



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

**EPIC: THE VANCOUVER SUN
 SUSTAINABLE LIVING EXPO**
 May 13 - 15, 2011
 Vancouver Convention Centre - West Building
 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.

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 4:00 P.M. Monday through Friday, Holidays excluded.

Material Handling Service includes the following: (advance and showsite)

- receiving the shipment and delivery to your booth
- removing the empty crates to a designated storage area
- returning crates at the close of the show
- loading crates onto an outbound carrier

All shipments are calculated separately. Shipments received at different times will not be consolidated.

ADVANCE WAREHOUSE RECEIVING - Delivery to warehouse between May 2 - 12, 2011

Shipment	Orders received & paid by Apr 30	Orders received & paid after Apr 30
4'x4'x4' skid/crate under 400 lbs	\$350.00 per skid/crate	\$400.00 per skid/crate
4'x4'x4' skid/crate over 400 lbs	\$450.00 per skid/crate (forklift service)	\$520.00 per skid/crate (forklift service)
Oversized (over 4'x4') skid/crate - regardless of weight	\$450.00 per skid/crate (forklift service)	\$520.00 per skid/crate (forklift service)
Any shipment requiring forklift	\$450.00 per unit	\$520.00 per unit
Loose shipments (unskidded) (\$95.00/\$110.00 minimum)	\$95.00 per 100 lbs	\$110.00 per 100 lbs

SHOW SITE RECEIVING - Delivery to venue no earlier than 8:00 am Thursday, May 12th, 2011

Shipment	Orders received & paid by Apr 30	Orders received & paid after Apr 30
4'x4'x4' skid/crate under 400 lbs	\$200.00 per skid/crate	\$230.00 per skid/crate
Oversized (over 4'x4') skid/crate (regardless of weight)	\$300.00 per skid/crate	\$345.00 per skid/crate
Any shipment requiring forklift (over 400lbs)	\$300.00 per skid/crate	\$345.00 per skid/crate
Loose shipments (unskidded) (\$65.00/\$75.00 minimum)	\$65.00 per 100 lbs	\$75.00 per 100 lbs
On Site Labour (loading/unloading; manual movement of shipment to and from booth)	\$50.00 per hour/per labourer (one hour minimum)	\$60.00 per hour/ per labourer (one hour minimum)

Description / per skid or per 100 lbs	Advance or Showsite	Rate	Estimated Total Charges
<i>EXAMPLE - 2 skids - 1 skid 200 lbs, 2nd skid 300 lbs</i>	Advance	\$350.00 per	\$700.00

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 Service Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Show Service Inc. is the official show contractor.

RATE ADJUSTMENT	(OFFICE USE ONLY)		
SUBTOTAL			
H.S.T. 12%			
TOTAL			

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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MATERIAL HANDLING ORDER FORM & INVOICE - cont'd

Outbound Material Handling Rates include:

- bringing materials from the event to Levy Show Service Inc. warehouse
- overnight storage (materials left past May 16, 2011 will be subject to daily storage fees)

OUTBOUND MATERIAL HANDLING RATES		
Shipment	Orders received & paid by Apr 30	Orders received & paid after Apr 30
4'x4'x4' skid/crate under 400 lbs	\$85.00 per skid/crate	\$100.00 per skid/crate
Oversized (over 4'x4') skid/crate - regardless of weight	\$120.00 per skid/crate	\$140.00 per skid/crate
Loose shipments (unskidded) (\$50.00/\$60.00 minimum)	\$50.00 per 100 lbs	\$60.00 per 100 lbs

Rescued Freight Shipping and Storage Rates include:

In accordance with the rules of the Vancouver Convention Centre, any material left in the exhibit hall at the end of the rental period (11:59 pm Sunday May 15) will be "rescued" from the floor (removed by the Material Handling contractor) at the expense of the exhibitor or organization that owns or is responsible for the materials. Prices include shipping to the Levy Show Service Inc. warehouse and one day of storage. Additional storage fees will apply after May 16.

FORCED FREIGHT SHIPPING AND STORAGE RATES	
Shipment	Rate
4'x4'x4' skid/crate under 400 lbs	\$150.00 per skid/crate
Oversized (over 4'x4') skid/crate (regardless of weight)	\$200.00 per skid/crate
Loose shipments (unskidded) (\$85.00 minimum)	\$85.00 per 100 lbs

Description / per skid or per 100 lbs	Advance or Showsite	Rate	Estimated Total Charges
<i>EXAMPLE - 2 skids - 1 skid 200 lbs, 2nd skid 300 lbs</i>	Advance	\$350.00 per	\$700.00
	RATE ADJUSTMENT (OFFICE USE ONLY)		
	SUBTOTAL		
	H.S.T. 12%		
	TOTAL		

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 Service Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Show Service Inc. is the official show contractor.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

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

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:

EPIC 2011 - BOOTH NO. & COMPANY NAME
12340 Horseshoe Way
Richmond, BC V7Z 4Z1

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of three business days in advance of the show move-in date. Shipments received less than three business days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 16:00, Monday to Friday, no earlier than **May 2, 2011** and no later than **May 12, 2011**.

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

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY SHOW SERVICE INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



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SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY SHOW SERVICE INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

EPIC 2011 - BOOTH NO. & COMPANY NAME
Vancouver Convention Centre - West Building
Via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3

SHIPMENTS TO VANCOUVER CONVENTION CENTRE - WEST for EPIC 2011 cannot arrive any earlier than 8:00 am on Thursday, May 12, 2011.

FORKLIFT SERVICE will ONLY be available May 12, 2011 from 10:00 am - 2:00 pm.

All direct shipments requiring forklift service must arrive between 10:00 am and 1:30 pm on May 12, 2011. Any shipments requiring forklift outside of those hours will incur additional charges. (minimum 4 hour call)

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

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

MATERIAL HANDLING

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

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

1. **DEFINITIONS.** "Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LSS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LSS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LSS labels; or Improper information on empty labels. LSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LSS highly recommends the securing of security services for Facility or Show Management. If any employee of LSS or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that LSS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LSS highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LSS by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup. In order to expedite removal of materials from the show site, LSS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by LSS at show site. LSS assumes no liability as a result of such re-routing or handling.
6. **LSS'S RESPONSIBILITIES.** LSS shall be responsible only for those services which it directly provides. LSS assumes no responsibility for any persons, parties, or other contracting firms not under LSS's direct supervision and control. LSS shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LSS's reasonable control, nor for ordinary wear & tear in the handling of materials. LSS and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to LSS in time to obtain the proper equipment.
7. **INSURANCE.** It is understood that LSS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LSS with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be submitted to LSS by the close of the show. No suit or action shall be brought against LSS or its subcontractors more than one year after the cause of action.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LSS for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LSS's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.30 per pound article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF BC WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN VANCOUVER, BC.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LSS, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgements, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labour secured through LSS, or the negligent supervision of such labour by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of CANADA or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LSS and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LSS for material handling and transportation services, waives and releases all claims against LSS, its employees, agents, officers, and directors, with respect to all matters for which LSS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Show Service Inc.
12340 Horseshoe Way
Richmond, BC V7A 4Z1

EVENT: EPIC 2011

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Show Service Inc.
12340 Horseshoe Way
Richmond, BC V7A 4Z1

EVENT: EPIC 2011

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

EVENT: EPIC 2011

BOOTH NO. _____ # _____ OF _____ PCS.

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

SHOWSITE

To: _____
EXHIBITOR NAME

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

EVENT: EPIC 2011

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 SHOWSITE.

If more labels are needed, copies are acceptable.