



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

CANADIAN BROWNFIELDS 2009
 October 26 - 28, 2009
 The Westin Bayshore
 Vancouver, BC

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER				<i>All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
ADDRESS		street	city	state/province	zip/postal code	country		
PHONE	FAX	P/O Number		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		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> CORPORATE	<input type="checkbox"/> PERSONAL
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CARDHOLDER'S BILLING ADDRESS				city	state/province	zip/postal code	country						
CARDHOLDER'S SIGNATURE X				CARDHOLDER'S NAME - PLEASE PRINT									

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank cheque, however, **we require your credit card authorization to be on file with LSS. For your convenience, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labour charges.**

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape, & Complements Rental Order Form	\$	<input type="text"/>
Table and Chair Rental Order Form	\$	<input type="text"/>
Accessories Rental Order Form.....	\$	<input type="text"/>
Furniture Rental Order Form.....	\$	<input type="text"/>
Hardwall System Rental Order Form	\$	<input type="text"/>
Display Exhibits Rental Order Form.....	\$	<input type="text"/>
Graphics and Sign Order Form.....	\$	<input type="text"/>
Plant & Flower Rental Order Form	\$	<input type="text"/>
Audio Visual & Computer Form.....	\$	<input type="text"/>
Exhibit Booth Cleaning Order Form	\$	<input type="text"/>
Electrical & Lighting Order Form	\$	<input type="text"/>
Labour Order Form & Invoice	\$	<input type="text"/>
Material Handling Order Form	\$	<input type="text"/>
FULL PAYMENT IN CANADIAN FUNDS	\$	<input type="text"/>

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 \$



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CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 8 ft. X 10 ft.	161.00	211.00	
8 ft. X 20 ft.	322.00	422.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.01	2.63	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.65	3.47	

Blue Red Burgundy Hunter Green

BLACK & GREY CARPET SELECTIONS

Size - 8 ft. X 10 ft.	171.00	224.00	
8 ft. X 20 ft.	342.00	448.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.14	2.80	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.75	3.60	

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.	1.37	1.80	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.90	1.18	

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$6.28/ft	\$8.54/ft	
_____ lin. ft. of 8' high drape	\$8.50/ft	\$11.56/ft	

Blue Red Burgundy Silver White Black
 Hunter Green

COMPLEMENTS (Also see Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	29.00	38.00	
	Tropical plants - 3'- 4'	76.00	100.00	
	Potted flowers	44.00	58.00	
	Chrome stanchions	37.00	48.00	
	Velour stanchion ropes - red	37.00	48.00	
	Table Top Plexi Box	84.00	110.00	
	Large glass bowl	50.00	66.00	

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM


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


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 CARPET-DRAPE 8X10 2009.cdr


TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		69.00	90.00	
6' x 2' Skirted		79.00	103.00	
8' x 2' Skirted		90.00	118.00	
Fourth side of table skirted		30.00	39.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		50.00	66.00	
<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				

 TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		106.00	139.00	
6' x 2' Skirted		116.00	152.00	
8' x 2' Skirted		128.00	168.00	
Fourth side of table skirted		36.00	47.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		63.00	83.00	
<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				

 WHITE PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		65.00	85.00	
27" Table height		71.00	93.00	
40" Counter height		76.00	100.00	

 BLACK PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		76.00	100.00	
27" Table height		81.00	106.00	
40" Counter height		87.00	114.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		45.00	59.00	
 FABRIC ARMCHAIR - GREY		76.00	100.00	
 FOLDING CHAIR		29.00	38.00	
 FABRIC HIGHBACK SWIVEL STOOL		118.00	155.00	
 LEATHER EXECUTIVE CHAIR - BLACK		100.00	131.00	
 FABRIC STENO CHAIR		69.00	90.00	
 PADDED BAR STOOL - BLACK		56.00	73.00	
 PADDED HIGH BACK STOOL		98.00	128.00	

COST SUMMARY

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

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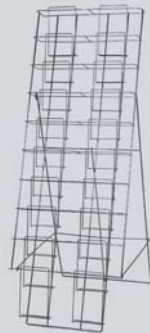
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 TABLE-CHAIR 2009.cdr

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









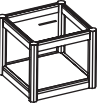
14 >> Show Case - white



15 >> Computer Counter - white

ACCESSORIES RENTAL ORDER FORM & INVOICE

ACCESSORIES



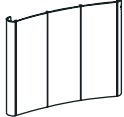

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		120.00	157.00	
 WIRE LITERATURE RACK 20 pockets for 8.5" x 11" material		93.00	122.00	
 CHROME BAG HOLDER		51.00	67.00	
 COAT TREE		51.00	67.00	
 WASTE BASKET		29.00	38.00	
 BAR FRIDGE		148.00	194.00	
 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		84.00	110.00	

EXHIBITOR INFORMATION




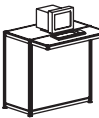
COMPANY _____

CONTACT _____ **BOOTH#** _____

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		58.00	76.00	
 CHROME SIGN HOLDER 22" x 28"		63.00	83.00	
 POP-UP BOOTH 8 ft. Fabric Panels Velcro compatible <input type="checkbox"/> Light fixtures \$95.00/per (set of two) <input type="checkbox"/> Black		450.00	590.00	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		159.00	208.00	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 WHITE COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		198.00	260.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		256.00	335.00	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		267.00	350.00	
 COMPUTER COUNTER <input type="checkbox"/> Black or <input type="checkbox"/> White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$20.00 each)		247.00	324.00	

COST SUMMARY

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SUBTOTAL		
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TOTAL		

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ACCESSORIES 2009.cdr



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)






L >> Wood Coffee Table

M >> Wood End Table

FURNITURE RENTAL ORDER FORM & INVOICE






LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
 LEATHER SOFA - BLACK		375.00	491.00	
 LOVESEAT - BLACK		296.00	388.00	
 LOUNGE CHAIR - BLACK		187.00	245.00	

CHAIRS

 FABRIC ARMCHAIR - GREY		76.00	100.00	
 FABRIC STENO CHAIR		69.00	90.00	
 LEATHER EXECUTIVE CHAIR - BLACK		100.00	131.00	
 FABRIC HIGHBACK SWIVEL STOOL - GREY		118.00	155.00	
 FOLDING CHAIR		29.00	38.00	
 FABRIC SLED BASE CHAIR - GREY		45.00	59.00	
 PADDED BAR STOOL - BLACK		56.00	73.00	
 PADDED HIGH BACK STOOL		98.00	128.00	

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
   White Black Oak ROUND PEDESTAL TABLE 30" Diameter				
17" Coffee Table Height - white		65.00	85.00	
17" Coffee Table Height - black		76.00	100.00	
17" Coffee Table Height - oak		108.00	141.00	
27" Table Height - white		71.00	93.00	
27" Table Height - black		81.00	106.00	
27" Table Height - oak		118.00	155.00	
40" Counter Height - white		76.00	100.00	
40" Counter Height - black		87.00	114.00	
40" Counter Height - oak		130.00	170.00	
 WOOD COFFEE TABLE 48" x 24" x 16" high		131.00	172.00	
 WOOD END TABLE 22" x 20" x 19" high		98.00	128.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

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HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

8' x 10' BOOTH PACKAGES

Description	Quantity	Discount Rate	Standard Rate	Total
MODEL 110 Basic - 1 straight header sign Deluxe - Basic plus 2 shelves, 1 white counter		985.00 1,455.00	1,330.00 1,964.00	
MODEL 120 Basic - Corner booth with oversize counter, 1 curved header sign Deluxe - Basic plus 1 enclosed corner counter top		1,670.00 1,835.00	2,255.00 2,477.00	
MODEL 130 Basic - 1 straight header sign Deluxe - Basic plus 2 shelves, 1 white counter		985.00 1,455.00	1,330.00 1,964.00	
MODEL 140 Basic - 1 oversize curved header sign, 2 built in counters with sliding doors Deluxe - Basic plus 2 shelves, 1 white counter		1,720.00 1,985.00	2,322.00 2,680.00	

8' x 20' BOOTH PACKAGES

MODEL 210 Basic - 2 straight header signs Deluxe - Basic plus 2 shelves, 1 white counter		1,495.00 1,985.00	2,018.00 2,680.00	
MODEL 220 Basic - 1 straight & 2 angled header signs, storage area, front angled counters Deluxe - Basic plus 2 white counters, 1 door with lock for storage		2,490.00 2,950.00	3,362.00 3,983.00	
MODEL 230 Basic - 1 extended straight header sign, angled backwall, 2m wide white centre counter Deluxe - Basic plus 4 shelves, 1 full height panel of white slat wall		2,490.00 2,750.00	3,362.00 3,713.00	
MODEL 240 Basic - 1 oversize curved header, 3 built in counters with sliding doors Deluxe - Basic plus 3 shelves, 1 white curved front display counter		2,985.00 3,490.00	4,030.00 4,712.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

White

FABRIC PANEL COLOUR SELECTIONS

Blue Silver 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		49.00	66.00	
Angled shelf, .25m deep x 1m long		67.00	90.00	
150 watt chrome arm light, power NOT included		70.00	95.00	
2m white curve counter WITH inside shelf, NO doors		621.00	839.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		135.00/m	180.00/m	

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G.S.T. 5%		
TOTAL		

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HARDWALL SYSTEM 8' x 10' EXHIBITS

MODEL 110 - 8'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 - 8'x10' CORNER



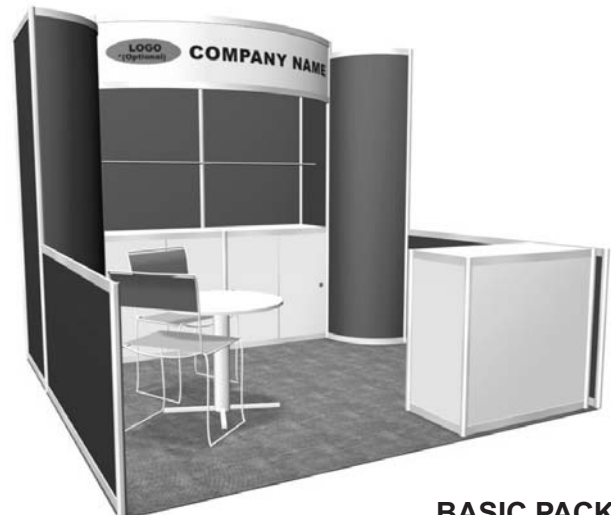
BASIC PACKAGE:
1 - curved header (with copy)
1 - curved front display counter
DELUXE PACKAGE: (as shown)
1 - enclosed corner counter

MODEL 130 - 8'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 - 8'x10' CORNER OR INLINE



BASIC PACKAGE:
1 - oversized 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 8' x 20' EXHIBITS

MODEL 210 - 8'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 - 8'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 - 8'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 - 8'x20' CORNER OR INLINE



BASIC PACKAGE:

1 - oversized 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



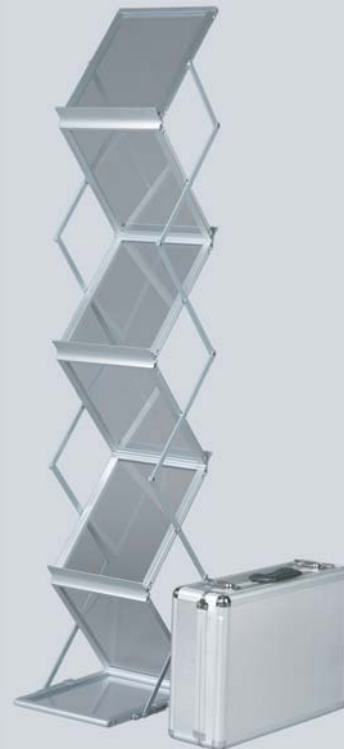
1 >> Banner Stand (with client supplied graphics)



2 >> Pop Up



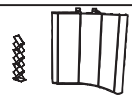
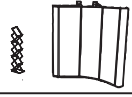
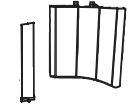
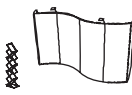
3 >> Table Top Display (table not included)
*display model may vary



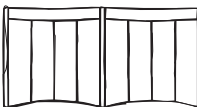

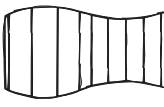

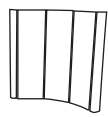
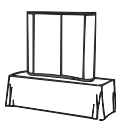
4 >> Aluminum Folding Literature Rack

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		595.00	833.00	
 - 8ft Pop Up - Lights x 2 - Aluminum Folding Literature Rack - 3 Graphic Panels*		2700.00	n/a	
 - 8ft Pop Up - Lights x 2 - Aluminum Folding Literature Rack - Banner Stand with Graphics*		1095.00	1533.00	
 - 20ft Serpentine - Lights x 4 - Aluminum Folding Literature Rack		1395.00	1953.00	

DISPLAY UNITS

 Gullwing 20ft Pop Up - Fabric Panels - black		1018.00	1425.00	
 Pop Up Booth (8ft) - Fabric Panels - Velcro Compatible - Black		450.00	630.00	
 Serpentine 20ft (approx) Pop Up - Fabric Panels - black		884.00	1238.00	
 <small>PURCHASE LOGO</small> Banner Stand (78" X 33.5") - with graphics* (client provided)		455.00	N/A	
 8ft Pop Up - with 3 graphic* (client provided files) 2 fabric ends (black)		2400.00	N/A	
 Table Top Display (56" X 47") (table not included) - display model may vary - all Fabric Panels - black		225.00	315.00	



EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
Header - 10ft black vinyl on white ABS		215.00	301.00	
Headers - 20ft black vinyl on white ABS		418.00	585.00	
Headers - 10ft colour vinyl on white ABS		348.00	N/A	
Headers - 20ft colour vinyl on white ABS		696.00	N/A	
Light Fixtures for Pop Up System (set of two)		95.00/ per	133.00/ per	
Aluminum Folding Literature Rack (with clear plexi dividers) 12" X 62"		120.00	157.00	
Double Aluminum Folding Literature Rack (with clear plexi dividers) 19" X 62"		165.00	210.00	

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. 5%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **October 9, 2009**. We reserve the right to adjust orders calculated incorrectly.

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CANADIAN BROWNFIELDS 2009
 October 26 - 28, 2009
 The Westin Bayshore
 Vancouver, BC

GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	39.00	59.00	
	7" x 44"	48.00	72.00	
	11" x 14"	58.00	87.00	
	14" x 22"	74.00	111.00	
	22" x 28"	91.00	137.00	
	28" x 44"	127.00	191.00	

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)	2.32	3.97	
	Easel back on sign (Up to 22" x 28")	8.16	13.95	
	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 \$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)	\$19.00	\$29.00	

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. 5%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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CANADIAN BROWNFIELDS 2009
 October 26 - 28, 2009
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PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	44.00	58.00	
	Boston fern	53.00	69.00	
	Hanging green plant	53.00	69.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	76.00	100.00	
	4' - 5' tall floor plant	101.00	132.00	
	6' tall floor plant	124.00	162.00	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	110.00	144.00	
	Large floral arrangement	142.00	186.00	

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. 5%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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CANADIAN BROWNFIELDS 2009
October 26 - 28, 2009
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Vancouver, BC

AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# OF DAYS	TOTAL
	FLAT SCREEN DISPLAYS				
	42" SONY Plasma Monitor c/w Speakers 16:9 Ratio 1024 x 768	\$450.00	\$630.00		
	50" PIONEER Plasma Monitor c/w 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 Speakers 16:9 Ratio	\$350.00	\$490.00		
	SHARP 45" LCD Multi-Sync Monitor c/w 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		
	FLAT SCREEN DISPLAYS FOR COMPUTER ONLY				
	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		
	PROJECTION				
	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		
	VIDEO PLAYERS				
	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		
	VIDEO MONITORS / VIDEO COMBOS / RECEIVERS				
	1/2" VHS Combo Unit c/w 20" monitor & Auto-repeat	\$100.00	\$140.00		
	28" SONY Video Receiver	\$75.00	\$105.00		
	VIDEOWALLS				
	BARCO LED Wall 6mm	Please Call			
	AUDIO EQUIPMENT				
	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		
	COMPUTERS				
	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		
	PRINTERS				
	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	Discount Order Daily Rate	Standard Order Daily Rate	# OF DAYS	TOTAL
	COMPUTER ACCESSORIES				
	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		
	NETWORKING & INTERNET ACCESSORIES				
	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 5%	
TOTAL	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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 GST #R103315057



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CANADIAN BROWNFIELDS 2009
 October 26 - 28, 2009
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ELECTRICAL & LIGHTING ORDER FORM & INVOICE

ELECTRICAL SERVICE

Description	Quantity	Discount Rate	Standard Rate	Total
115 Volt duplex outlet 750 Watts 7 ½ Amps		77.00	104.00	
115 Volt duplex outlet 1500 Watts 15 Amps		95.00	128.00	
208 Volt service single phase 15 Amps		177.00	239.00	
208 Volt service single phase 20 Amps		196.00	265.00	
208 Volt service single phase 30 Amps		217.00	293.00	
208 Volt service single phase 40, 50, 60 Amps		331.00	447.00	
208 Volt service three phase 15 Amps		237.00	320.00	
208 Volt service three phase 20 Amps		309.00	417.00	
208 Volt service three phase 30 Amps		386.00	521.00	
208 Volt service three phase 60, 100, 200 Amps		457.00	617.00	
Tie in service, additional labour charge ½ hour minimum		On Request		

LIGHTING SERVICE (Does NOT include electrical service)

Double light unit two x 150 Watts		75.00	101.00	
Armlight with 150 watt bulb		72.00	97.00	
Extension Cord		27.00	36.00	
Power Bar		37.00	50.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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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	\$73.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday, 8:00 AM - 4:00 PM Saturday	\$101.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	\$115.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$73.00 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	\$101.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$115.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$73.00 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	\$101.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$115.00 per Hour	\$_____ Total	

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

Quantity of Ladders Required (Optional) _____

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. 5%		
TOTAL		

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 canceled labour orders. GST #103315057

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.

TERMS & CONDITIONS





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CANADIAN BROWNFIELDS 2009
 October 26 - 28, 2009
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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 \$71.00/100 lbs	Total charges
EXAMPLE: 6	CRATES	800 LBS	\$71.00 / 100	\$ 568.00

FOR ADVANCE RECEIVING PLEASE HAVE YOUR SHIPMENTS SENT TO THE FOLLOWING ADDRESS:
CANADIAN BROWNFIELDS 2009
 3985 Still Creek Avenue
 Burnaby, BC V5C 4E2
BETWEEN September 23, 2009 and October 21, 2009

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 \$54.00/100 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. 5%	
TOTAL	

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



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

CANADIAN BROWNFIELDS 2009
October 26 - 28, 2009
The Westin Bayshore
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:

CANADIAN BROWNFIELDS 2009 - BOOTH NO. & COMPANY NAME
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 **September 23, 2009** and no later than **October 21, 2009**.

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



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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:

CANADIAN BROWNFIELDS CONFERENCE & TRADE SHOW - BOOTH NO. & COMPANY NAME

The Westin Bayshore
1601 Bayshore Drive
Vancouver, BC
V6G 2V4

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

TERMS & CONDITIONS

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

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

1. **DEFINITIONS.** "Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LSS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LSS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LSS labels; or Improper information on empty labels. **LSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.**
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. **LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE.** LSS highly recommends the securing of security services 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.



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 for any assistance you may require to ensure your event is successful.