  
**Telephone: 604 277 1726**  
**Email: operations@levyshow.com**

**OCEANS 2007 VANCOUVER**  
**October 1 - 4, 2007**  
**VCEC**  
**Vancouver, BC**

## CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

### COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	150.00	197.00	
10 ft. X 20 ft.	301.00	387.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.50	1.97	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.47	3.24	

☐ Blue ☐ Red ☐ Burgundy ☐ Hunter Green

### BLACK & GREY CARPET SELECTIONS

Size - 10 ft. X 10 ft.	160.00	209.00	
10 ft. X 20 ft.	319.00	418.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.60	2.09	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.57	3.37	

☐ Black ☐ Grey

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

### SPECIAL INSTRUCTIONS


### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.28	1.67	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.84	1.10	

### DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$5.87/ft	\$7.98/ft	
_____ lin. ft. of 8' high drape	\$7.93/ft	\$11.10/ft	

☐ Blue ☐ Red ☐ Burgundy ☐ Silver ☐ White ☐ Black  
☐ Hunter Green

### COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	27.00	35.00	
	TV / VCR stand	91.00	119.00	
	Tropical plants - 3'- 4'	71.00	93.00	
	Potted flowers	41.00	54.00	
	Chrome stanchions	35.00	46.00	
	Velvet stanchion ropes - blue	35.00	46.00	
	Table Top Plexi Box	79.00	104.00	
	Large glass bowl	47.00	62.00	

### COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
P.S.T. 7%	
G.S.T. 6%	
<b>TOTAL</b>	

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

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


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CARPET-DRAPE 2007.cdr


## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
4' x 2' Skirted		64.00	84.00	
6' x 2' Skirted		74.00	97.00	
8' x 2' Skirted		84.00	111.00	
Fourth side of table skirted		28.00	36.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		47.00	62.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Hunter Green				

 <b>TABLES 40" COUNTER HEIGHT</b>				
4' x 2' Skirted		99.00	130.00	
6' x 2' Skirted		109.00	143.00	
8' x 2' Skirted		119.00	157.00	
Fourth side of table skirted		34.00	45.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		59.00	77.00	
<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				

 <b>WHITE PEDESTAL TABLE - 30" DIAMETER</b>				
17" Coffee table height		61.00	80.00	
27" Table height		66.00	86.00	
40" Counter height		71.00	93.00	

 <b>BLACK PEDESTAL TABLE - 30" DIAMETER</b>				
17" Coffee table height		71.00	93.00	
27" Table height		76.00	100.00	
40" Counter height		81.00	107.00	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR - GREY</b>		42.00	55.00	
 <b>FABRIC SLED BASE ARMCHAIR - BLACK</b>		71.00	93.00	
 <b>FOLDING CHAIR</b>		27.00	35.00	
 <b>FABRIC HIGHBACK SWIVEL STOOL - GREY</b>		61.00	80.00	
 <b>PADDED BAR STOOL - BLACK</b>		52.00	68.00	
 <b>LEATHER EXECUTIVE CHAIR - BLACK</b>		93.00	121.00	
 <b>FABRIC STENO CHAIR</b>		55.00	72.00	

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 6%		
<b>TOTAL</b>		

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

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TABLE-CHAIR 2007.cdr

## ACCESSORIES RENTAL ORDER FORM & INVOICE

### ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM FOLDING LITERATURE RACK</b> (with clear plexi dividers)		95.00	125.00	
 <b>WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material		87.00	113.00	
 <b>CHROME BAG HOLDER</b>		47.00	62.00	
 <b>COAT TREE</b>		47.00	62.00	
 <b>WASTE BASKET</b>		27.00	35.00	
 <b>BAR FRIDGE</b>		138.00	181.00	
 <b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall		79.00	104.00	


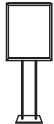


### EXHIBITOR INFORMATION

COMPANY

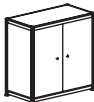


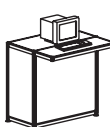
CONTACT

**BOOTH#**

### DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		54.00	70.00	
 <b>CHROME SIGN HOLDER</b> 22" x 28"		59.00	77.00	
 <b>POP-UP BOOTH</b> 8' 4" x 7' 5" tall Velcro compatible Set of two lights <input type="checkbox"/> Black		395.00	529.00	
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		148.00	194.00	

### COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>WHITE COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		185.00	243.00	
 <b>JEWELRY CASE</b> One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		239.00	313.00	
 <b>SHOW CASE</b> Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		249.00	327.00	
 <b>COMPUTER COUNTER</b> 12" keyboard extension Sliding doors & storage shelf base - 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		222.00	291.00	

### COST SUMMARY

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SUBTOTAL		
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TOTAL		

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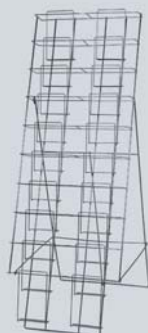
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ACCESSORIES 2007.cdr

# LEVY Accessories



1 >> Aluminum Folding Literature Rack



2 >> Wire Literature Rack - black



3 >> Chrome Bag Holder



4 >> Coat Tree



5 >> Waste Basket



6 >> Bar Fridge (colours vary)



7 >> Table Top Plexi Draw Box (table not included)



8 >> Aluminum Easel



9 >> Chrome Sign Holder



10 >> Pop-Up Booth



11 >> Fabric Poster Board (horizontal or vertical)



12 >> Counter - white or black



13 >> Jewelry Case - white






14 >> Show Case - white










15 >> Computer Counter - white

## FURNITURE RENTAL ORDER FORM & INVOICE

### LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
 LEATHER SOFA - BLACK		350.00	450.00	
 LOVESEAT - BLACK		276.00	361.00	
 LOUNGE CHAIR - BLACK		175.00	229.00	

### CHAIRS

 FABRIC SLED BASE ARMCHAIR - BLACK		71.00	93.00	
 FABRIC STENO CHAIR		55.00	72.00	
 LEATHER EXECUTIVE CHAIR - BLACK		93.00	121.00	
 FABRIC HIGHBACK SWIVEL STOOL - GREY		61.00	80.00	
 FOLDING CHAIR		27.00	35.00	
 FABRIC SLED BASE CHAIR - GREY		42.00	55.00	
 PADDED BAR STOOL - BLACK		52.00	68.00	






### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 White  Black  Oak <b>ROUND PEDESTAL TABLE</b> <b>30" Diameter</b>				
17" Coffee Table Height - white		61.00	80.00	
17" Coffee Table Height - black		71.00	93.00	
17" Coffee Table Height - oak		101.00	132.00	
27" Table Height - white		66.00	86.00	
27" Table Height - black		76.00	100.00	
27" Table Height - oak		111.00	145.00	
40" Counter Height - white		71.00	93.00	
40" Counter Height - black		81.00	107.00	
40" Counter Height - oak		121.00	159.00	
 <b>WOOD COFFEE TABLE</b> 48" x 24" x 16" high		122.00	159.00	
 <b>WOOD END TABLE</b> 22" x 20" x 19" high		91.00	119.00	

### COST SUMMARY

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FURNITURE 2007.cdr





# Furniture



A >> Leather Sofa - *black*



B >> Leather Loveseat - *black*



C >> Leather Lounge Chair - *black*



D >> Fabric Sled Base Arm Chair - *black*



E >> Fabric Steno Chair - *black*



F >> Leather Executive Chair - *black*



G >> Fabric Highback Swivel Stool - *grey*



H >> Folding Chair - *black*



I >> Fabric Sled Base Chair - *grey*



J >> Padded Bar Stool - *black*



K >> Round Pedestal Table  
*black, white or oak (17"h, 27"h & 40"h)*

M >> Wood End Table



L >> Wood Coffee Table





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## HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

### 10' x 10' BOOTH PACKAGES

Description	Quantity	Discount Rate	Standard Rate	Total
<b>MODEL 110 Basic</b> - 1 straight header sign <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,433.00 1,742.00	1,934.00 2,351.00	
<b>MODEL 120 Basic</b> - Corner booth with oversize counter, 1 curved header sign <b>Deluxe</b> - Basic plus 1 enclosed corner counter top		1,798.00 1,957.00	2,428.00 2,642.00	
<b>MODEL 130 Basic</b> - 1 straight header sign <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,488.00 1,798.00	2,009.00 2,428.00	
<b>MODEL 140 Basic</b> - 1 oversize curved header sign, 2 built in counters with sliding doors <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,846.00 2,156.00	2,492.00 2,910.00	

### 10' x 20' BOOTH PACKAGES

<b>MODEL 210 Basic</b> - 2 straight header signs <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		2,499.00 2,839.00	3,373.00 3,831.00	
<b>MODEL 220 Basic</b> - 1 straight & 2 angled header signs, storage area, front angled counters <b>Deluxe</b> - Basic plus 2 white counters, 1 door with lock for storage		2,880.00 3,708.00	3,888.00 5,006.00	
<b>MODEL 230 Basic</b> - 1 extended straight header sign, angled backwall, 2m wide white centre counter <b>Deluxe</b> - Basic plus 4 shelves, 1 full height panel of white slat wall		3,063.00 3,366.00	4,135.00 4,544.00	
<b>MODEL 240 Basic</b> - 1 oversize curved header, 3 built in counters with sliding doors <b>Deluxe</b> - Basic plus 3 shelves, 1 white curved front display counter		3,557.00 4,384.00	4,801.00 5,918.00	

### OPTIONS & INFORMATION

#### HARDWALL PANEL (non fabric) SELECTION

☐ White

#### FABRIC PANEL COLOUR SELECTIONS

☐ Blue ☐ Silver ☐ Black

#### CARPET COLOUR SELECTIONS

☐ Blue ☐ Red ☐ Green ☐ Grey ☐ Black

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

Header One

Header Two

For more information on counters and other accessories please see the **SPECIALTY ACCESSORIES** Rental Order Form.

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		47.00	64.00	
Angled shelf, .25m deep x 1m long		64.00	86.00	
150 watt chrome arm light, power NOT included		67.00	90.00	
2m white curve counter WITH inside shelf, NO doors		597.00	806.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		111.00/m	150.00/m	

### COST SUMMARY

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SUBTOTAL	
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G.S.T. 6%	
<b>TOTAL</b>	

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HARDWALL 1433 10x10.cdr

## HARDWALL SYSTEM 10' x 10' EXHIBITS

### MODEL 110 - 10'x10' CORNER OR INLINE



**BASIC PACKAGE:**  
1 - straight header (with copy)  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 120 - 10'x10' CORNER



**BASIC PACKAGE:**  
1 - curved header (with copy)  
1 - curved front display counter  
**DELUXE PACKAGE:** (as shown)  
1 - enclosed corner counter

### MODEL 130 - 10'x10' CORNER OR INLINE



**BASIC PACKAGE:**  
1 - straight header (with copy)  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 140 - 10'x10' CORNER OR INLINE



**BASIC PACKAGE:**  
1 - oversize curved header (with copy)  
2 - .5m(20") x 1m(39") x 1m(39") white counters  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### BASIC HARDWALL PACKAGE INCLUDES

- Aluminum structure
  - White hardwall or colored fabric backwalls
  - White hardwall sidewalls
  - Carpet
- Please fill in carpet color selection on order form

- Furniture
- One pedestal table & two chairs
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form



## HARDWALL SYSTEM 10' x 20' EXHIBITS

### MODEL 210 - 10'x20' CORNER OR INLINE



**BASIC PACKAGE:**

2 - straight headers (with copy)

DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves

1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 220 - 10'x20' CORNER OR INLINE



**BASIC PACKAGE:**

1 - straight & 2 angled headers (with copy)

1 - storage area with drape door

2 - white front corner counters

DELUXE PACKAGE: (as shown)

2 - .5m(20") x 1m(39") x 1m(39") white counters

1 - door with lock for storage area

### MODEL 230 - 10'x20' CORNER OR INLINE



**BASIC PACKAGE:**

1 - straight header (with copy)

2 - .5m(20") X 1m(39") x 1m(39")

built-in white counters

DELUXE PACKAGE: (as shown)

1 - full height panel of white slat wall

4 - .25m(10") deep shelves

### MODEL 240 - 10'x20' CORNER OR INLINE



**BASIC PACKAGE:**

1 - oversize curved header (with copy)

3 - .5m(20") X 1m(39") x 1m(39")

built-in white counters

DELUXE PACKAGE: (as shown)

3 - .25m(10") deep shelves

1 - 2m curved front display counter

### BASIC HARDWALL PACKAGE INCLUDES

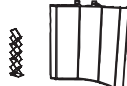

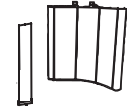
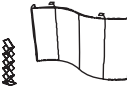
- Aluminum structure
  - White hardwall or colored fabric backwalls
  - White hardwall sidewalls
  - Carpet
- Please fill in carpet color selection on order form

- Furniture
- One pedestal table & two chairs
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form

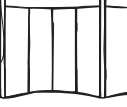
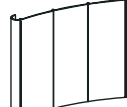

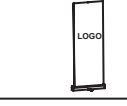

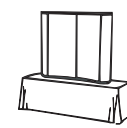


## DISPLAY EXHIBITS RENTAL ORDER FORM & INVOICE

### CUSTOM PACKAGES

Description	Qty.	Discount Rate	Standard Rate	Total
 - 8ft Pop Up - Lights x 2 - Aluminum Folding Literature Rack		495.00	695.00	
 - 8ft Pop Up - Lights x 2 - Aluminum Folding Literature Rack - 3 Graphic Panels*		1995.00	2295.00	
 - 8ft Pop Up - Lights x 2 - Aluminum Folding Literature Rack - Banner Stand with Graphics*		883.00	1185.00	
 - 20ft Serpentine - Lights x 4 - Aluminum Folding Literature Rack		1150.00	1500.00	

### DISPLAY UNITS

 Gullwing 20ft Pop Up - Fabric Panels - black		950.00	1150.00	
 Pop Up Booth (8ft) - Fabric Panels - Black		395.00	529.00	
 Serpentine 20ft Pop Up - Fabric Panels - black		825.00	1100.00	
 Banner Stand (77" X 33.5") - with graphics* (client provided)		425.00	N/A	
 8ft Pop Up - with 3 graphic* (client provided) centre panels 2 fabric ends (black)		1895.00	N/A	
 Table Top Display (60" X 72") (table not included) - display model may vary - all Fabric Panels - black		125.00	165.00	




### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 4 Pocket Nylon Literature Stand 59" X 11" X 15"		59.95	79.75	
 8 Pocket Nylon Literature Stand 54" X 19.75" X 15"		79.75	99.75	
Velcro Dots (200)		32.95	45.00	
Header - 10ft black vinyl on white ABS		195.00	275.00	
Headers - 20ft black vinyl on white ABS		390.00	550.00	
Headers - 10ft colour vinyl on white ABS		325.00	N/A	
Headers - 20ft colour vinyl on white ABS		650.00	N/A	
Light Fixtures for Pop Up System		75.00/ per	100.00/ per	
 Aluminum Folding Literature Rack (with clear plexi dividers) 12" X 62"		95.00	125.00	

**Prices include install, dismantle as well as on site service during the show, if required.**

**All display exhibits are available for purchase on request.**

**\* Graphic designs should be provided in print ready format (pdf/eps source).**

**Electrical not included.**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 6%		
TOTAL		

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

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

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DISPLAY EXHIBITS 2007.cdr





# Display Exhibits



1 >> Banner Stand (with client supplied graphics)



2 >> Pop Up



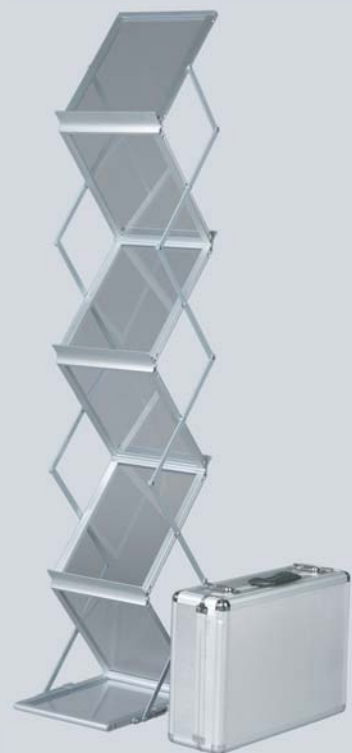
3 >> Table Top Display (table not included)  
\*display model may vary



4 >> 4 Pocket Nylon Literature Stand



5 >> 8 Pocket Nylon Literature Stand



6 >> Aluminum Folding Literature Rack

## Portable Displays

Levy Show Service Inc. offers a full line of retail and rental portable displays and accessories complete with custom graphics. The following are services for all of your trade show requirements.

Tabletop Displays    Custom Systems    Pop-ups

Modular Systems    Shipping Cases    Banner Stands

Customized Furniture    Panel Systems

## Workshops & Seminars

Boost exhibit success and gain more repeat business by booking a workshop or seminar with Peter Robson. Learn:

- Techniques to gain rapport
- Boothmanship
- Skills for approaching prospects
- Tradeshow attendee body language
- Twenty things to avoid doing

Contact Peter Robson for all your display requirements at  
604 277 1726 or [probson@levyshow.com](mailto:probson@levyshow.com)

[www.levyshow.com](http://www.levyshow.com)



## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	37.00	56.00	
	7" x 44"	45.00	68.00	
	11" x 14"	54.00	80.00	
	14" x 22"	69.00	104.00	
	22" x 28"	85.00	128.00	
	28" x 44"	118.00	155.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	2.16	3.24	
	Easel back on sign (Up to 22" x 28")	7.62	11.43	
	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, psd.
- All text **MUST** be outlined / converted to curves, or you must supply fonts. (Screen + printer)
- Art work is to be received as print ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least two (2) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$17.00	\$25.00	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### INDICATE YOUR SIGN COPY HERE

### ADDITIONAL SERVICES & TERMS

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

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

#### CHOOSE YOUR LAYOUT

☐

☐ Vertical

☐

☐ Horizontal

Levy Show Service Inc.  
to design layout  
☐

#### LETTER COLOR SELECTIONS

☐ Blue ☐ Red ☐ Green ☐ Teal ☐ Black ☐ Purple

Black lettering will be provided unless otherwise specified.

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
DIGITAL SET UP FEE	\$50.00	
RUSH DELIVERY (IF NECESSARY)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 6%		
TOTAL		

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

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

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**HEAD OFFICE**  
12340 Horseshoe Way  
Richmond, BC  
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**Fax: 604 277 1736**  
**Telephone: 604 277 1726**  
**Email: operations@levyshow.com**

**OCEANS 2007 VANCOUVER**  
**October 1 - 4, 2007**  
**VCEC**  
**Vancouver, BC**

## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	41.00	54.00	
	Boston fern	49.00	65.00	
	Hanging green plant	49.00	65.00	

### LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	71.00	93.00	
	4' - 5' tall floor plant	94.00	123.00	
	6' tall floor plant	115.00	151.00	

### COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	103.00	135.00	
	Large floral arrangement	133.00	174.00	

Please indicate color preference here, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### SPECIAL INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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. 6%		
<b>TOTAL</b>		

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

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

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FLOWER 2007.cdr



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## AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Advanced Order Daily Rate	On-Site Order Daily Rate	# OF DAYS	TOTAL
	<b>FLAT SCREEN DISPLAYS</b>				
	42" SONY Plasma Monitor c/w Wall Mount & Speakers 16:9 Ratio 1024 x 768	\$450.00	\$630.00		
	50" PIONEER Plasma Monitor c.w Wall Mount & Speakers 16:9 Ratio 1280 X 768	\$700.00	\$980.00		
	SHARP 20" Video/XGA LCD Monitor c/w Speakers 3:4 Ratio	\$120.00	\$168.00		
	SHARP 32" Video/XGA LCD Monitor c/w Speakers 16:9 Ratio	\$250.00	\$350.00		
	SHARP 37" LCD Multi-Sync Monitor c/w Wall mount & Speakers 16:9 Ratio	\$350.00	\$490.00		
	SHARP 45" LCD Multi-Sync Monitor c/w Wall Mount & Speakers 16:9 Ratio	\$600.00	\$840.00		
	Flat Monitor Floorstand (for use with rental monitors 37" and greater only)	\$50.00	\$70.00		
	42" or 48" Black Skirted Video Cart	\$25.00	\$35.00		
	<b>FLAT SCREEN DISPLAYS FOR COMPUTER ONLY</b>				
	17" NEC LCD Flatscreen Monitor 3:4 Ratio 1280 x 1024	\$80.00	\$112.00		
	20" NEC LCD Flatscreen Multi-Sync Monitor 3:4 Ratio 1280 x 1024	\$120.00	\$168.00		
	<b>PROJECTION</b>				
	4' X 4' Projection Screen	\$45.00	\$63.00		
	5' x 5' Projection Screen	\$50.00	\$70.00		
	6' x 6' Projection Screen	\$55.00	\$77.00		
	8' x 8' Projection Screen	\$60.00	\$84.00		
	<b>VIDEO PLAYERS</b>				
	DVD Player	\$75.00	\$105.00		
	1/2" VHS Video Player/Recorder with Auto-repeat	\$60.00	\$84.00		
	1/2" VHS Multi-standard Video Player (NTSC / PAL / SECAM)	\$150.00	\$210.00		
	BETACAM SP UVW-1800 Player Recorder	\$225.00	\$315.00		
	<b>VIDEO MONITORS / VIDEO COMBOS / RECEIVERS</b>				
	1/2" VHS Combo Unit c/w 20" monitor & Auto-repeat	\$100.00	\$140.00		
	28" SONY Video Receiver	\$75.00	\$105.00		
	<b>VIDEOWALLS</b>				
	BARCO LED Wall 6mm	Please Call			
	<b>AUDIO EQUIPMENT</b>				
	CD Player (Requires P.A. System)	\$50.00	\$70.00		
	Booth Audio System c/w 2-Speakers, 1-Mixer/amp	\$110.00	\$154.00		
	Booth Audio System c/w 2 Speakers, 1 mixer/amp, 1 wireless Mic, 1CD Player	\$275.00	\$385.00		
	SHURE/SONY Wireless Handheld, Lapel, or headset Microphone (requires P.A. system)	\$130.00	\$182.00		
	<b>COMPUTERS</b>				
	TOSHIBA Notebook Computer P4, 1.5GHz, 30BHD,256 MB, DVD with 15" TFT Screen	\$200.00	\$280.00		
	TOSHIBA Notebook CENTRINO 30GB HD, 256 MB RAM, DVD-RW	\$250.00	\$350.00		
	TOSHIBA Notebook CENTRINO DUO 26Hz, 100GB HD, 1GB RAM, DVD-RW	\$300.00	\$420.00		
	IBM Standard Desktop PC P4, 2.8GHz, 512MB RAM, DVD ROM, CD-RW & 17" LCD	\$250.00	\$350.00		
	<b>PRINTERS</b>				
	HP 9900cse 17 ppm Colour Photo Quality Inkjet Printer	\$75.00	\$105.00		
	HP LaserJet 1200 15 ppm B/W Laser Printer	\$100.00	\$140.00		
	HP LaserJet 4100N 25 ppm B/W Laser Printer with 10/100 BaseT Capability	\$150.00	\$210.00		

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QTY	EQUIPMENT AVAILABLE	Advanced Order Daily Rate	On-Site Order Daily Rate	# OF DAYS	TOTAL
	<b>COMPUTER ACCESSORIES</b>				
	External USB +/-DVD Burner CD-RW Burner 24x10x40	\$50.00	\$70.00		
	External USB CD-RW Burner 24x10x40	\$50.00	\$70.00		
	Powered Stereo Desktop Speaker System	\$50.00	\$70.00		
	Plain Paper Fax Machine	\$50.00	\$70.00		
	<b>NETWORKING &amp; INTERNET ACCESSORIES</b>				
	Ethernet 10/100 8 Port Hub	\$50.00	\$70.00		
	Ethernet 10/100 8 Port DSC Router	\$50.00	\$70.00		
	Other Network Configurations and Equipment Available	Please Call			

**SPECIAL INSTRUCTIONS**


**RENTAL AGREEMENT**

1. Please forward payment in full with your order.
2. Orders must be received by no later than two (2) weeks prior to show dates.
3. Written cancellation of equipment ordered must be received one (1) week prior to delivery date to avoid a minimum one (1) day charge.
4. Your representative must be available at your booth on date and time specified to accept delivery of equipment. PLEASE NOTE that the equipment will NOT be left in your booth without an authorized person there to receive it.
5. The equipment is your responsibility until picked up by a Levy Show Service Inc. representative. DO NOT leave equipment unattended in the exhibit booth once the show finishes.

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

**SOFTWARE CONDITIONS**

**SOFTWARE** The customer agrees to be bound by all applicable licence and copywrite laws of any of the software on this equipment.

**GUARANTEES & RESPONSIBILITY LIMITATION** Levy Show Service Inc. is not responsible for software issues and will charge the customer if it responds to problems caused by the customer's software.

**SUPPLEMENTARY CONDITIONS**

**EXTENSION** To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

**\*\*\* INSTALLATION LABOUR \*\*\***

Additional labour will be charged at our prevailing rates for installations requiring more than one-half hour.

**EXHIBITOR INFORMATION**

COMPANY

CONTACT

BOOTH #

**COST SUMMARY**

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
TRANSPORTATION & INSTALLATION *		\$135.00
SUBTOTAL		
P.S.T. 7%		
G.S.T 6%		
TOTAL		

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

will be applied to all orders not received and paid in full by **September 18, 2007**. 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



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## LABOUR ORDER FORM & INVOICE

### SUPERVISION SERVICES (Please indicate desired service)

#### LEVY SHOW SERVICE INC. SUPERVISED

☐ MOVE IN

☐ MOVE OUT

#### LEVY SHOW SERVICE INC. WILL SUPERVISE

labour to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

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

#### EXHIBITOR SUPERVISED

☐ MOVE IN

☐ MOVE OUT

#### EXHIBITOR WILL SUPERVISE

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

Supervisor's name \_\_\_\_\_

**Labour will be dispatched to your booth space at the time specified. Please ensure that your supervisor is present as hourly labour charges will begin at start time indicated below.**

### LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	\$68.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday, 8:00 AM - 4:00 PM Saturday	\$94.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	\$108.00 per Hour

### ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$68.00 per Hour	\$_____ Total	<b>A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	\$94.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$108.00 per Hour	\$_____ Total	

### ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$68.00 per Hour	\$_____ Total	<b>A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	\$94.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$108.00 per Hour	\$_____ Total	

### 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)	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 6%		
TOTAL		

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

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

### TERMS & CONDITIONS

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

### CANCELLATION FEE

A one (1) hour "per person, per hour" charge will be applied for all canceled 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. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation 100% of original fee will be applied. It is the EXHIBITOR'S responsibility to advise LSS Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LSS requires a British Columbia or Federal tax exemption number. For EXHIBITORS, LSS requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in CANADA, upon receipt of invoice. In the event of any dispute between EXHIBITOR and LSS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to LSS relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LSS shall be considered a separate transaction, and shall be resolved on its own merits. LSS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LSS may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOUR PROVIDED UNDER THE SUPERVISION OF LSS

### RESPONSIBILITIES

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

### INDEMNIFICATION

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

## LABOUR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

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

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LSS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LSS employees, and/or property damage arising out of work performed by labor provided by LSS but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LSS includes any and all violations of Federal, Province or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by LSS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LSS's MATERIAL HANDLING TERMS AND CONDITIONS FORM AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LSS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LSS.**







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October 1 - 4, 2007  
VCEC  
Vancouver, BC

## MATERIAL HANDLING ORDER FORM & INVOICE

This form must be sent prior to shipping for your shipment to be off loaded and signed for at show-site.

Shipments arriving at different dates or times will be billed individually and weights will not be consolidated.

**When recording weight, round up to the next one hundred (100)lbs. Example: 445 lbs = 500 lbs**

**NOTE:** for shipments requiring customs clearance, please see the Official Customs Broker information.

### ADVANCE RECEIVING

Number of pieces	Description (cartons, crates, pallets, etc.)	Total weight in lbs. - min. 200 lbs (round up to the next 100 lbs)	Rate \$66.00/100 lbs	Total charges
EXAMPLE: 6	CRATES	800 LBS	\$66.00 / 100	\$ 528.00

**FOR ADVANCE RECEIVING PLEASE HAVE YOUR SHIPMENTS SENT TO THE FOLLOWING ADDRESS:**

**OCEANS 2007 VANCOUVER / Levy Show Service Inc.**

**3985 Still Creek Avenue**

**Burnaby, BC V5C 4E2**

**BETWEEN August 29, 2007 and September 26, 2007**

### SHOW-SITE RECEIVING

Number of pieces	Description (cartons, crates, pallets, etc.)	Total weight in lbs. - min. 200 lbs (round up to the next 100 lbs)	Rate \$50.00/100 lbs	Total charges

PLEASE REFER TO YOUR EXHIBITOR MANUAL FOR SHOW-SITE DELIVERY DATES AND TIMES.

**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 LSS's warehouse or to a SHOW / EXPOSITION SITE for which Levy Show Service inc. is the official show contractor.

### SPECIAL EQUIPMENT RENTAL

If your shipment requires any special equipment or service to raise, or level during assembly, etc. prior arrangements must be made with Levy Show Service Inc.'s Material Handling Department at 604 277 1726.

**CARRIER** (Please fill in name and other info.)


### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
G.S.T. 6%		
TOTAL		

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

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



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Email: operations@levyshow.com

**OCEANS 2007 VANCOUVER**  
October 1 - 4, 2007  
VCEC  
Vancouver, BC

## SHIPPING 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.

## 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

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 for shipping 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:

### **OCEANS 2007 VANCOUVER - BOOTH NO. & COMPANY NAME**

**c/o Levy Show Service Inc.**

**3985 Still Creek Avenue**

**Burnaby, BC V5C 4E2**

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 three business days in advance of the show move-in date. Shipments received less than three business days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 16:00, Monday to Friday, no earlier than **August 29, 2007** and no later than **September 26, 2007**.

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

## 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



**HEAD OFFICE**  
12340 Horseshoe Way  
Richmond, BC  
Canada, V7A 4Z1  
**Fax: 604 277 1736**  
Telephone: 604 277 1726  
Email: operations@levyshow.com

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## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **SHOW-SITE RECEIVING (CONT'D.)**

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 for shipping 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:

#### **OCEANS 2007 VANCOUVER - BOOTH NO. & COMPANY NAME**

c/o Levy Show Service Inc.

V.C.E.C.

999 Canada Place

Vancouver, BC V6C 3C1

PLEASE REFER TO YOUR EXHIBITOR MANUAL FOR SHOW-SITE DATES AND TIMES.

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 for 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 OUR 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 CANADA 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.

**LEVY**  
SHOW SERVICE INC.

## Order Form

Customs and  
Transportation Services

**MENDELSSOHN**  
A **LIVINGSTON** Company

The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Mendelssohn's services for: (please check one)

☐ Customs Clearance and Transportation  
(Shipment Order Form Required)

☐ Customs Clearance Only

☐ Transportation Only  
(Shipment Order Form Required)

### Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name:

U.S. Tax # or U.S. IRS Identification:

Event Name:

Facility Name:

Event Date/s:

Booth #:

Shipment Date:

From (City, State):

Carrier Name:

It Consists Of (# of Cartons, etc.):

Weight: ☐ lbs ☐ kgs

Rep At The Event:

Staying At (Hotel):

Tel:

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

### Section 2 Return Shipment Consignment Information

Company Name:

Address:

City:

Province / State:

Postal/Zip:

Name:

Tel:

Fax:

Ship Via:

☐ Common Carrier

☐ Our Company Vehicle

☐ Van Line Service

☐ Air Freight Service

### Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:

☐ Visa

☐ MasterCard

☐ American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature: \_\_\_\_\_

☐ I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card. (Receipt 10 days prior to event)

### Section 4 Invoicing/Statement Information

Company Name:

Address:

City:

Province/State:

Postal/Zip:

Name:

Tel:

Fax:

This document was completed by (Please print full name):

Title:

Date:





### **EXHIBIT TRANSPORTATION / FREIGHT FORWARDING**

Reimer Express Lines has been appointed as the official exhibit transportation carrier. Please allow ample time for pick-up to ensure that your exhibit arrives before the scheduled move-in date. All freight charges must be sent prepaid as the facility will not accept collect shipments. When shipping with Reimer Express Lines, shipments can be received and stored up to 30 days in advance of the show date at no charge.

*To arrange for a pick-up and/or obtain a rate quote for Exhibit Transportation Services*

Andrea Powell at 866-496-EXPO, Monday – Friday, 7:00am – 3:30pm PST

-or-

Customer Service at 1-800-531-EXPO, after business hours, weekends & holidays

*For any special or urgent inquiries*

Evans Chan (Trade Show Representative) at Tel # 604-431-5212 / Cell # 604-968-0798.

Corporate image is paramount to achieving a successful tradeshow. At Levy Show Service Inc. we have a team of professional exhibit and design consultants to help you achieve this. Please find below a checklist that will guide you in planning your booth image.

## HELPING YOU LOOK YOUR BEST CHECKLIST:

### 1. PURPOSE OF PARTICIPATION

- ☐ Product / service promotion
- ☐ Presence
- ☐ Launch
- ☐ Special event

### 2. TARGET AUDIENCE

- ☐ Trade
- ☐ Public
- ☐ Invitation only

### 3. CORPORATE IMAGE

- ☐ Logos and signage
- ☐ Graphics / posters
- ☐ Corporate colours \_\_\_\_\_

### 4. STRUCTURAL RESTRICTIONS

- ☐ Special design/pavilion/upgrade
- ☐ Booth Dimension \_\_\_\_\_ ft x \_\_\_\_\_ ft
- ☐ Height limit \_\_\_\_\_ ft

### 5. BOOTH LAYOUT

- ☐ Lounge / bar area
- ☐ Discussion / meeting room
- ☐ Office, # of persons \_\_\_\_\_
- ☐ Demonstration area
- ☐ Storeroom \_\_\_\_\_ ft x \_\_\_\_\_ ft
- ☐ Audio Visual equipment

### 6. TYPE OF BOOTH

- ☐ Pipe and Drape Booth
- ☐ Pop Up Display booth
- ☐ Custom design booth
- ☐ Hardwall system Booth

### 7. BOOTH FURNITURE

- ☐ Tables
- ☐ Banner stand
- ☐ Table Top display
- ☐ Bar table and stools
- ☐ Showcases
- ☐ Computers
- ☐ Carpet colour \_\_\_\_\_

- ☐ Storage counters
- ☐ Meeting room table
- ☐ Sofa set
- ☐ Fridge
- ☐ Executive chairs
- ☐ Chairs
- ☐ Platform flooring

- ☐ Info / Reception counter
- ☐ Literature rack
- ☐ Coffee table
- ☐ Wastebasket
- ☐ Audio Visual equipment
- ☐ Carpet with foam padding

### 8. MARKETING

- ☐ Corporate Logos and signs
- ☐ Posters
- ☐ Corporate brochures
- ☐ Product brochures
- ☐ Interactive computer kiosk
- ☐ Product samples
- ☐ Giveaways

### 9. BOOTH DECORATION

- ☐ Plants and flowers
- ☐ Lighting

### 10. LABOUR

- ☐ # of labours needed \_\_\_\_\_
- ☐ # of hours \_\_\_\_\_
- ☐ Time required \_\_\_\_\_
- ☐ Date required \_\_\_\_\_
- ☐ Supervised labour

### 11. MATERIAL HANDLING

- ☐ Onsite Material Handling
- ☐ Advance Material Handling
- ☐ Customs & Transportation

Please feel free to contact Joe Wan at 604 277 1726 or [jwan@levyshow.com](mailto:jwan@levyshow.com) for any assistance you may require to ensure your event is successful.