



12340 Horseshoe Way  
Richmond, BC  
Canada V7A 4Z1

Telephone 604 277 1726  
Fax 604 277 1736

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## **BC CARE PROVIDERS ASSOCIATION CONFERENCE**

May 25 – 27, 2014  
Fairmont Chateau Whistler  
Whistler, BC

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **BC CARE PROVIDERS ASSOCIATION CONFERENCE.**

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at (604) 277 1726 or via email at [operations@levyshow.com](mailto:operations@levyshow.com). We will be happy to assist you in any way possible to ensure that you have a successful experience at the **BC CARE PROVIDERS ASSOCIATION CONFERENCE.**

Thank you and we look forward to servicing your needs.

Levy Show Service Inc.



# BC CARE PROVIDERS ASSOCIATION CONFERENCE

QUICK FACTS

**SERVICE  
CONTRACTOR  
CONTACT:**

LEVY SHOW SERVICE INC.  
12340 Horseshoe Way  
Richmond, BC V7A 4Z1  
Tel: 604 277 1726  
Fax: 604 277 1736

**LOCATION:**

Fairmont Chateau Whistler  
4599 Chateau Boulevard  
Whistler, BC V0N 1B4

**EXHIBITOR MOVE-IN:**

Sunday May, 25, 2014 12:00 pm

**EXHIBITION DATES:**

Monday May 26, 2014 7:30 am – 7:00 pm  
Tuesday May 27, 2014 7:30 am – 2:30 pm

**EXHIBITOR MOVE-OUT:**

Tuesday May 27, 2014 2:30 pm

**BOOTH EQUIPMENT:**

each booth space comes with the following:

- 8' high drapery backwall – blue
- 3' high drapery sidewalls – blue
- 1 – 6' X 2' skirted table – blue
- 2 – fabric chairs
- 1 – 750W outlet

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

**DISCOUNT PRICE  
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **May 9, 2014**.

**SHIPPING:**

If you require advance or on-site receiving for freight, or have other shipping questions, please review the Material Handling Order Form or contact our Exhibitor Services Department 604 277 1726.

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

**BC CARE PROVIDERS  
 ASSOCIATION CONFERENCE**  
 May 25 - 27, 2014  
 Fairmont Chateau Whistler  
 Whistler, BC

**PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

COMPANY					BOOTH NUMBER					
ADDRESS		street	city	state/province	zip/postal code	country				
PHONE	FAX	P/O Number			E-MAIL					
AUTHORIZED CONTACT SIGNATURE					AUTHORIZED CONTACT - PLEASE PRINT					DATE
<b>X</b>										

**All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling / Exhibit Transportation Terms & Conditions.**

**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"/>
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"/>
CARDHOLDER'S BILLING ADDRESS		city		state/province		zip/postal code		country			
CARDHOLDER'S SIGNATURE					CARDHOLDER'S NAME - PLEASE PRINT						
<b>X</b>											

**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 .....	\$	
Table and Chair Rental Order Form .....	\$	
Accessories Rental Order Form.....	\$	
Furniture Rental Order Form.....	\$	
Hardwall System Rental Order Form .....	\$	
Graphics and Sign Order Form.....	\$	
Plant & Flower Rental Order Form .....	\$	
Audio Visual & Computer Form.....	\$	
Exhibit Booth Cleaning Order Form .....	\$	
Electrical & Lighting Order Form .....	\$	
Labour Order Form & Invoice .....	\$	
Material Handling Order Form .....	\$	
Other LSS Services .....	\$	

**FULL PAYMENT IN CANADIAN FUNDS**

\$

**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.	176.00	231.00	
8 ft. X 20 ft.	352.00	462.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.20	2.89	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.25	2.94	

Blue  Red  Burgundy  Hunter Green

**BLACK & GREY CARPET SELECTIONS**

Description	Discount Rate	Standard Rate	Total
Size - 8 ft. X 10 ft.	186.00	244.00	
8 ft. X 20 ft.	372.00	488.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.33	3.05	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.32	3.03	

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.	1.05	1.38	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.48	.63	

**DRAPE (Includes installation and removal)**

_____ lin. ft. of 3' high drape	\$6.86/ft	\$9.33/ft	
_____ lin. ft. of 8' high drape	\$9.29/ft	\$12.64/ft	

Blue  Red  Burgundy  Silver  White  Black  
 Hunter Green

**COMPLEMENTS (Also see Accessories Form)**

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	20.00	26.00	
	Tropical plants - 3'- 4'	82.00	107.00	
	Potted flowers	47.00	63.00	
	Chrome stanchion	40.00	54.00	
	Velour stanchion rope - red (max. length 7.5 ft)	40.00	54.00	
	Retractable stanchion (max. belt length 6 ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	47.00	62.00	
	Table Top Plexi Box	93.00	122.00	
	Large glass bowl	56.00	73.00	

**COST SUMMARY**

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

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


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


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 CARPET-DRAPE 2013 8 x 10.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		75.00	98.00	
6' x 2' Skirted		85.00	111.00	
8' x 2' Skirted		99.00	130.00	
Fourth side of table skirted		33.00	43.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		56.00	73.00	
<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		115.00	151.00	
6' x 2' Skirted		127.00	166.00	
8' x 2' Skirted		140.00	183.00	
Fourth side of table skirted		39.00	51.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		69.00	90.00	
<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		71.00	93.00	
27" Table height		77.00	101.00	
40" Counter height		82.00	107.00	

 <b>BLACK PEDESTAL TABLE - 30" DIAMETER</b>				
17" Coffee table height		82.00	107.00	
27" Table height		88.00	115.00	
40" Counter height		96.00	126.00	

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

**CHAIRS**

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		48.00	63.00	
 FABRIC ARMCHAIR - GREY		65.00	85.00	
 FOLDING CHAIR		28.00	37.00	
 LEATHER EXECUTIVE CHAIR - BLACK		109.00	143.00	
 FABRIC STENO CHAIR		75.00	98.00	
 PADDED BAR STOOL - BLACK		62.00	81.00	
 PADDED HIGH BACK STOOL		70.00	92.00	

**COST SUMMARY**

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

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## Accessories



Aluminum Folding Literature Rack



Wire Literature Rack/ Black



Chrome Bag Holder



Coat Tree



Waste Basket



Bar Fridge/ colours vary



Table Top Plexi Draw Box (table not included)



Aluminum Easel



Chrome Sign Holder



Pop - Up Booth



Fabric Poster Board/ Horizontal or Vertical



Counter/ White or Black









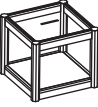

Jewelry Case/ White




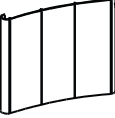


Show Case/ White

**ACCESSORIES RENTAL ORDER FORM & INVOICE**




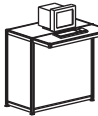
**ACCESSORIES**

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>ALUMINUM FOLDING LITERATURE RACK</b> (with clear plexi dividers) - double wide rack available please ask for rate		132.00	173.00	
 <b>WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material		102.00	134.00	
 <b>CHROME BAG HOLDER</b>		57.00	75.00	
 <b>COAT TREE</b>		57.00	75.00	
 <b>WASTE BASKET</b>		20.00	26.00	
 <b>BAR FRIDGE</b>		162.00	212.00	
 <b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall		93.00	122.00	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		64.00	84.00	

**DISPLAY UNITS**

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>CHROME SIGN HOLDER</b> 22" x 28"		69.00	90.00	
 <b>POP-UP BOOTH</b> 8 ft. Fabric Panels Velcro compatible <input type="checkbox"/> Light fixtures \$95.00/per (set of two) <input type="checkbox"/> Black		550.00	743.00	
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		174.00	228.00	
 <b>TALL CABINET SHOW CASE</b> 3 shelves with lockable door 20" X 40" X 96" <input type="checkbox"/> Lights \$75.00		475.00	622.00	

**COUNTER UNITS**

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		White 216.00	White 283.00	
		Black 294.00	Black 385.00	
 <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)		280.00	367.00	
 <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)		291.00	381.00	
 <b>COMPUTER COUNTER</b> White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$20.00 each)		270.00	354.00	

**COST SUMMARY**

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

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

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## Furniture



Corbusier Lounge Chair  
35" x 32" x 27"  
White / Black Leather



Corbusier Loveseat  
55" x 32" x 27"  
White / Black Leather



Corbusier Sofa  
76.5" x 32" x 27"  
White / Black Leather



Richmond Lounge Chair  
30" x 31.5" x 32"  
Black Leather



Richmond Loveseat  
55.5" x 31.5" x 32"  
Black Leather



Richmond Sofa  
77" x 31.5" x 32"  
Black Leather



End Table  
18" x 18" x 21"  
(Chrome/Plexi)



Coffee Table  
24" x 48" x 21"  
(Chrome/Plexi)



Glass Pedestal Table  
30" D x 40" H  
(Glass / Stainless steel)



Round Pedestal Table  
30" D x 27" H / 30" D x 40" H  
White / Black



Padded Highback Stool  
Grey



Padded Bar Stool  
Black









Yaletown Padded Stool  
White / Black



**FURNITURE RENTAL ORDER FORM & INVOICE (refer to colour slick)**

**ROUND PEDESTAL TABLES**

Description	Qty.	Discount Rate	Standard Rate	Total
 17" H x 30"D Coffee Table	White	71.00	93.00	
	Black	82.00	107.00	
 27" H x 30"D Round Ped Table	White	77.00	101.00	
	Black	88.00	115.00	
 40" H x 30"D Round Ped Table	White	82.00	107.00	
	Black	96.00	126.00	
 GIRARI GLASS COCKTAIL TABLE 30" D X 40" Bar Height		130.00	170.00	
 CHROME & PLEXI COFFEE TABLE 24" x 48" x 21" high		128.00	168.00	
 CHROME & PLEXI END TABLE 18" x 18" x 21" high		98.00	128.00	

**CHAIRS**

 FABRIC ARMCHAIR - GREY		65.00	85.00	
 FOLDING CHAIR		28.00	37.00	
 FABRIC SLED BASE CHAIR - GREY		48.00	63.00	
 PADDED BAR STOOL - BLACK		62.00	81.00	
 PADDED HIGH BACK STOOL		70.00	92.00	
 YALETOWN PADDED STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		98.00	128.00	

**LOUNGE FURNITURE**

Description	Qty.	Discount Rate	Standard Rate	Total
 RICHMOND SOFA/ BLACK		395.00	517.00	
 RICHMOND LOVESEAT/BLACK		315.00	413.00	
 RICHMOND CLUB CHAIR/ BLACK LEATHER		215.00	282.00	
 CORBUSIER SOFA / LEATHER <input type="checkbox"/> Black <input type="checkbox"/> White		395.00	517.00	
 CORBUSIER LOVESEAT/ LEATHER <input type="checkbox"/> Black <input type="checkbox"/> White		315.00	413.00	
 CORBUSIER LOUNGE CHAIR / LEATHER <input type="checkbox"/> Black <input type="checkbox"/> White		215.00	282.00	

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

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FURNITURE(new) 2013.cdr



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# HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

## 8' x 10' BOOTH PACKAGES - For Optimum Display please call for quote

Description	Qty	Discount Rate	Standard Rate	Total
<b>MODEL 110</b> <b>Basic</b> - 1 straight header sign <b>Deluxe</b> - 1 curved header sign and 3 ft stepdown sidewalls		1,401.00 1,570.00	1,891.00 2,119.00	
<b>MODEL 120</b> <b>Basic</b> - Corner booth with oversize counter, 1 curved header sign <b>Deluxe</b> - Basic plus 1 additional curved header sign and 1 enclosed corner counter top		1,666.00 2,090.00	2,248.00 2,821.00	
<b>MODEL 130</b> <b>Basic</b> - 1 curved header sign <b>Deluxe</b> - Basic plus horizontal and vertical combination backwall panels		1,401.00 1,984.00	1,891.00 2,678.00	
<b>MODEL 140</b> <b>Basic</b> - 1 oversize curved header sign with curved sidewall panels <b>Deluxe</b> - Basic plus 2 built in counters with sliding doors & 3ft stepdown sidewalls		1,697.00 2,228.00	2,292.00 3,008.00	

## 8' x 20' BOOTH PACKAGES - For Optimum Display please call for quote

<b>MODEL 210</b> <b>Basic</b> - 1 straight header sign <b>Deluxe</b> - 1 curved header sign and 3 ft stepdown sidewalls		2,069.00 2,281.00	2,793.00 3,080.00	
<b>MODEL 220</b> <b>Basic</b> - Corner booth with oversize counter, 1 curved header sign & storage room (not lockable) <b>Deluxe</b> - Basic plus 1 additional curved header sign and lockable storage room		2,854.00 3,597.00	3,853.00 4,855.00	
<b>MODEL 230</b> <b>Basic</b> - 1 curved header sign and storage room (not lockable) <b>Deluxe</b> - Basic plus horizontal & vertical combo backwall panels, 3ft stepdown walls & lockable storage room		3,225.00 3,809.00	4,354.00 5,142.00	
<b>MODEL 240</b> <b>Basic</b> - 1 oversize curved header sign with curved sidewall panels <b>Deluxe</b> - Basic plus 3 built in counters with sliding door & 3 ft stepdown sidewalls		3,617.00 4,307.00	4,883.00 5,815.00	

### OPTIONS & INFORMATION

**HARDWALL PANEL (non fabric) SELECTION**  
 White

**FABRIC PANEL COLOUR SELECTIONS**  
 Blue  Silver  Black

**CARPET COLOUR SELECTIONS**  
 Blue  Red  Hunter Green  Burgundy  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 **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		56.00	75.00	
Angled shelf, .25m deep x 1m long		75.00	102.00	
150 watt arm light, power NOT included		78.00	110.00	
2m white curve counter WITH inside shelf, NO doors		699.00	945.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		151.00/m	204.00/m	

### COST SUMMARY

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 HARDWALL 2013 H 8x10.cdr

**HARDWALL SYSTEM 8' x 10' EXHIBITS**

**MODEL 110 - 8'x10' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 110

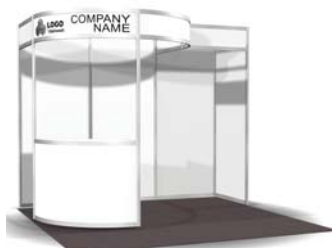


DELUXE MODEL 110

**MODEL 120 - 8'x10' CORNER**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 120



DELUXE MODEL 120

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



OPTIMUM DISPLAY - call for quote



BASIC MODEL 130



DELUXE MODEL 130

**MODEL 140 - 8'x10' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 140



DELUXE MODEL 140

**BASIC HARDWALL PACKAGE INCLUDES**

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

- Header assembly
  - Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form

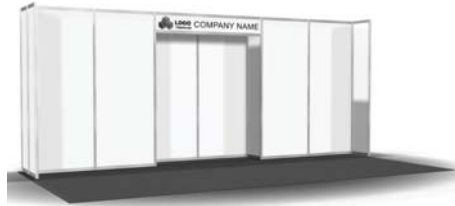


**HARDWALL SYSTEM 8' x 20' EXHIBITS**

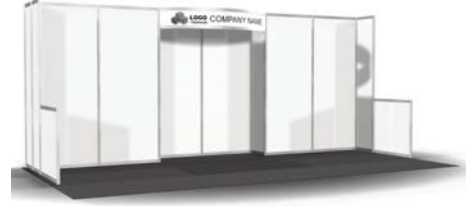
**MODEL 210 - 8'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 210

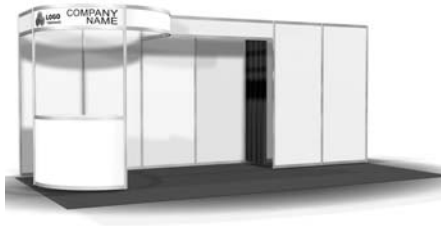


DELUXE MODEL 210

**MODEL 220 - 8'x 20' CORNER**



OPTIMUM DISPLAY - call for quote

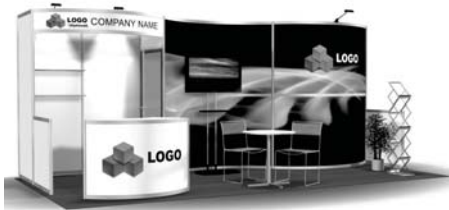


BASIC MODEL 220

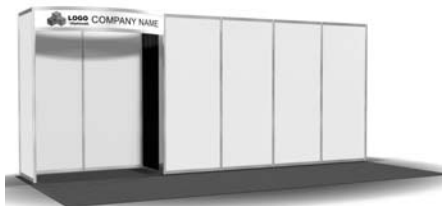


DELUXE MODEL 220

**MODEL 230 - 8'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 230



DELUXE MODEL 230

**MODEL 240 - 8'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 240



DELUXE MODEL 240

**BASIC HARDWALL PACKAGE INCLUDES**

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

- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form





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**BC CARE PROVIDERS  
 ASSOCIATION CONFERENCE**  
 May 25 - 27, 2014  
 Fairmont Chateau Whistler  
 Whistler, BC

## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	41.00	64.00	
	7" x 44"	45.00	68.00	
	11" x 14"	48.00	71.00	
	14" x 22"	57.00	78.00	
	22" x 28"	74.00	105.00	
	28" x 44"	135.00	188.00	

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)	2.53	4.34	
	Easel back on sign (Up to 22" x 28")	8.91	15.24	
	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)	\$21.00	\$27.00	

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

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

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

**STANDARD RATE** will be applied to all orders not received and paid in full by **May 9, 2014**. We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received and then cancelled. GST#R103315057





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 Whistler, BC

**PLANT & FLOWER RENTAL ORDER FORM & INVOICE**

**LIVE PLANTS**

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	47.00	63.00	
	Boston fern	59.00	76.00	
	Hanging green plant	59.00	76.00	

**LIVE TROPICAL PLANTS**

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	82.00	107.00	
	4' - 5' tall floor plant	110.00	144.00	
	6' tall floor plant	136.00	178.00	

**COLORFUL FRESH CUT FLOWERS**

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	119.00	157.00	
	Large floral arrangement	155.00	203.00	

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%		
<b>TOTAL</b>		

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

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

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**Whistler, BC**

**AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE**

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
<b>FLAT SCREEN DISPLAYS FOR VIDEO &amp; COMPUTER</b>					
	20" LCD Monitor c/w Speakers <span style="float: right;">3:4 Ratio</span>	\$115.00	\$150.00		
	32" Video/XGA LCD Monitor c/w Speakers <span style="float: right;">16:9 Ratio 1366 x 768</span>	\$250.00	\$325.00		
	37" LCD Monitor c/w Speakers <span style="float: right;">16:9 Ratio 1920 x 1080</span>	\$315.00	\$410.00		
	42" LCD Monitor c/w Speakers <span style="float: right;">16:9 Ratio 1920 x 1080</span>	\$450.00	\$585.00		
	52" LCD Monitor c/w Speakers <span style="float: right;">16:9 Ratio 1930 x 1080</span>	\$745.00	\$969.00		
	Flat Monitor Floorstand (for use with rental monitors 32" and greater only)	\$85.00	\$111.00		
	Flat Monitor Floorstand with Shelf (for use with rental monitors 32" and greater only)	\$115.00	\$150.00		
<b>FLAT SCREEN DISPLAYS FOR COMPUTER ONLY</b>					
	24" LCD Flatscreen High Resolution WS Monitor <span style="float: right;">16:9 Ratio 1280 x 1024</span>	\$125.00	\$163.00		
<b>SCREENS / PROJECTION</b>					
	Tripod Screen ( ) 50" x 80" or ( ) 70" x 70" or ( ) 84" x 84" or ( ) 96" x 96"	\$60.00	\$78.00		
	XGA Projector, 2500 Lumens (please call for brighter options) 4:3 Ratio	\$370.00	\$481.00		
	Video cart for projector	\$50.00	\$65.00		
<b>VIDEO PLAYERS</b>					
	DVD Player - Multi Region	\$75.00	\$98.00		
	Blu Ray Disc Player	\$175.00	\$228.00		
<b>VIDEOWALLS</b>					
	BARCO LED Wall 6mm	Please Call			
<b>AUDIO EQUIPMENT</b>					
	Booth Audio Syst. c/w 1 WIRED handheld mic, 1 mixer/amp, 2 speakers on stnds	\$200.00	\$260.00		
	UHF wireless microphone ( ) handheld or ( ) headset ( ) or ( ) lavalier	\$175.00	\$228.00		
	Wired Mic (Shure SM58)	\$50.00	\$65.00		
	Slim Lectern Microphone (Shure MX412C)	\$55.00	\$72.00		
	Multi-disc CD Player	\$65.00	\$85.00		
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$65.00	\$85.00		
	Powered Speaker - Tannoy V8 (130W RMs) c/w Speaker Stand	\$105.00	\$137.00		
	Powered Speaker - Tannoy V15 (400W RMs) c/w Speaker Stand	\$125.00	\$163.00		
<b>COMPUTERS &amp; COMPUTER ACCESSORIES</b>					
	17" Notebook Computer	\$290.00	\$377.00		
	Desktop PC P4, c/w 17" LCD	\$290.00	\$377.00		
	Powered Stereo Speakers (pair)	\$70.00	\$91.00		
	HP 4250 + Laser Printer	\$200.00	\$260.00		
	<i>Colour laser printer available upon request</i>				
	Premium Laser Printer Paper (500 sheets)	\$30.00	\$39.00		
<b>OTHERS</b>					

**\*\*\* IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR PLEASE CONTACT OUR EXHIBITOR SERVICES DEPARTMENT  
 AT 604 277 1726 OR EMAIL operations@levyshow.com AND REQUEST A CUSTOM QUOTE.\*\*\***



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**BC CARE PROVIDERS  
 ASSOCIATION CONFERENCE**  
**May 25 - 27, 2014**  
**Fairmont Chateau Whistler**  
**Whistler, BC**

**SPECIAL INSTRUCTIONS**

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**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. A **100% cancellation fee** will be applied to all orders received and then cancelled.
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.

**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.

**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.

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

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

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

<b>COST SUMMARY</b>			
RATE ADJUSTMENT	(OFFICE USE ONLY)		
SUBTOTAL			
Cables & Consumption (+5% on equipment)			
Special Installation Charges			on request
Basic Installation & Transportation Charges			\$425.00
P.S.T. 7%			
G.S.T. 5%			
<b>TOTAL</b>			

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

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

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 GST #R103315057



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## EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

### SERVICES

**OUR SERVICES INCLUDE THE FOLLOWING:**

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

### DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day			
_____	X	\$ 0.44	= _____
100 Square Feet Minimum Order	Total Number of Days		

### STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day			
_____	X	\$ 0.54	= _____
100 Square Feet Minimum Order	Total Number of Days		

### ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

### SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

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### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

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

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

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

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

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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		105.00	142.00	
115 Volt duplex outlet    1500 Watts    15 Amps		130.00	175.00	
208 Volt service single phase                    15 Amps		236.00	318.00	
208 Volt service single phase                    20 Amps		256.00	347.00	
208 Volt service single phase                    30 Amps		289.00	391.00	
208 Volt service single phase    40, 50, 60 Amps		418.00	564.00	
208 Volt service three phase                    15 Amps		324.00	438.00	
208 Volt service three phase                    20 Amps		413.00	557.00	
208 Volt service three phase                    30 Amps		520.00	702.00	
208 Volt service three phase    60, 100, 200 Amps		609.00	822.00	
Tie in service, additional labour charge    ½ hour minimum		On Request		

**LIGHTING SERVICE (Does NOT include electrical service)**

Double light unit    (for drapery booths)    two x 150 Watts		100.00	135.00	
Armlight with 150 watt bulb    (for hardwall booths)		95.00	128.00	
Extension Cord		35.00	47.00	
Power Bar		47.00	65.00	

**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%		
<b>TOTAL</b>		

**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

<b>REGULAR TIME</b>	8:00 AM - 4:00 PM Monday to Friday	\$81.00 per Hour
<b>OVER TIME</b>	All other hours including Saturday, Sunday and Statutory Holidays	\$110.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	____ Labourers	____ Hours	\$81.00 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 _____
<b>OVER TIME</b>	____ Labourers	____ Hours	\$110.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	____ Labourers	____ Hours	\$81.00 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 _____
<b>OVER TIME</b>	____ Labourers	____ Hours	\$110.00 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) \_\_\_\_\_

## 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. 5%		
<b>TOTAL</b>		

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

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

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

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labour orders. GST #R103315057

# 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 labour 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.**





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

**BC CARE PROVIDERS  
 ASSOCIATION CONFERENCE**  
 May 25 - 27, 2014  
 Fairmont Chateau Whistler  
 Whistler, 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 \$95.00/100 lbs	Total charges
EXAMPLE: 6	CRATES	300 LBS	\$95.00 / 100	\$ 285.00

**FOR ADVANCE RECEIVING PLEASE HAVE YOUR SHIPMENTS SENT TO THE FOLLOWING ADDRESS**  
**BC CARE PROVIDERS ASSOCIATION CONFERENCE**  
 12340 Horseshoe Way  
 Richmond, BC V7A 4Z1  
**BETWEEN April 23, 2014 and May 21, 2014**

**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 \$71.00/100 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%		
<b>TOTAL</b>		

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

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



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Whistler, 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:

**BC CARE PROVIDERS ASSOCIATION CONFERENCE - BOOTH NO. & COMPANY NAME**  
**12340 Horseshoe Way**  
**Richmond, BC V7A 4Z1**

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 **April 23, 2014** and no later than **May 21, 2014**.

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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ASSOCIATION CONFERENCE**  
May 25 - 27, 2014  
Fairmont Chateau Whistler  
Whistler, BC

## **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:

**BC CARE PROVIDERS ASSOCIATION CONFERENCE - BOOTH NO. & COMPANY NAME**  
**Fairmont Chateau Whistler**  
**4599 Chateau Boulevard**  
**Whistler, BC V0N 1B4**

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.





## Shipping and customs brokerage for meetings and conventions

### Welcome to the Vancouver BC Care Providers Association Conference

The following pages contain important information pertaining to:

- **Freight Forwarding and Shipping**
- **Customs Brokerage**

For your upcoming event in Vancouver, Events on the Move has been selected the official supplier for shipping and customs brokerage. We are a freight forwarder and customs broker based out of Vancouver and specialize in the meetings and events industry. We are a great resource to help plan for your shipping into the event. Please contact our operations team for any shipping or customs inquiries. Just send in your Service Order Form and we will take care of the rest.

- Service Order Forms – to arrive at Events on the Move's office by: Friday, May 16, 2014
- Forms received after this date will still be accepted however, a surcharge may apply.
- Quote requests must be received in our office two business days prior to the above noted cut off date.

#### ***Shipping Procedures***

Once Events on the Move picks up your shipment from your office or warehouse from anywhere around the world, you won't need to worry about the logistics of getting your product into the show. We complete all the paperwork, bill of lading and all the proper documentation pertaining to your shipment.

#### ***Customs Brokerage***

Events on the Move will handle all aspects of Canada Customs brokerage on your behalf. Working with Events on the Move makes your international shipping seamless and stress free. It's really very easy, just pack up your shipment and we will take care of the rest.

#### ***Return Shipping***

Don't worry about planning the return shipping. We will complete your bill of lading and supply your shipping labels.

#### ***Requesting Services***

Email the Service Order Form to [serviceorderform@eventsonthemove.com](mailto:serviceorderform@eventsonthemove.com) and we will take care of the rest.

***We look forward to working with you soon!***



Events on the Move  
Service Order Form

**BC Care Providers  
Association Conference  
Fairmont Château Whistler  
Whistler, BC  
May 26-27, 2014**



Shipping   
Customs Brokerage

Meetings and  
Conventions

**Questions? Call 604-647-0130  
Or call toll free 1-877-355-1116**

**Email this form to  
serviceorderform@eventsonthemove.com**

*Everything should be  
this easy!*

**Company Information**

Company Name:		Booth #:	
Contact Name:	On-Site Contact Name:		
Email Address:	On-Site Contact Cell Phone Number:		
Telephone Number:	Fax Number:	Alt Number:	

**Payment Options**

Please indicate which credit card you would like us to apply your payment on:

Visa       MasterCard      Name on Card \_\_\_\_\_

Card Number: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

**Paid invoices will be sent to you along with your credit card receipt if requested.**

Address for Invoice and Receipt:		Tel #
		Fax #
City:	State / Province:	Postal Code / Zip Code:

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE TRUTH OF THE STATEMENTS CONTAINED HEREIN & HAVE READ AND UNDERSTOOD THE 2 PAGES OF LIMITS OF LIABILITY FOUND AT THE END OR BACK OF THIS DOCUMENT.

APPLICANT SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_\_



## Shipping Services

Total Number of Pieces to be picked up	Approximate weight	Date ready for pick up (Earlier the better)

Indicate the dimensions of your shipment and brief description of goods. This will determine the most appropriate method for shipping your product.

Number and description of containers	Weight	Length	Width	Height
e.g. 4 red plastic cases	45 pounds approx info is okay	18 inches	18 inches	42 inches

### Where are we picking this up from?

Company Name	Contact Name		
Address		Tel Number	
City	State/Province	Postal Code / Zip Code	

Any comments on Pick up Location? (ie. Lift gate, residential...)

**After the Show:**  Return my shipment to the pick up address **OR:**  Return my shipment to the address below

Company Name	Contact Name		
Address		Tel Number	
City	State/Province	Postal Code / Zip Code	

Is there a date that you require your materials back before? If not, leave this blank and your materials will be sent economy service:

\_\_\_\_\_ Day      \_\_\_\_\_ Month      \_\_\_\_\_ Year      \_\_\_\_\_ Time

## Customs Brokerage Services

**Customs Brokerage: Check this box if your shipment originates from outside Canada**

Any materials coming into Canada require customs clearance. All non-Canadian exhibitors must complete the attached **Commercial Invoice** for clearance.

## Cargo Insurance

**YES – Please Insure My Shipment**       **NO – Cargo Insurance is NOT Required**

You must check one of these boxes and initial here! \_\_\_\_\_

*NOTE: If the request for cargo insurance is not indicated and initialed, your shipment will NOT be insured.*

*If you are requesting Cargo Insurance, please complete the following application:*

Indicate Currency for Limits and Premium: Canadian Dollars  US Dollars

**For shipment value over \$1000 deductible amount is \$500.00. For shipment value under \$1000 deductible amount is \$250.00. Indicate Trip coverage required:**

Trip	Deductible	Coverage Limit	Rate *	Premium
<input type="checkbox"/> Inbound: One Way shipping into the event **Maximum Limit \$50,000	\$500.00 / \$250.00	\$	.005	\$
<input type="checkbox"/> Outbound: One Way shipping out of the event **Maximum Limit \$50,000	\$500.00 / \$250.00	\$	.005	\$
<input type="checkbox"/> Round Trip into and out of the event **Maximum Limit \$50,000	\$500.00 / \$250.00	\$	.0075	\$
CLAIMS: Report all claims to Eagle Underwriting (Pacific) Inc.  Phone: (604) 683-0506 Fax: (604) 683-0588 Subject to the terms and conditions of Open Cargo Policy #50V0030		Premium Total: (Minimum Premium \$ 50)		\$
		Administration Fee:		\$ 50
		Total Payable		\$

\*\*Maximum Limit \$ 50,000. Coverage is available for limits in excess of \$ 50,000 upon application and authorization of the Underwriters. Contact your Events on the Move representative if excess limits are required.

Administration Use	Open Cargo Policy Number 50V0030	Certificate Number:
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