



**2017 OTA ANNUAL MEETING**

October 11 – 14, 2017  
Vancouver Convention Centre - West  
Vancouver, BC

Dear Exhibitor:

We would like to welcome you to the **2017 OTA ANNUAL MEETING**. As the Official General Service Contractor, 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 exhibition 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 **September 27, 2017**. 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 **2017 OTA ANNUAL MEETING**.

Thank you and we look forward to servicing your needs.

Levy Show Service Inc.



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

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<b>PAYMENT &amp; CREDIT CARD CHARGE AUTHORIZATION FORM</b>					
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					
ACCOUNT NUMBER											
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.  
**LEVY LOGISTICS - I hereby acknowledge and understand the terms & conditions and limits of liabilities provided for exhibit transportation and/or customs brokerage.**

\_\_\_\_\_ name / date

\_\_\_\_\_ signature

**CALCULATION OF ORDER FORMS**

*TOTAL FROM EACH ORDER FORM*

Carpet, Drape, & Complements Rental Order Form .....	\$	
Table and Chair Rental Order Form .....	\$	
Accessories Rental Order Form.....	\$	
Furniture Rental Order Form.....	\$	
Prestige Furniture Rental Order Form.....	\$	
Hardwall System Rental Order Form .....	\$	
Graphics and Sign Order Form.....	\$	
Plant & Flower Rental Order Form .....	\$	
In-Booth Forklift Order Form .....	\$	
Audio Visual & Computer Order Form.....	\$	
Labour Order Form & Invoice .....	\$	
Shipping and Customs Order Form.....	\$	
Material Handling Order Form .....	\$	
Other LSS Services .....	\$	
<b>FULL PAYMENT IN U.S. FUNDS</b>		<b>\$</b>

**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 - 10 ft. X 10 ft.	192.00	252.00	
10 ft. X 20 ft.	384.00	504.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.92	2.52	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.46	3.20	

Blue  Red  Burgundy  Hunter Green

**CARPET SELECTIONS**

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	204.00	268.00	
10 ft. X 20 ft.	408.00	536.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.04	2.68	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.53	3.32	

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.	1.14	1.50	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	.52	.69	

**DRAPE (Includes installation and removal)**

_____ lin. ft. of 3' high drape	\$7.50/ft	\$10.20/ft	
_____ lin. ft. of 8' high drape	\$10.26/ft	\$13.81/ft	

Blue  Red  Burgundy  Silver  White  Black  
 Hunter Green

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

**COMPLEMENTS (Also see Accessories Form)**

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	23.00	29.00	
	Tropical plants - 3'- 4'	90.00	116.00	
	Potted flowers	50.00	69.00	
	Chrome stanchion	43.00	60.00	
	Velour stanchion rope - red (max. length 7.5 ft)	43.00	60.00	
	Retractable stanchion (max. belt length 6 ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	50.00	69.00	
	Table Top Plexi Box	102.00	134.00	
	Large glass bowl	62.00	79.00	

**COST SUMMARY**

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


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


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 CARPET-DRAPE 2017 10 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		81.00	107.00	
6' x 2' Skirted		94.00	121.00	
8' x 2' Skirted		108.00	142.00	
Fourth side of table skirted		36.00	46.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		62.00	79.00	
<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		126.00	166.00	
6' x 2' Skirted		139.00	181.00	
8' x 2' Skirted		152.00	200.00	
Fourth side of table skirted		42.00	57.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		75.00	99.00	
<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		77.00	102.00	
27" Table height		83.00	110.00	
40" Counter height		90.00	116.00	

 <b>BLACK PEDESTAL TABLE - 30" DIAMETER</b>				
17" Coffee table height		90.00	116.00	
27" Table height		97.00	126.00	
40" Counter height		105.00	138.00	

<b>TABLE RISERS DRAPED IN WHITE VINYL</b>				
4'L X 8" W X 8" H		80.00	104.00	
6'L X 8" W X 8" H		105.00	136.50	

**CHAIRS**

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR - GREY</b>		52.00	69.00	
 <b>FABRIC ARMCHAIR - GREY</b>		71.00	94.00	
 <b>FOLDING CHAIR</b>		31.00	40.00	
 <b>LEATHER EXECUTIVE CHAIR - BLACK</b>		118.00	156.00	
 <b>FABRIC STENO CHAIR</b>		81.00	107.00	
 <b>PADDED BAR STOOL - BLACK</b>		68.00	88.00	
 <b>PADDED HIGH BACK STOOL</b>		76.00	101.00	

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

**COST SUMMARY**

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SUBTOTAL	
P.S.T. 7%	
G.S.T. 5%	
<b>TOTAL US DOLLARS</b>	

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TABLE-CHAIR 2017.cdr

# 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









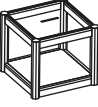

Jewelry Case / White



Show Case / White

# ACCESSORIES RENTAL ORDER FORM & INVOICE


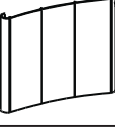


## ACCESSORIES

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		95.00	125.00	
 <b>WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material		111.00	146.00	
 <b>CHROME BAG HOLDER</b>		63.00	81.00	
 <b>COAT TREE</b>		63.00	81.00	
<b>GARMENT ROLLING RACK</b>		70.00	91.00	
 <b>WASTE BASKET</b>		23.00	29.00	
 <b>BAR FRIDGE</b>		177.00	232.00	
 <b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall		102.00	134.00	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		70.00	93.00	




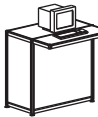
## EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

## DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>CHROME SIGN HOLDER</b> 22" x 28"		75.00	99.00	
 <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		602.00	812.00	
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		190.00	249.00	
 <b>TALL CABINET SHOW CASE</b> 3 shelves with lockable door 14" X 39" X 78" <input type="checkbox"/> Lights \$78.00		519.00	680.00	

## 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 236.00	White 309.00	
		Black 321.00	Black 421.00	
 <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)		306.00	401.00	
 <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)		318.00	416.00	
 <b>COMPUTER COUNTER</b> White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$20.00 each)		295.00	387.00	

## COST SUMMARY

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SUBTOTAL		
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G.S.T. 5%		
<b>TOTAL US DOLLARS</b>		

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# Furniture



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



Kerrisdale Love Seat  
55" x 32" x 27"  
White / Black Leather



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



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



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



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



Padded Highback Stool  
Grey



Padded Bar Stool  
Black









Yaletown Padded Stool  
White / Black



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

**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	77.00	102.00	
	Black	90.00	116.00	
 27" H x 30"D Round Ped Table	White	83.00	110.00	
	Black	97.00	126.00	
 40" H x 30"D Round Ped Table	White	90.00	116.00	
	Black	105.00	138.00	
 GIRARI GLASS COCKTAIL TABLE 40" H x 30"D Bar Height		142.00	185.00	
 CHROME & PLEXI COFFEE TABLE 24" x 48" x 21" high <input type="checkbox"/> Black <input type="checkbox"/> White		140.00	183.00	
 CHROME & PLEXI END TABLE 18" x 18" x 21" high <input type="checkbox"/> Black <input type="checkbox"/> White		107.00	140.00	

**CHAIRS**

 FABRIC ARMCHAIR - GREY		71.00	94.00	
 FOLDING CHAIR		31.00	40.00	
 FABRIC SLED BASE CHAIR - GREY		52.00	69.00	
 PADDED BAR STOOL - BLACK		68.00	88.00	
 PADDED HIGH BACK STOOL		76.00	101.00	
 YALETOWN PADDED STOOL	Black	107.00	140.00	
	White	117.00	154.00	

**LOUNGE FURNITURE**

Description	Qty.	Discount Rate	Standard Rate	Total
 KERRISDALE SOFA / LEATHER	Black	432.00	565.00	
	White	459.00	602.00	
 KERRISDALE LOVESEAT / LEATHER	Black	345.00	451.00	
	White	361.00	472.00	
 KERRISDALE LOUNGE CHAIR / LEATHER	Black	235.00	308.00	
	White	251.00	329.00	

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

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

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SUBTOTAL		
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G.S.T. 5%		
<b>TOTAL US DOLLARS</b>		

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FURNITURE(new) 2017.cdr



**PRESTIGE FURNITURE**



**Richmond Loveseat**  
-black vinyl, wood legs  
55.5" x 31.5" x 32"



**Richmond Arm Chair**  
-black vinyl, wood legs  
35" x 31.5" x 32"



**Georgia Sofa**  
-vinyl upholstery, chrome legs  
78" x 31" x 33"



**Georgia Arm Chair**  
-vinyl upholstery, chrome legs  
37" x 31" x 33"



**L22 Chelsea Sofa**  
-fabric upholstered, wood legs  
85" x 32" x 29.5"



**L22 Chelsea Chair**  
-fabric upholstered, wood legs  
34" x 32" x 29.5"



**Square Sofa**  
-fabric upholstered, chrome base  
83" x 33.5" x 35"



**Square Chair**  
-fabric upholstered, chrome base  
28" x 28" x 32"



**Madison Sofa**  
-brown vinyl, wood legs  
66" x 30" x 31"



**Madison Chair**  
-brown vinyl, wood legs  
30" x 31" x 31"



**Joey Sofa**  
-off white vinyl, wood legs  
62" x 27" x 31.5"



**Joey Chair**  
-black vinyl, wood legs  
25" x 28" x 31.5"

**Modular Seating**

The following three (3) pieces work on their own or can be set up in a variety of different seating arrangements to suit your event.



**Heathrow Sofa**  
-white vinyl, silver metal base  
48" x 24" x 28"



**Heathrow Corner Chair**  
-white vinyl, silver metal base  
48" x 24" x 28"






**Heathrow Chair**  
-white vinyl, silver metal base  
24" x 24" x 28"

**PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE** (SUBJECT TO AVAILABILITY)

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DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>RICHMOND LOVESEAT</b> 55.5" x 31.5" x 32"		<b>481.25</b>	<b>635.65</b>	
 <b>RICHMOND ARM CHAIR</b> 35" x 31.5" x 32"		<b>275.00</b>	<b>357.50</b>	
 <b>GEORGIA SOFA</b> 78" X 31" X 32" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>678.50</b>	<b>884.75</b>	
 <b>GEORGIA ARM CHAIR</b> 37" X 31" X 33" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>637.50</b>	<b>828.75</b>	
 <b>L22 CHELSEA SOFA</b> 85" X 32" X 29.5"		<b>797.50</b>	<b>1,036.75</b>	
 <b>L22 CHELSEA ARM CHAIR</b> 35" X 31.5" X 32"		<b>495.00</b>	<b>643.50</b>	
 <b>SQUARE SOFA</b> 83" X 33.5" X 35" <input type="checkbox"/> OLIVE <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER		<b>481.25</b>	<b>481.25</b>	
 <b>SQUARE CHAIR</b> 83" X 33.5" X 35" <input type="checkbox"/> OLIVE <input type="checkbox"/> BLACK <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE <input type="checkbox"/> SILVER PATTERN <input type="checkbox"/> BLACK PATTERN		<b>233.75</b>	<b>303.90</b>	
 <b>MADISON SOFA</b> 66" X 30" X 31"		<b>678.50</b>	<b>884.75</b>	
 <b>MADISON CHAIR</b> 30" X 31" X 31"		<b>330.00</b>	<b>429.00</b>	
 <b>JOEY SOFA</b> 62" X 27" X 31.5"		<b>577.50</b>	<b>750.75</b>	
 <b>JOEY ARM CHAIR</b> 25" X 28" X 31.5"		<b>288.75</b>	<b>375.50</b>	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>HEATHROW SOFA</b> 85" X 32" X 29.5"		<b>715.00</b>	<b>929.50</b>	
 <b>HEATHROW CORNER CHAIR</b> 35" X 31.5" X 32"		<b>227.50</b>	<b>295.75</b>	
 <b>HEATHROW CHAIR</b> 24" X 24" X 28"		<b>227.50</b>	<b>295.75</b>	

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G.S.T. 5%	
TOTAL US DOLLARS	

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

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## PRESTIGE FURNITURE



**Square Ottoman**

-vinyl upholstery, wood feet  
40" x 40" x 17"



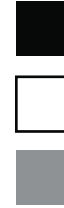
**Diva Bench Ottoman**

-white vinyl, chrome legs  
52" x 28" x 17"



**L22 Curved Ottoman**

-white vinyl, silver metal legs  
96" x 40" x 18"



**Cube Ottoman**

-vinyl upholstery  
17.5" x 17.5" x 17"



**Beanbag Chairs**

\*more colours available  
36" x 36" x 18"



**Clark Chair**

-white vinyl, chrome frame on castors  
19.5" x 23" x 44"



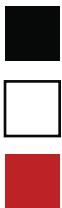
**Madrid Chair**

-white vinyl, steel frame  
20" x 30" x 30"



**Globus Chair**

-vinyl upholstery, chrome swivel base  
30" x 28" x 29"



**Marine Barstool**

-poly formed seat, chrome base  
15.5" x 16" x 39"



**Smart Barstool**

-vinyl chrome base, adjustable  
15" x 17" x 23" -31"



**Paramount Barstool**

-vinyl upholstery, chrome base  
18" x 18" x 35"



**Banana Barstool**

-vinyl upholster, chrome frame  
21" x 22" x 30"

## Bars & Bar Tables



**Plexi Bar**

-plexiglass, metal frame, internal shelving  
64" x 24" x 39"



**Avenue 6 Bar**

-plexiglass, chrome frame, internal shelving  
60" x 30" x 42"


















**L22 Seated Bar**

-plexiglass, metal frame, internal shelving  
86" x 32" x 42"

## PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE (SUBJECT TO AVAILABILITY)

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DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>SQUARE OTTOMAN</b> 40" X 40" X 17" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>440.00</b>	<b>572.00</b>	
 <b>DIVA BENCH OTTOMAN</b> 52" X 28" X 17"		<b>385.00</b>	<b>500.50</b>	
 <b>L22 CURVED OTTOMAN</b> 96" X 40" X 18"		<b>646.25</b>	<b>840.15</b>	
 <b>CUBE OTTOMAN</b> 17.5" X 17.5" X 17" <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> GREY		<b>68.75</b>	<b>89.50</b>	
 <b>BEANBAG CHAIR</b> 36" X 36" X 18" <input type="checkbox"/> CARAMEL <input type="checkbox"/> ORANGE <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> ROYAL BLUE <input type="checkbox"/> CHAMPAGNE <input type="checkbox"/> CHOCOLATE <input type="checkbox"/> D.GREY <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TURQUOISE <input type="checkbox"/> LIME GREEN		<b>151.25</b>	<b>196.65</b>	
 <b>CLARK CHAIR</b> 19.5" X 23" X 44"		<b>165.00</b>	<b>214.50</b>	
 <b>MADRID CHAIR</b> 20" X 30" X 30"		<b>178.75</b>	<b>232.40</b>	
 <b>GLOBUS CHAIR</b> 30" X 28" X 29"		<b>275.00</b>	<b>357.50</b>	
 <b>MARINE BARSTOOL</b> 15.5" X 16" X 39" <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> RED		<b>40.00</b>	<b>52.00</b>	
 <b>SMART BARSTOOL</b> 15" X 17" X 23" - 31" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>110.00</b>	<b>143.00</b>	
 <b>PARAMOUNT BARSTOOL</b> 18" X 18" X 35" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>74.25</b>	<b>96.55</b>	
 <b>BANANA BARSTOOL</b> 21" X 22" X 30" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>110.00</b>	<b>143.00</b>	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>PLEXI BAR</b> 64" X 24" X 39" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>715.00</b>	<b>929.50</b>	
 <b>AVENUE 6 BAR</b> 60" X 30" X 42" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>343.75</b>	<b>446.90</b>	
 <b>L22 SEATED BAR</b> 86" X 32" X 42" <input type="checkbox"/> LEATHER <input type="checkbox"/> RED <input type="checkbox"/> WHITE <input type="checkbox"/> ORANGE <input type="checkbox"/> BLUE		<b>577.50</b>	<b>750.75</b>	

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

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

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**PRESTIGE FURNITURE**

**Coffee & End Tables**



**Geo Coffee Table**  
-glass top, metal base  
50" x 22" x 16"



**Sydney Coffee Table**  
-laminate top, chrome base  
48" x 26" x 18"



**Round End Table**  
-glass or laminate top, chrome base  
24"Ø x 20"



**Fir Coffee Table**  
-glass top, solid fir base  
36" x 24" x 19"



**Fir End Table**  
-glass top, solid fir base  
15" x 15" x 21"



**Walnut Coffee Table**  
-wood laminate  
49" x 25.5" x 16"



**Walnut End Table**  
-wood laminate  
24" x 24" x 20"



**Hasting Coffee Table**  
-brushed stainless steel  
46.5" x 16.5" x 15.3"



**Hastings End Table**  
-brushed stainless steel  
15.7" x 16.5" x 15.3"



**Plank Coffee Table**  
-laminate top, chrome base  
48" x 22" x 18"



**Plank End Table**  
-laminate top, chrome base  
20" x 20" x 17.5"



**Glen Coffee Table**  
-walnut veneer top, chrome frame  
50" x 22" x 16"



**Glen End Table**  
-walnut veneer top, chrome frame  
24" x 24" x 16"



**Slab Coffee Table**  
-solid wood, live edge  
36" x 24" x 16.5"






**Slab End Table**  
-solid wood, live edge  
22" x 20" x 22.5"

**PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE** (SUBJECT TO AVAILABILITY)

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DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>GEO COFFEE TABLE</b> 50" X 22" X 16"		<b>96.25</b>	<b>125.15</b>	
 <b>SYDNEY COFFEE TABLE</b> 48" X 26" X 18" <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		<b>110.00</b>	<b>143.00</b>	
 <b>ROUND END TABLE</b> 24" X 24" X 20" <input type="checkbox"/> BLACK <input type="checkbox"/> WALNUT		<b>82.50</b>	<b>107.25</b>	
 <b>FIR COFFEE TABLE</b> 36" X 24" X 19"		<b>220.00</b>	<b>286.00</b>	
 <b>FIR END TABLE</b> 15" X 15" X 21"		<b>137.50</b>	<b>178.75</b>	
 <b>WALNUT COFFEE TABLE</b> 49" X 25.5" X 16"		<b>96.25</b>	<b>125.15</b>	
 <b>WALNUT END TABLE</b> 24" X 24" X 20"		<b>68.75</b>	<b>89.40</b>	
 <b>HASTINGS COFFEE TABLE</b> 46.5" X 16.5" X 15.3"		<b>165.00</b>	<b>214.50</b>	
 <b>HASTINGS END TABLE</b> 15.7" X 16.5" X 15.3"		<b>137.50</b>	<b>178.75</b>	
 <b>PLANK COFFEE TABLE</b> 48" X 22" X 18" <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> WALNUT		<b>165.00</b>	<b>214.50</b>	
 <b>PLANK END TABLE</b> 20" X 20" X 17.5" <input type="checkbox"/> BLACK <input type="checkbox"/> WALNUT		<b>82.50</b>	<b>107.25</b>	
 <b>GLEN COFFEE TABLE</b> 50" X 22" X 16"		<b>110.00</b>	<b>143.00</b>	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>GLEN END TABLE</b> 24" X 24" X 16"		<b>82.50</b>	<b>107.25</b>	
 <b>SLAB COFFEE TABLE</b> 36" X 24" X 16.5"		<b>220.00</b>	<b>282.00</b>	
 <b>SLAB END TABLE</b> 22" X 20" X 22.5"		<b>178.75</b>	<b>232.40</b>	

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

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**PRESTIGE FURNITURE**



**Railtown Bar Table**

-distressed wood top, black steel base  
42" x 42" x 39.5"



**Harvest Dining Table**

-reclaimed wood, black steel legs  
96.5" x 39.5" x 30"



**L22 High Straight Tables**

-acrylic top, metal frame, internal lighting  
72" x 18" x 40"



**Girari Arc Buffet Table**

-glass top, brushed aluminum base  
60" x 30" x 42"

**Decorative Pillows**

We have various colours, styles and sizes to go with your decor and branding initiatives. Let us help find what you're looking for.



**Small Pillows**

approx sizes 16" x 16"







**Large Pillows**

approx sizes 20" x 20"

**PRESTIGE FURNITURE RENTAL ORDER FORM & INVOICE** (SUBJECT TO AVAILABILITY)

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DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>RAILTOWN BAR TABLE</b> 42" X 42" X 39.5"		<b>220.00</b>	<b>286.00</b>	
 <b>HARVEST DINING TABLE</b> 96.5" X 39.5" X 30"		<b>412.50</b>	<b>536.25</b>	
 <b>L22 HIGH STRAIGHT TABLE</b> 72" X 18" X 40" <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> RED		<b>261.25</b>	<b>339.65</b>	
 <b>GIRARI ARC BUFFET TABLE</b> 60" X 30" X 42"		<b>330.00</b>	<b>429.00</b>	

DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
 <b>SMALL PILLOWS</b> 16" X 16" *sizes vary		<b>16.50</b>	<b>21.50</b>	
 <b>LARGE PILLOWS</b> 20" X 20" *sizes vary		<b>16.50</b>	<b>21.50</b>	

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

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

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 12340 Horseshoe Way  
 Richmond, BC  
 Canada, V7A 4Z1  
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**2017 OTA ANNUAL MEETING**  
**October 11 - 14, 2017**  
**Vancouver Convention Centre - West**  
**Vancouver, BC**

# HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

## 10' 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		1,531.00 1,716.00	2,066.00 2,315.00	
<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		1,820.00 2,285.00	2,456.00 3,083.00	
<b>MODEL 130</b> <b>Basic</b> - 1 curved header sign <b>Deluxe</b> - Basic plus horizontal and vertical combination backwall panels		1,531.00 2,168.00	2,066.00 2,926.00	
<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		1,854.00 2,435.00	2,505.00 3,287.00	

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

<b>MODEL 210</b> <b>Basic</b> - Straight backwall with 1 curve header <b>Deluxe</b> - 1 curved header sign and 3 ft stepdown sidewalls		2,261.00 2,492.00	3,052.00 3,365.00	
<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		3,119.00 3,930.00	4,211.00 5,306.00	
<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		3,525.00 4,163.00	4,759.00 5,619.00	
<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		3,953.00 4,706.00	5,335.00 6,354.00	

### 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

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		62.00	81.00	
Angled shelf, .25m deep x 1m long		81.00	111.00	
150 watt arm light, power NOT included		84.00	119.00	
2m white curve counter WITH inside shelf, NO doors		464.00	603.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		166.00/m	222.00/m	

### EXHIBITOR INFORMATION

COMPANY

CONTACT  **BOOTH#**

### COST SUMMARY

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

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

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 HARDWALL 2017 H 10x10.cdr

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

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



OPTIMUM DISPLAY - call for quote



BASIC MODEL 110



DELUXE MODEL 110

**MODEL 120 - 10'x10' CORNER**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 120



DELUXE MODEL 120

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



OPTIMUM DISPLAY - call for quote



BASIC MODEL 130



DELUXE MODEL 130

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



OPTIMUM DISPLAY - call for quote



BASIC MODEL 140



DELUXE MODEL 140

**BASIC HARDWALL PACKAGE INCLUDES**

- Aluminum structure
- White hardwall or coloured fabric backwalls
- Carpet

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

Please fill in carpet colour selection on order form



**HARDWALL SYSTEM 10' x 20' EXHIBITS**

**MODEL 210 - 10'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote

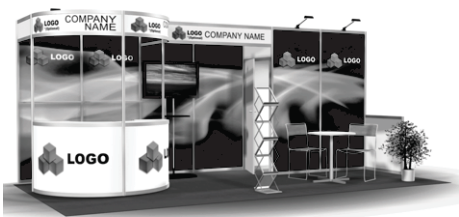


BASIC MODEL 210

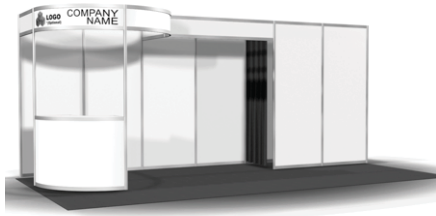


DELUXE MODEL 210

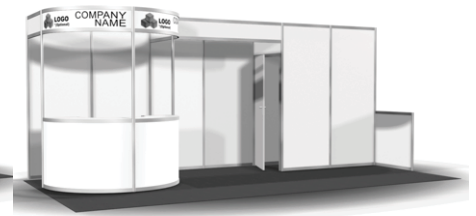
**MODEL 220 - 10'x 20' CORNER**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 220



DELUXE MODEL 220

**MODEL 230 - 10'x 20' CORNER OR INLINE**



OPTIMUM DISPLAY - call for quote



BASIC MODEL 230



DELUXE MODEL 230

**MODEL 240 - 10'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 coloured fabric backwalls
- Carpet

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

Please fill in carpet colour selection on order form





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 Vancouver, BC

## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	44.00	70.00	
	7" x 44"	48.00	74.00	
	11" x 14"	52.00	77.00	
	14" x 22"	63.00	84.00	
	22" x 28"	80.00	114.00	
	28" x 44"	147.00	206.00	

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

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	2.80	4.70	
	Easel back on sign (Up to 22" x 28")	9.73	16.64	
	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)	24.00	30.00	

### 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 US DOLLARS</b>		

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

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GRAPHICS - SIGN 2017.cdr



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

**LIVE PLANTS**

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	50.00	69.00	
	Boston fern	65.00	82.00	
	Hanging green plant	65.00	82.00	

**LIVE TROPICAL PLANTS**

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	90.00	116.00	
	4' - 5' tall floor plant	119.00	157.00	
	5' - 6' tall floor plant	148.00	194.00	

**COLOURFUL FRESH CUT FLOWERS**

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	131.00	172.00	
	Large floral arrangement	170.00	221.00	

Please indicate colour 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**

**COST SUMMARY**

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

**EXHIBITOR INFORMATION**

COMPANY

CONTACT

**BOOTH#**

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# IN-BOOTH FORKLIFT ORDER FORM & INVOICE

## TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Show Service Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible.

Levy Show Service Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event.

Evidence of the insurance described above shall be forwarded to Levy Show Service Inc.

**THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

## RATES (All rates include forklift and driver)

DESCRIPTION	DISCOUNT RATE	STANDARD RATE
<b>REGULAR TIME</b> 8:00 AM - 4:00 PM Monday to Friday	\$175.00 per Hour	\$228.00 per Hour
<b>OVER TIME</b> 4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	\$217.00 per Hour	\$281.00 per Hour
<b>DOUBLE TIME</b> All other hours including Sundays and Statutory Holidays	\$266.00 per Hour	\$334.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	Standard Rate	TOTAL	
<b>REGULAR TIME</b> _____ Forklifts    _____ Hours	\$175.00 per Hour	\$228.00 per Hour	\$ _____ Total	<b>There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.</b>  Date Required _____  Start Time _____
<b>OVER TIME</b> _____ Forklifts    _____ Hours	\$217.00 per Hour	\$281.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b> _____ Forklifts    _____ Hours	\$266.00 per Hour	\$334.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b> _____ Forklifts    _____ Hours	\$175.00 per Hour	\$228.00 per Hour	\$ _____ Total	<b>There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.</b>  Date Required _____  Start Time _____
<b>OVER TIME</b> _____ Forklifts    _____ Hours	\$217.00 per Hour	\$281.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b> _____ Forklifts    _____ Hours	\$266.00 per Hour	\$334.00 per Hour	\$ _____ Total	

**SPECIAL INSTRUCTIONS**

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

***DISCLAIMER: In Booth Forklift does not cover any Material Handling services; please refer to the Material Handling Order Form and Invoice.***

## 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 US DOLLARS</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 **September 27, 2017**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied. GST#R103315057



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

**2017 OTA ANNUAL MEETING**  
**October 11 - 14, 2017**  
**Vancouver Convention Centre - West**  
**Vancouver, BC**

## AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
	<b>LARGE PLASMA &amp; LCD DISPLAYS - Includes table-top base</b>				
	32" LED Display (16:9) VIDEO MONITOR	\$258.00	\$335.00		
	40" LED Display (16:9) - Includes Speakers, Smart TV USB capable	\$361.00	\$468.00		
	55" LED Display (16:9) - Includes Speakers, Smart TV USB capable	\$550.00	\$715.00		
	60" LCD Display (16:9) - Includes Speakers, Smart TV USB capable	\$650.00	\$845.00		
	70" LCD Display (16:9) - Includes Speakers, Smart TV USB capable	\$700.00	\$910.00		
	Flat Monitor Floor Stand (not a stand alone rental, 32"+ monitor rental required)	\$77.00	\$101.00		
	Flat Monitor Floor Stand w shelf (not a stand alone rental, 32"+ monitor rental required)	\$93.00	\$121.00		
	<b>**FLOORSTANDS ARE ONLY COMPATIBLE WITH OUR RENTAL MONITORS**</b>				
	<i>Does your monitor require any of the following compatibilites?</i>				
	<input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> USB				
	<b>VIDEO PLAYBACK - for use with displays listed above</b>				
	Blu-Ray HD Player	\$155.00	\$201.00		
	( ) DVD Player - NTSC or ( ) Multi-region DVD Player	\$67.00	\$88.00		
	<b>COMPUTERS (Desktop / Laptop) &amp; Printers</b>				
	Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9)	\$309.00	\$402.00		
	Laptop - I7 2.3G W7 OFFICE2010 (16:9)	\$309.00	\$402.00		
	22" LCD Display (16:9) WUXGA [No Audio Speakers]	\$100.00	\$130.00		
	24" LCD Display (16:9) WUXGA [No Audio Speakers]	\$113.00	\$147.00		
	HP 4250+ Laserjet Printer	\$180.00	\$235.00		
	Wireless PPT Remote/Mouse	\$57.00	\$74.00		
	<b>SCREENS / PROJECTORS</b>				
	Tripod Screen - ( ) 50" x 80" or ( ) 70" x 70" or ( ) 84" x 84	\$62.00	\$80.00		
	Meeting Room LCD data/video projector (16:9) WXGA, 2500 lumens	\$330.00	\$428.00		
	Exhibition Booth LCD data/video projector (16:9) WUXGA, 5000 lumens	\$773.00	\$1,004.00		
	Video cart with black skirting ( ) 42" or ( ) 48"	\$31.00	\$40.00		
	Please call for rates on other screens, projectors, carts or rigging brackets	On Request	On Request		
	<b>AUDIO</b>				
	Booth Audio System c/w one WIRED handheld mic, one mixer/amp, two speakers on stands	\$227.00	\$295.00		
	UHF wireless Microphone ( ) handheld or ( ) headset or ( ) lavalier	\$165.00	\$214.00		
	Wired Mic [Shure SM58]	\$41.00	\$54.00		
	Slim Lectern Microphone [Shure MX412C]	\$41.00	\$54.00		
	Multi-disc CD Player	\$57.00	\$74.00		
	PCDI	\$31.00	\$40.00		
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$62.00	\$80.00		
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	\$88.00	\$114.00		

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

**SPECIAL INSTRUCTIONS (please list any specific cords you require)**

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**RENTAL AGREEMENT**

1. Please forward payment in full with your order.
2. A **25% cancellation fee** will be applied to all ordered received then cancelled.
3. Please note: The rented equipment will be delivered and installed to your booth towards the end of your move in time.
4. 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 copyright laws of any of the software on this equipment.

**GUARANTEES & RESPONSIBILITY LIMITATION**

Levy Show Service Inc. is not responsible for software issues and will charge the customer 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.**

**EXHIBITOR INFORMATION**

Company	
Contact	Booth #

COST SUMMARY		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
SUBTOTAL		
Cables & Consumables (+6.5% on equipment)		
Special Installation Charges		on request
Basic Installation & Transportation Charges		\$185.00
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL US DOLLARS</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 **September 27, 2017**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.  
 GST #R103315057





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# LABOUR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

**LEVY SHOW SERVICE INC. SUPERVISED**

MOVE IN                       MOVE OUT

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

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

**EXHIBITOR SUPERVISED**

MOVE IN                       MOVE OUT

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

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

## LABOUR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:00 PM Monday to Friday	\$90.00 per Hour
<b>OVER TIME</b>	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	\$121.00 per Hour
<b>DOUBLE TIME</b>	All other hours including Sundays and Statutory Holidays	\$152.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	\$90.00 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	\$121.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	\$152.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	\$90.00 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	\$121.00 per Hour	\$ _____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	\$152.00 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)

# \_\_\_\_\_ (indicate number)

## EXHIBITOR INFORMATION

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

## SPECIAL SET UP INSTRUCTIONS

**Please include set up plans, photos and install instructions for booth labour ordered.**  
**Are set up plans attached?**    Yes                       No  
*If no, please provide an email address for Levy to contact you regarding booth set up and special requirements:*

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL US DOLLARS</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 cancelled 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.**



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 Vancouver, BC

## MATERIAL HANDLING ORDER FORM & INVOICE

### MATERIAL HANDLING SERVICES

**CRATED:** material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**SPECIAL HANDLING AND UNCRATED:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS, Purolator and DHL and All Van Lines are included in this category due to their delivery procedures.

**SMALL PACKAGE SHIPMENT:** single piece shipment under 30 lbs.

**OFF TARGET:** shipments received at the advance warehouse prior to *September 6, 2017* or after *October 4, 2017* will incur a \$37.00 per hundred pounds surcharge.

**NORMAL WAREHOUSE HOURS FOR RECEIVING FREIGHT:** 9:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M Monday to Friday.

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays.

**PLEASE NOTE:** warehousing for refrigerated or frozen items is unavailable.

**\*\*Shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted\*\***

DESCRIPTION	CWT Price	Minimum
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 95.00	\$ 190.00
Special Handling Shipment.....	118.75	237.50
Small Package Shipment (single piece shipment under 25 lbs.).....	50.00	50.00
Off Target (In Addition to Base Rate).....	23.75	47.50
<b>Showsite Shipment</b>		
Crated or Skidded Shipment.....	\$ 95.00	\$ 190.00
Special Handling Shipment.....	118.75	237.50
Small Package Shipment (single piece shipment under 30 lbs).....	23.75	47.50
<b>Overtime Charge (Inbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 23.75	\$ 47.50
Special Handling Shipment.....	23.75	47.50
<b>Overtime Charge (Outbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 23.75	\$ 47.50
Special Handling Shipment.....	23.75	47.50

**PLEASE NOTE:** Total weight is in lbs. with a minimum chargeable weight of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
<i>Crated or Skidded Shipment</i>	<i>300 LBS</i>	<i>÷ 100 = 3</i>	<i>\$95.00</i>	<i>\$285.00</i>
E X A M P L E				
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
G.S.T. 5%				
<b>TOTAL US DOLLARS</b>				

**DISCLAIMER:** Forklift service within your booth space is not included in our Material Handling service; please refer to the In Booth Forklift Order Form and Invoice.

**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 Levy Show Services Inc. warehouse or to a SHOW SITE for which Levy Show Services Inc. is the official show contractor.

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

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

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



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## 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.

**\*\*PLEASE NOTE:** *warehousing for refrigerated or frozen items is unavailable.*

## 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:

### **2017 OTA ANNUAL MEETING - BOOTH NO. & COMPANY NAME**

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

**3985 Still Creek Avenue**

**Burnaby, BC V5C 4E2**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of five business days in advance of the show move-in date. All shipments must be received at the advance warehouse between the hours of 09:00 and 15:00, Monday to Friday, no earlier than **September 6, 2017** and no later than **October 4, 2017**. For shipments received before or after these dates a \$37.00 per hundred weight surcharge with \$74.00 minimum will be applied.

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

**\*\*Shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted at the advance warehouse\*\***

## 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:

**2017 OTA ANNUAL MEETING - BOOTH NO. & COMPANY NAME**  
**Vancouver Convention Centre -West**  
**Via Waterfront Road Truck Route**  
**c/o Levy Show Service, Inc.**  
**1055 Canada Place**  
**Vancouver, BC V6C 0C3**

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 from the 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 OR 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 CANADIAN 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.



## ADVANCE WAREHOUSE

To: \_\_\_\_\_

*EXHIBITOR NAME*

YRC c/o Levy Show Service Inc.  
3985 Still Creek Avenue  
Burnaby, BC  
Canada V5C 4E2

EVENT: 2017 OTA ANNUAL MEETING

BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.

\_\_\_\_\_ Cut along line and tape label to shipment \_\_\_\_\_

## ADVANCE WAREHOUSE

To: \_\_\_\_\_

*EXHIBITOR NAME*

YRC c/o Levy Show Service Inc.  
3985 Still Creek Avenue  
Burnaby, BC  
Canada V5C 4E2

EVENT: 2017 OTA ANNUAL MEETING

BOOTH NO. \_\_\_\_\_ # \_\_\_\_\_ OF \_\_\_\_\_ PCS.

\_\_\_\_\_ Cut along line and tape label to shipment \_\_\_\_\_

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE

*If more labels are needed, copies are acceptable.*

**SHOWSITE**

To: \_\_\_\_\_  
*EXHIBITOR NAME*

Vancouver Convention Centre - West  
Via Waterfront Road Truck Route  
c/o Levy Show Service Inc.  
1055 Canada Place  
Vancouver, BC V6C 0C3

**EVENT:** 2017 OTA ANNUAL MEETING

**BOOTH NO.** \_\_\_\_\_ **#** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

----- Cut along line and tape label to shipment -----

**SHOWSITE**

To: \_\_\_\_\_  
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----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.  
Place one on each piece shipped to SHOWSITE.

*If more labels are needed, copies are acceptable.*





## OFFICIAL SHIPPING & CUSTOMS BROKERAGE SERVICES

- **Advance Delivery** of shipment in your booth space prior to your setup at the show.
- **Priority Customs Clearance** service in collaboration with Canada / U.S. CBSA and CBP border agencies.
- **Turn Key Coordination** from pick up at your location and delivery to your booth with return shipment.
- **Hassle Free** paperwork, bill of lading and documentation provided and completed by our experienced and dedicated specialists.
- **International Shipment and Storage** for your exhibits between events in North America.
- **24/7 Customer Service** supervision at the show during the event set up and move out.

**SAVE MONEY, SHIP EARLY,  
SEND IN YOUR FORM NOW!**



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



**Levy Show Service Inc.** has been appointed the official service contractor for the **2017 OTA ANNUAL MEETING**. Our experienced logistics staff will support you with your inbound, outbound shipping, advance warehousing and Customs clearance.

Here are some of the best reasons for acquiring Levy's Exhibit Transportation service:

- Seamless Service from pick up at your location and delivery right to your booth
- One invoice listing all your show services ordered
- Paperwork completed for you including pre-printed shipping labels
- Limitless options for shipping, just ask!
- Our Levy Logistics team are friendly and experienced providing you with invaluable service 7 days a week
- Our Levy team are specialists in the meeting & events industry

Our goal is for your event to be a success.

Please call today (604) 277 1726 or email [operations@levyshow.com](mailto:operations@levyshow.com)

We look forward to hearing from you.

**EXHIBIT TRANSPORTATION**



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

**2017 OTA ANNUAL MEETING**  
 October 11 - 14, 2017  
 Vancouver Convention Centre - West  
 Vancouver, BC

**LEVY LOGISTICS INFORMATION AND ORDER FORM**

**Please accept this form as your authority to provide Shipping and/or Customs Services. We wish to use the following services:**

Shipping & Customs     Shipping Only     Customs Only

**SHIPPER INFORMATION** **IF SHIPPING FROM ANOTHER SHOW PLEASE CONTACT US DIRECTLY**

Company/Exhibitor		Booth #	Shipping from a show    YES <input type="checkbox"/> NO <input type="checkbox"/>	Booth #
Facility/Business Picking Up From	Contact Name		Show Name	
City	Address		Floor	
Country	Pr/St	Postal Code		
Phone	Fax	E-Mail		
* Tailgate PICK UP required? <input type="checkbox"/> YES <input type="checkbox"/> NO		Loading Dock? <input type="checkbox"/> YES <input type="checkbox"/> NO		PICK UP Details:    Other: (ie: Residential, Inside P/U) _____ Date: _____    Time: _____

**DESTINATION INFORMATION AFTER SHOW** **IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION**

Company/Exhibitor		Shipping to a show    YES <input type="checkbox"/> NO <input type="checkbox"/>	Booth #
Facility/Business Delivering To	Address / Floor		Show Name
City	Pr/St	Postal/Zip Code	Move-In Date    Move-In Times
Country	Contact	Show Contractor	Marshalling Yard    YES <input type="checkbox"/> NO <input type="checkbox"/>
Phone	Fax	I will be shipping to the Advanced Warehouse    YES <input type="checkbox"/> NO <input type="checkbox"/>	
* Tailgate DELIVERY required? <input type="checkbox"/> YES <input type="checkbox"/> NO		Loading Dock? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DROP OFF Details:    Other: (ie: Residential, Inside Delivery) _____ Date: _____    Time: _____			

**CUSTOMS INFORMATION**

Customs Broker	Customs Broker contact	Customs Broker Phone	Customs paperwork attached <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ROUND TRIP	<input type="checkbox"/> REGULAR GROUND	<input type="checkbox"/> EXPEDITED GROUND

**SHIPMENT INFORMATION**

Description of Packages and Contents	# of pieces	Dimensions (L) X (W) X (H)	Weight lbs

**DO YOU REQUIRE CARGO INSURANCE?**     YES     NO    \_\_\_(initial)  
 You must check one of these boxes above and initial. NOTE: if the request for cargo insurance is not indicated and initialed, your shipment will not be insured. If you have checked Yes, please continue to next page.



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 12340 Horseshoe Way  
 Richmond, BC  
 Canada, V7A 4Z1  
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**2017 OTA ANNUAL MEETING**  
 October 11 - 14, 2017  
 Vancouver Convention Centre - West  
 Vancouver, BC

**LEVY LOGISTICS CARGO INSURANCE**

Exhibiting Company Name		Booth #
Contact Name	Phone	Email

*How do you know your trade show materials will be protected?  
 Add cargo insurance to your shipment for peace of mind.*

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 \$1000.00 deductible amount is \$500.00. For shipment value under \$1000.00 deductible amount is \$250.00.**

Trip	Deductible	Coverage Limit	Rate *	Premium
<input type="checkbox"/> Inbound: One Way shipping into the event ** Maximum Standard Limit \$50,000	\$500.00/\$250.00		.005	
<input type="checkbox"/> Outbound: One Way shipping out of the event ** Maximum Standard Limit \$50,000	\$500.00/\$250.00		.005	
CLAIMS: Report all claims to CNA Continental Casualty Company Phone: 1-800-668-6100 Subject to the terms and conditions of Cargo Policy #819218		Premium Total (Minimum Premium \$50)		
		Administration Fee:		<b>\$ 50.00</b>
		Total US Dollars Payable		

\*\* Maximum Limit is \$50,000.

Administrative Use	Cargo Policy Number 819218	Certificate Number:
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**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
 \*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*



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## CANADA CUSTOMS BROKERAGE

As the official contractor for the **2017 OTA ANNUAL MEETING** we understand that planning a successful event begins long before you step onto the show floor. International shipping can be daunting but we are here to help. We will facilitate all your customs clearance needs.

Here are some of the best reasons why Levy Logistics will provide you with peace of mind when it comes to customs clearance.

	<u>Levy</u>	<u>Standard Provider</u>
**Clearing Canada Customs at your booth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Save money with duty and tax free shipping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Streamlined integration with our shipping service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledgeable staff providing 24 hour/7 day support for your event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On-site customer service during move-in and move-out	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Call us today (604) 277 1726 or email [operations@levyshow.com](mailto:operations@levyshow.com) and will get you started on the right track by helping you plan your international shipping stress free! We want your event to be a great success!

*\*\*for qualified shipments*

**CANADA CUSTOMS**



1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada		
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)		
		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)		
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		6. Country of transshipment - Pays de transbordement		
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
11. Number of packages Nombre de colis		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)		
		10. Currency of settlement - Devises du paiement		
12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)		13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente	
		14. Unit price Prix unitaire		15. Total
		16. Total weight - Poids total Net		17. Invoice total Total de la facture Gross - Brut
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>				
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____  (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____  (iii) Export packing Le coût de l'emballage d'exportation _____		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____  (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____  (iii) Export packing Le coût de l'emballage d'exportation _____		25. Check (if applicable): Cochez (s'il y a lieu) :  (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/>  (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



**CANADA CUSTOMS INVOICE**  
**FACTURE DES DOUANES CANADIENNES**

<p>1. Vendor (name and address) - Vendeur (nom et adresse) <b>ABC Company Ltd.</b> <b>123 Foster St.</b> <b>San Diego, CA</b> <b>USA 123409</b></p>		<p>2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada <b>2015/10/27</b></p>																															
<p>4. Consignee (name and address) - Destinataire (nom et adresse) <b>ABC Comp. (Your company name)</b> <b>Show Name</b> <b>c/o Levy Show</b> <b>Facility Address</b> <b>City, Province</b> <b>Postal Code</b></p>		<p>3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur) <b>Show name</b></p>																															
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		<p>7. Country of origin of goods Pays d'origine des marchandises <b>USA</b></p> <p style="font-size: small;">IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.</p>																															
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		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:10%;">11. Number of packages Nombre de colis</th> <th rowspan="2" style="width:50%;">12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)</th> <th rowspan="2" style="width:10%;">13. Quantity (state unit) Quantité (précisez l'unité)</th> <th colspan="2" style="width:30%;">14. Selling price - Prix de vente</th> </tr> <tr> <th style="width:15%;">14. Unit price Prix unitaire</th> <th style="width:15%;">15. Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td><b>Display Booth</b></td> <td style="text-align: center;">1</td> <td style="text-align: right;">5,000.00</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td></td> <td><b>Advertising Brochures - give-aways</b></td> <td style="text-align: center;">1000</td> <td style="text-align: right;">0.10</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td></td> <td><b>Plastic key chains - give-aways</b></td> <td style="text-align: center;">50</td> <td style="text-align: right;">0.50</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td></td> <td><b>Computer</b></td> <td style="text-align: center;">2</td> <td style="text-align: right;">1,000.00</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td></td> <td><b>Monitor</b></td> <td style="text-align: center;">2</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">1,000.00</td> </tr> </tbody> </table>		11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Selling price - Prix de vente		14. Unit price Prix unitaire	15. Total	5	<b>Display Booth</b>	1	5,000.00	5,000.00		<b>Advertising Brochures - give-aways</b>	1000	0.10	100.00		<b>Plastic key chains - give-aways</b>	50	0.50	25.00		<b>Computer</b>	2	1,000.00	2,000.00		<b>Monitor</b>	2
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<p>19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>		<p>20. Originator (name and address) - Expéditeur d'origine (nom et adresse) <b>ABC Company Ltd.</b> <b>123 Foster St.</b> <b>San Diego, CA</b> <b>USA 123409</b></p>																															
<p>21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)</p>		<p>22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/></p>																															
<p>23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :</p> <p>(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____</p> <p>(ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation _____</p>		<p>24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :</p> <p>(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____</p> <p>(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation _____</p>																															
<p>25. Check (if applicable): Cochez (s'il y a lieu) :</p> <p>(i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/></p> <p>(ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/></p>																																	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

## TERMS AND CONDITIONS OF SERVICE

**(Please Read Carefully)**

All shipments to or from the Exhibitor will be handled by Levy Show Service Inc. "LEVY" and the RELEASEES on the following terms and conditions. No agent or employee of either party may alter or waive any of the following terms and conditions.

### CHOOSING ROUTES AND AGENTS

LEVY and the RELEASEES shall have complete freedom in choosing the means, route and procedure to be followed in the handling, transportation and delivery of the goods. Advice by LEVY and the RELEASEES to an Exhibitor that a particular person or firm has been selected to render services as to the materials shall not be construed to mean that LEVY or the RELEASEES warrants or represents that such person or firm will render such services.

### SERVICES RENDERED BY RELEASEES

LEVY is authorized to select RELEASEES as may be required to transport, store, deal with and deliver the goods, all of whom shall be considered agents of the Exhibitor. The goods may be entrusted to such parties subject to all conditions of this transportation document, and to all rules, regulations, requirements and conditions (including limitations of liability for loss, damage, expense or delay), whether printed, written or stamped, appearing in bills of lading, receipts or tariffs issued by such RELEASEES and others. LEVY undertakes only to use reasonable care in the selection of RELEASEES and others to whom it may entrust the goods for transportation, cartage, handling, delivery and/or storage or otherwise.

### INDEMNIFICATION FOR SERVICES RENDERED BY RELEASEES

The Exhibitor agrees to indemnify and hold harmless the RELEASEES against any claim or legal action taken against the RELEASEES, including but not limited to: fines, penalties, liquidated damages and/or other money due arising from a shipment of materials of the Exhibitor assessed by any carrier, country, governmental agency or other person against the shipment because of the failure, or alleged failure, of the Exhibitor to comply with any laws, rulings, requirements of any country or governmental agency including but not limited to, increased duty, liquidated damage, penalty, fine or expense, together with reasonable expenses, including attorneys fees in connection with defending the claim or action and obtaining reimbursement from the Exhibitor, resulting from any act, inaccuracy or omission or any failure to make timely presentation even if not due to any negligence or fault of the Exhibitor. The confiscation or detention of any Exhibitor's materials by any country or governmental authority shall not affect or diminish the liability of Exhibitor to LEVY and the RELEASEES to pay all charges or other money due promptly on demand.

### SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT

Exhibitor shall provide weight and measurements for its shipments to LEVY or the RELEASEES as the case may be. Shipments are subject to reweighing and remeasurement by LEVY or the RELEASEES at their discretion. If dimensional weights apply under tariff rules, dimensions shall be shown as follows, Length x Width x Depth = Cubic Inches (or applicable unit measurement.) If the weight or measurements of the Exhibitor's materials as delivered are different from Exhibitor's representations, or if pick-up or delivery time or location is changed by Exhibitor, LEVY and its RELEASEES reserve the right to refuse pick up or delivery or vary rates, charges and fees of shipment.

### EXHIBITOR'S DUTY TO FURNISH AND WARRANT THE ACCURACY OF CUSTOMS INFORMATION

On an import or an export, at a reasonable time prior to the shipment or arrival of any Exhibitor materials to Customs, the Exhibitor shall furnish to LEVY in the proper language, form, and number, all invoices and documentation that may be useful and/or required by the laws and regulations of the countries of destination and entry. The Exhibitor shall be bound by and warrant the accuracy of all invoices, documents and information furnished to LEVY by the Exhibitor or its agents for export, import or other purposes. It is the Exhibitor's responsibility to know and comply with all classification, valuation, marketing and other Customs requirements, laws, regulations and rulings, enforced by any country or governmental agencies having jurisdiction over a shipment. Where a bond is required by a country or governmental agency to be given for the production of any document or the performance of any act, the Exhibitor shall be deemed bound by the terms of the bond notwithstanding the fact that the bond has been executed by LEVY and/or the RELEASEES as principal, it being understood that LEVY and the RELEASEES entered into such undertaking at the request and on behalf of the Exhibitor, and the Exhibitor shall indemnify and hold LEVY and the RELEASEES harmless for the consequences of any breach of the terms of the bond.

### SERVICES RENDERED BY LEVY

When LEVY carries, stores or otherwise physically handles the Exhibitor's materials, including in the performance of any local pick up or delivery service, and loss, damage, destruction, disappearance, and/or theft occurs during such activity, LEVY assumes no liability, unless at the time of the loss, damage, destruction, disappearance and or theft of the Exhibitor's materials, LEVY had actual custody or control of the Exhibitor's materials and the damages alleged to have been suffered are proven to be caused by the gross negligence or wilful misconduct of LEVY, its officers or employees, in which event the limitation of liability set forth in paragraph 7 shall apply. It is specifically declared that LEVY shall not be responsible for loss damage, destruction, disappearance, and/or theft of the Exhibitor's materials after the materials have been delivered to the Exhibitor's booth, nor shall LEVY be responsible for loss, damage, destruction disappearance and/or theft before the materials are picked up from the Exhibitor's booth for reloading after the show. The condition, count and content of the materials found at the time of local pick up or delivery or in the booth at the time of the actual removal as determined by LEVY or the RELEASEES shall be final and binding and the right is reserved by LEVY and the RELEASEES to alter the Exhibitor's transportation documents to reflect the actual condition, count and contents of the Exhibitor's materials.

### LIMITATION OF LIABILITY FOR SERVICES RENDERED BY LEVY

LEVY and the RELEASEES do not know of the quality, condition, contents and value of the goods stored except as declared and described on the face of this transportation document by the Exhibitor. LEVY does **NOT** insure goods described on this transportation document. Without limiting the generality of the foregoing it is specifically declared that: all goods are handled at the Exhibitor's risk of loss, damage or delay in delivery caused by or through the inaccuracies, obligations or absence of marks numbers, address or description, act of God, acts of terrorism, irresistible force, enemies of the Queen, civil or military authorities, insurrection, riot, strikes, picketing or any other labour trouble, water, stream, fire, frost, vermin, heating or corruption, deterioration, drainage, dampness, rust, decay, collapse of the building, inevitable accident, depreciation or perishing by elapse of time, changes in temperature, contact with odours from other goods, inherent defects, lack of any special care or precaution, injury to articles insufficiently protected or arising from the nature of the goods, loss in weight, insufficient cooperage, boxing, crating or packing ordinary wear and tear in handling, leakage, concealed damage or any cause beyond the control of LEVY or failure to detect any of the foregoing. All storage, handling fees and other applicable charges and costs must be paid by the Exhibitor on goods stored and lost or damaged as a result of the above causes. In connection with all shipments, the Exhibitor agrees that the legal liability of LEVY, shall be strictly limited to the lessor of **\$50.00 CDN per item lost, stolen, damaged or destroyed** or **\$500.00 CDN per shipment** whichever is less, unless the Exhibitor specifically requests a higher limit in writing and declares an excess in value, in which case LEVY may at its option, accept liability and assess an additional charge to costs of storage, handling charge or other applicable rate. LEVY shall not, in any event or under any circumstances, be liable for any claim of any type whatsoever with respect to the Exhibitor's materials unless the claim is presented in writing within a reasonable time, not exceeding **30 days** after the Exhibitor learns of, or, in the exercise of reasonable care, should have learned of the loss, damage or destruction of the Exhibitor's materials. It is specifically declared and the Exhibitor agrees that LEVY shall not



## TERMS AND CONDITIONS OF SERVICE Con'td

be liable to any extent whatsoever for any actual, potential or assumed loss of business, loss of profit, loss of revenues or for any collateral costs which may result from any loss, damage, destruction, disappearance, theft and or delay in delivery to an Exhibitor's materials which may make it impossible or impractical to exhibit.

### GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY

LEVY shall have a general lien on any and all property, materials, and documents relating thereto, of the Exhibitor, in its possession, custody or control or en route, for all claims, for charges, expenses or advances incurred by LEVY in connection with any shipment of the Exhibitor and if such claim remains unsatisfied for thirty days (30) after demand for its payment is made, LEVY may sell at public auction or private sale, upon ten days written notice, sent by certified or registered mail with return receipt requested from Exhibitor, all the goods, wares and/or merchandise, or so much thereof as may be necessary to satisfy such lien, and apply the net proceeds of such sale to the payment of the amount due to LEVY. Any surplus from such sale shall be transmitted to the Exhibitor, and the Exhibitor shall be liable for any deficiency in that sale.

### CONSTRUCTION OF TERMS AND VENUE

This agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the law of the Province of British Columbia and no other jurisdiction. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

### WARSAW CONVENTION

International air carriage is subject to the rules relating to liability established by the Convention for the Unification of Certain Rules relating to International carriage by Air signed at Warsaw October 12, 1929.

### LANGUAGE

The parties confirm their express desire that this Agreement be drafted in the English language. Les parties par les présentes confirment leur volonté expresse que la présente convention soit rédigée en langue anglaise.

## Cargo Insurance Coverage Information – Subject to the terms and conditions of Cargo Policy #819218

### Transportation Floater Form – All Risks

**Subject to:** Replacement Cost, 100% Co-insurance, Locked Vehicle Warranty, Canadian Funds; Used or Damaged Goods subject to: Domestic Transportation Floater – "Named Perils" and settlement is subject to Actual Cash Value

**Geographical Limits:** Ports and/or places in Canada, USA, Europe and Asia. Excluding: Afghanistan, Angola, Cuba, Ethiopia, former Yugoslavia, former Soviet Union, Iran, Iraq, Lebanon, Nicaragua, Nigeria, Somalia, Uganda and any other country where their local legislation decrees insurance must be effected locally, unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**Excluding:** Jewellery, precious metals, bank notes, securities, works of art, valuable papers, dangerous goods, antiques, glass, fresh and frozen foods, tobacco, tobacco products, alcohol or alcoholic beverages, confectionery, asbestos tiles, furs, live animals, bulk commodities, perishable goods, microprocessor chips, cellular phones, computer parts and other similar items unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**IMPORTANT NOTICE:** As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning various risk characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. It is agreed that the information contained herein shall be the basis of the contract. The above information is intended to be descriptive only all terms and conditions are subject to the actual policy wording (available on request).

**CLAIMS AGAINST CARRIERS:** It is strongly recommended that, when you receive cargo from the carrier in a damaged condition, NOTICE OF CLAIM be filed with the carrier in writing at the time of accepting the goods, or if the damage is not apparent, then within three days. This notice of claim may be (a) in the form of endorsement on the delivery receipts or (b) by letter. The notice in writing need not be given if joint survey is held AT TIME OF DELIVERY (i/e/ surveyor for carrier and consignee being present.) When the actual loss or damage is later determined from an examination of the Filing claims against the carrier:

- 1) DOES NOT affect the claim on your policy;
- 2) WILL protect any rights you have under the Bill of Lading
- 3) CAN reduce your premium, since good recoveries make for better claims experience



Canada Border Services Agency  
International Events and Convention Services Program  
3rd Floor- 1611 Main Street  
Vancouver, BC  
V6A2W5

June 12, 2017

File#PAC\_2017\_10578

Orthopedic Trauma Association  
9400 W. Higgins Rd, Suite 305  
Rosemont, Illinois 60018-4975 USA

Dear Sharon Moore,

In response to your correspondence dated March 29, 2017 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

<p><u>2017 OTA Annual Meeting</u> October 11-14, 2017 Vancouver Convention Centre Vancouver, BC</p>
---

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

The information provided to the CBSA states there will be approximately 2,000 delegates, of which 80 % are foreign to Canada and that the event is closed to the general public, with no sales of merchandise.

As outlined in your correspondence, this event is expecting approximately 75 foreign exhibitors, who will be importing display booths, various publications and convention materials such as, promotional literature, newsletters and pamphlets, various learners tools and equipment for use at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

It has been determined that this event qualifies under the provisions of the *Foreign Organization Remission Order* as outlined in tariff classification **9830.00.00.00**. Conference materials (i.e. office paraphernalia, souvenirs, printed matter, pens, decorations, etc.) may enter Canada free of duty and taxes, provided the items will be exported upon the completion of the event.

Foreign exhibitors importing goods into Canada from the United States should consult with U.S. Customs and Border Protection (USCBP) prior to shipping any convention materials. It is required that goods valued over \$2000USD be reported to USCBP. USCBP may document the goods on a form 4455 in order to identify the goods upon return to the US.



CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship. Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

If you have attendees from visa-requiring countries (<http://www.cic.gc.ca/english/visit/visas.asp>), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at [special.events@cic.gc.ca](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

To ensure that organizers and participants of your event are aware of requirements for entry to Canada, the information provided to the CBSA may be shared with CIC. The CIC may, in turn contact event organizers to confirm details of your event and provide further direction regarding admission to Canada for those attending your event.

To facilitate border procedures it is recommended that foreign attendees and foreign exhibitors be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Mark Bourne

Border Services Officer, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Mark.Bourne@cbsa-asfc.gc.ca](mailto:Mark.Bourne@cbsa-asfc.gc.ca) / Tel: 604-666-1294 / TTY: 866-335-3237

Agent des services frontaliers, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Mark.Bourne@cbsa-asfc.gc.ca](mailto:Mark.Bourne@cbsa-asfc.gc.ca) / Tél. : 604-666-1294 / ATS : 866-335-3237

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at [www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html)*



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

**2017 OTA ANNUAL MEETING**  
 October 11 - 14, 2017  
 Vancouver Convention Centre - West  
 Vancouver, BC

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labour. Levy Show Service Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labour should be made through Levy Show Service Inc. in advance whenever possible. Official labour forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Show Service Inc. no later than September 27, 2017.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the Vancouver Convention Centre - West. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Show Service Inc. with **Certificates of Insurance naming Levy Show Service Inc., Eddy Exhibition Services and the 2017 OTA Annual Meeting as additional insured's by September 27, 2017.** These Certificates or Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

***Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the September 27, 2017. If this form and the certificate or insurance from the non-official contractor is not received by September 27, 2017, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY  
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contracting Company Name: \_\_\_\_\_

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ PC/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers: \_\_\_\_\_



**2017 OTA ANNUAL MEETING**  
**October 11 – 14, 2017**  
**Vancouver Convention Centre - West**  
**Vancouver, BC**

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 Exhibitor Services Department at 604 277 1726 or [operations@levyshow.com](mailto:operations@levyshow.com) for any assistance you may require to ensure your event is successful.



# ELECTRICAL SERVICES REQUEST 2017

EVENT # 41129

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

Credit will not be given for orders installed but not used or orders cancelled within 48 hours of installation.

### EVENT INFORMATION:

EVENT NAME: **2017 ORTHOPAEDIC TRAUMA ASSOCIATION ANNUAL MEETING** BOOTH NUMBER:   
EVENT DATES: **OCTOBER 12 - 14, 2017**

### CUSTOMER INFORMATION:

COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
Street City Province Postal/Zip Code  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A. REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST (pg. 2).

BASIC POWER	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to event move-in)	(under 7 days to event move-in)	(under 24h to event move-in)	
<input type="checkbox"/> 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)	_____ @	\$86.00	\$102.00	\$134.00	= _____
<input type="checkbox"/> 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)	_____ @	\$91.00	\$107.00	\$140.00	= _____
<b>ADDITIONAL ITEMS</b> (Does not include Labour or Power Supply)					
<input type="checkbox"/> POWER BAR WITH SURGE PROTECTION	_____ @	\$23.00	\$28.00	\$36.00	= _____
<input type="checkbox"/> 4.6 M (15 FT.) or 7.6 M (25 FT) EXTENSION CORD	_____ @	\$23.00	\$28.00	\$36.00	= _____

### PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)

\* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM (page 2).  
FOR 60A AND ABOVE, A CAMLOK CONNECTION IS PROVIDED

<input type="checkbox"/> 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$189.00	\$207.00	\$265.00	= _____
<input type="checkbox"/> 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$208.00	\$228.00	\$295.00	= _____
<input type="checkbox"/> 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$340.00	\$378.00	\$488.00	= _____
<input type="checkbox"/> 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$545.00	\$588.00	\$770.00	= _____

### LABOUR

\*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES

<input type="checkbox"/> ELECTRICIAN LABOUR (Weekday hourly rate)	_____ @	\$96.00	\$96.00	\$96.00	= _____
<input type="checkbox"/> ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)	_____ @	\$128.00	\$128.00	\$128.00	= _____

### PAYMENT INFORMATION:

Make Cheques Payable to:  
**Vancouver Convention Centre**  
1055 Canada Place  
Vancouver, B.C. Canada  
V6C 0C3

To fax form or for further inquiries:

Call (604) 647-7206 Fax (604) 647-7325

5.00% GST

SUBTOTAL

#100432764

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

TOTAL

CANADIAN

- Cash       Cheque       American Express       Bank Wire Transfer  
 Visa       MasterCard       \_\_\_\_\_  
 (Please inquire for additional details)

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Print Name as it Appears on Card: \_\_\_\_\_

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature \_\_\_\_\_

Print Name and Title of Authorized Representative

Please visit us at [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com) to place your basic order online



## BOOTH LAYOUT TEMPLATE

### Custom Layouts for Internet & Electrical

EVENT # 41129

**EVENT INFORMATION:**

EVENT NAME: 2017 ORTHOPAEDIC TRAUMA ASSOCIATION ANNUAL MEETING BOOTH NUMBER:

EVENT DATES: OCTOBER 12 - 14, 2017

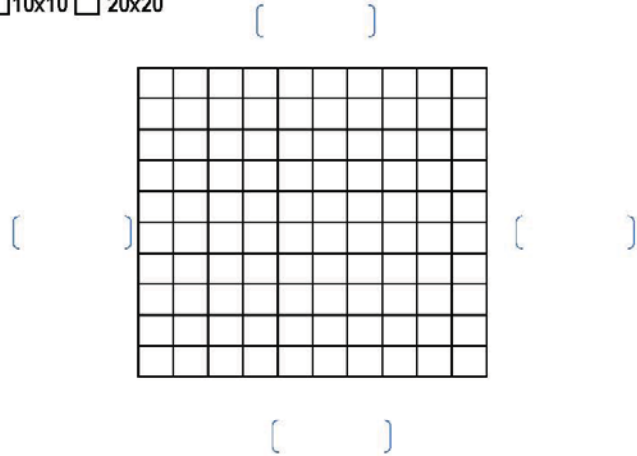
**CUSTOMER INFORMATION:**

COMPANY NAME: \_\_\_\_\_

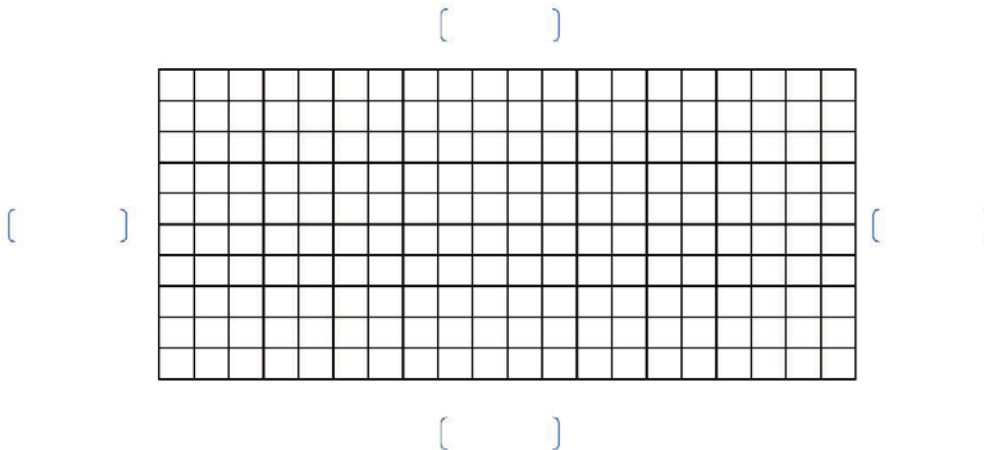
**Please Note:** ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.  
PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

PLACE INSIDE THE GRID	
Electrical 750w	e
Electrical 1500w	E
Wired Internet	I
Fax or POS	F or P
Place surrounding booth # in brackets (i.e. 100)	

For  10x10  20x20



For Booth Size 10x20 Only



PRODUCTION & COMMERCIAL POWER – Additional Information	
PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A)	
TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL	
PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH	CIRCLE ONE :    CARPET    OR    HARDWOOD
<b>QUOTE REQUEST</b> (For 200A and Above or Overhead Power)	
PLEASE INDICATE THE SERVICE REQUIRED	



## BELL – INTERNET / TECHNOLOGY SERVICES

### EXHIBITOR ORDER FORM 2017

This form is your official invoice – please keep a copy for your records  
 Prices Subject to Applicable Taxes • All Prices Subject to Change Without Notice

All orders must be accompanied by payment  
 Credit will not be given for orders installed but not used  
 or orders cancelled within 48 hours of installation  
 (Please see reverse side for terms & conditions)

EVENT #
BOOTH #

Please Include Booth Plan

#### EVENT INFORMATION:

EVENT NAME: \_\_\_\_\_

EVENT DATES: \_\_\_\_\_

#### CUSTOMER INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
STREET CITY PROVINCE/STATE POSTAL/ZIP CODE

CONTACT NAME: \_\_\_\_\_ TELEPHONE#: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX#: \_\_\_\_\_

**Customer provided wireless routers, wired routers, switches, hubs or access points are not permitted anywhere within the Vancouver Convention Centre. All Network devices must be provided by the Convention Centre.**

#### EXHIBITOR WIFI:

A separate access code is required for each device. Access codes are not transferable from one device to another. Each additional device access code will be active for the same time period as the service purchased for first device. This service will work throughout the Vancouver Convention Centre. For private networks or more bandwidth please call for more information 604-647-7206.

#### Service up to 10Mbps

	Rate	Total Amount
1 Day Service - First Device	\$140.00	
2 Day Service - First Device	\$250.00	
3 Day Service - First Device	\$295.00	
4 Day Service - First Device	\$395.00	
5 Day Service - First Device	\$495.00	
*Each Additional Device(s) _____ @ \$100.00		

\*Additional Device rates will be active for the same time period chosen as the service for the first device

Volume discounts	1 Day Service	2 Day Service	3-5 Day Service
10 Device Pre-pack	\$895.00	\$955.00	\$1,045.00

#### PRIVATE WIFI NETWORK (DHCP)

SSID (NAME): \_\_\_\_\_

Password : \_\_\_\_\_  
8 CHARACTER MINIMUM

Additional Wireless Devices \_\_\_\_\_

**Each device accessing the internet must be counted**

#### WIRED INTERNET SHARED

##### 50Mbps (DHCP)

Daily Rate First Device @ \$ 495.00 \$ 595.00 \$ 795.00

Conference Rate (3 Days) First Device @ \$1395.00 \$1450.00 \$1495.00

Additional Devices \_\_\_\_\_ @ \$ 130.00 \$ 140.00 \$ 150.00

**Each device accessing the internet must be counted**

Switch Rental – 5 or 8 Port \_\_\_\_\_ @ \$ 75.00 \$ 75.00 \$ 75.00

Switch Rental – 12 or 16 Port \_\_\_\_\_ @ \$ 125.00 \$ 125.00 \$ 125.00



## WIRED INTERNET DEDICATED Enhanced

	Number Required		Orders placed up to 7 days prior to move in date Discount Rate	Orders placed less than 7 days prior to move in date Standard Rate	Orders placed on-site On-Site Rate	Total Amount
Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth <b>Daily Rate</b>	First Device	@	\$ 1595.00	\$ 1695.00	\$ 1895.00	
Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth <b>Conference Rate (3 Days)</b>	First Device	@	\$ 4495.00	\$ 4695.00	\$ 4995.00	
Wired Internet Enhanced – 100Mbps 1 IP Address, Dedicated Bandwidth <b>Conference Rate (3 Days)</b>	First Device	@	\$10995.00	\$11995.00	\$12995.00	
Wired Internet Enhanced: Each Additional Location	_____	@	\$ 595.00	\$ 625.00	\$ 775.00	
Each Additional Device	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
Each Additional IP Address	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
Switch rental – 5 or 8 Port	_____	@	\$ 75.00	\$ 75.00	\$ 75.00	
Switch rental – 12 or 16 Port	_____	@	\$ 125.00	\$ 125.00	\$ 125.00	

## VOICE CONNECTIVITY

IP Telephone	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	
IP Polycom Set Rental (Per Day)	_____	@	\$ 110.00	\$ 115.00	\$ 175.00	
Fax Line – Equipment Not Included	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	
POS Line – Equipment Not Included	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	

Please check type of **POS** connection required  Analog Phone Line  Wired Internet (Ethernet)

## DIGITAL SIGNAGE

Media Wall – 9 Screen Matrix Main Entrance, 15 Sec. Spot/ 60sec. loop / Day	_____	@	\$ 700.00	\$ 800.00	\$ 1000.00	
Main Entrance Package 3 Entrances, 15 Sec. Spot/ 60sec. loop / Day	_____	@	\$ 1600.00	\$ 1700.00	\$ 1900.00	
Digital Signs – Advertising Per Screen	_____	@	\$ 995.00	\$ 1195.00	\$ 1495.00	
Portable Digital Sign Rental 52" Rate Per Day	_____	@	\$ 550.00	\$ 650.00	\$ 795.00	
Portable Digital Sign Rental 80" Rate Per Day	_____	@	\$ 900.00	\$ 1000.00	\$ 1200.00	
Virtual Presence Device – BEAM Robot Per Day	_____	@	\$ 1200.00	\$ 1400.00	\$ 1500.00	
<b>CABLE TV- BELL IPTV</b> Set Top Box with HDMI Connection – Television Monitor Not Included	_____	@	\$ 325.00	\$ 365.00	\$ 520.00	

### Payment Information:

Make cheques payable to:  
**Vancouver Convention Centre**  
**1055 Canada Place**  
**Vancouver, B.C. Canada**  
**V6C 0C3**

### Payment method:

- Cash
- Cheque
- Visa
- MasterCard
- American Express
- Bank Wire Transfer - please inquire for additional details

SUB TOTAL	
5% GST #100432764	
7% PST #1001-0174	
TOTAL CANADIAN	

To fax your form or for further enquiries:

Call (604) 647-7206  
 Fax (604) 647-7325

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Print Name as it Appears on Card: \_\_\_\_\_

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: \_\_\_\_\_

Print Name and Title of Authorized Representative

## TERMS & CONDITIONS

1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
  - a) Payment for service must accompany service orders.
  - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
  - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
  - (b) restrict or inhibit any other user from using and enjoying the Internet;
  - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
  - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
  - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
  - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
  - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
  - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
  - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
  - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
  - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
  - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
    - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
    - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
    - (iii) restriction or inhibition imposed by a third party;
    - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
    - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
    - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
    - (vii) infringement of patents or other proprietary rights; or
    - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



# BOOTH VACUUMING & SHAMPOOING REQUEST 2017

This form is your official invoice – please keep a copy for your records

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

EVENT #: \_\_\_\_\_

### EVENT INFORMATION:

EVENT NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

EVENT DATES: \_\_\_\_\_

DATES VACUUMING REQUIRED: \_\_\_\_\_

### CUSTOMER INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

Street City Province/State Postal/Zip Code

CONTACT NAME: \_\_\_\_\_ TELEPHONE #: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS 200 SQ. FT. (10' X 20') OR UNDER					
	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only	
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 25.00 =	_____		
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 33.00 =	_____		

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS OVER 200 SQ. FT.					
	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.23 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.30 =	_____	

BOOTH CARPET SHAMPOOING					
	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$39.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.30 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$45.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.35 =	_____	

### PAYMENT INFORMATION:

Make Cheques Payable to:  
**Vancouver Convention Centre**  
1055 Canada Place  
Vancouver, B.C. Canada  
V6C 0C3

To fax your form or for further inquiries:

**Call (604) 647-7206**

**Fax (604) 647-7325**

**5.00% GST (#100432764)**

**Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.**

**SUB TOTAL**

**TOTAL CANADIAN**

- Cash       Cheque       Money Order
- Visa       MasterCard       American Express       Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Print Name as it Appears on Card: \_\_\_\_\_

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: \_\_\_\_\_

Print Name and Title of Authorized Representative

**SIGN/BANNER INSTALLATION & DISMANTLE  
REQUEST 2017**

This form is your official invoice – please keep a copy for your records

EVENT #:
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All Orders Must Be Accompanied By Payment  
All Prices Subject to Applicable Taxes  
All Prices Subject to Change Without Notice

**LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.**

**COMPLETED FORM REQUIRED ( SEPTEMBER 20, 2017) 21 DAYS PRIOR TO EVENT MOVE IN DATE**

BANNER (S) MUST ARRIVE ON SITE OCTOBER 10, 2017  
**EVENT INFORMATION**

BOOTH NUMBERS:
----------------

EVENT NAME: \_\_\_\_\_

EVENT DATES: \_\_\_\_\_

METHOD OF SHIPPING: \_\_\_\_\_

**CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)**

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

Street City Province/State Postal/Zip Code

CONTACT NAME: \_\_\_\_\_ TELEPHONE #: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_

**PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET– CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.**

<b>21 days prior with payment \$595.00 Canadian (25lbs &amp; under &amp; do not exceed 8 linear feet)</b>	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
<b>COST PER BANNER</b>	<b># OF BANNERS</b>	<b>SUB TOTAL</b>		<b>TOTAL CANADIAN</b>
<b>20 days prior with payment \$745.00 Canadian (25lbs &amp; under &amp; do not exceed 8 linear feet)</b>	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
<b>COST PER BANNER</b>	<b># OF BANNERS</b>	<b>SUB TOTAL</b>		<b>TOTAL CANADIAN</b>

**PAYMENT INFORMATION:**

Make cheques payable to:  
**VANCOUVER CONVENTION CENTRE  
1055 CANADA PLACE  
VANCOUVER, BC CANADA  
V6C 0C3**

**Advance orders with payment are 21 days prior to event move-in date. All orders must be accompanied by payment. Make all payments in Canadian Funds.**

**To fax your form or for Further inquiries**

**Call (604) 647-7206  
Fax (604) 647-7325**

- Cash     Cheque  
 Visa     MasterCard     American Express     Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Print Name as it Appears on Card: \_\_\_\_\_

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: \_\_\_\_\_  
Print Name and Title of Authorized Representative



**SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2017**  
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #:

**EVENT INFORMATION:**

EVENT NAME: \_\_\_\_\_

BOOTH NUMBERS:

EVENT DATES: \_\_\_\_\_

**DIAGRAM REQUIRED** – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

[Large empty box for drawing or attaching a diagram of the exhibition booth and banner placement.]

**PLEASE NOTE:**

Sign/Banners must arrive at Vancouver Convention Centre 2 business days prior to event move-in (see your arrival date indicated below).

**SIGN/BANNER SPECIFICATIONS:**

BOOTH SIZE \_\_\_\_\_

BANNER MATERIAL \_\_\_\_\_

BANNER LENGTH \_\_\_\_\_

# OF SIGNS/BANNERS TO BE HUNG \_\_\_\_\_

BANNER PLACEMENT (ie: centred to table):  
\_\_\_\_\_

BANNER HEIGHT FROM GROUND \_\_\_\_\_

BANNER WEIGHT \_\_\_\_\_

INSTALL DATE & TIME \_\_\_\_\_

DISMANTLE DATE & TIME \_\_\_\_\_

**ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, SEPTEMBER 20, 2017**

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 2 business days prior to move-in date.)

**YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON OCTOBER 10, 2017**

**SHIPPING INSTRUCTIONS:**

All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
c/o Vancouver Convention Centre  
With full mailing address to either the East or the West Building  
dependent on where your event is scheduled to take place.