



EPIC: THE VANCOUVER SUN SUSTAINABLE LIVING EXPO

**SERVICE
CONTRACTOR
CONTACTS:**

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

LOCATION:

Vancouver Convention Centre – West Building
Via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3

EXHIBITOR MOVE-IN:

Thursday, May 12, 2011 SE Section 8:00 am – 1:00 pm
Thursday, May 12, 2011 NW Section 1:00 pm – 5:00 pm
SEE TARGET MOVE IN FLOORPLAN

*No vehicles will be allowed on the show floor after 5:00pm.
Once offloaded, as per your target move in schedule,
exhibitors may continue set-up until midnight.*

Friday, May 13, 2011 7:00 am – 11:00 am
No vehicles will be permitted on the show floor.

EXHIBITION DATES:

Friday, May 13, 2011 1:00 pm – 8:00 pm
Saturday, May 14, 2011 11:00 am – 7:00 pm
Sunday, May 15, 2011 11:00 am – 5:00 pm

EXHIBITOR MOVE-OUT:

Sunday, May 15, 2011 5:00 pm - Midnight

BOOTH EQUIPMENT:

each 10' x 10' booth space comes with the following:
▪ 8' high drapery backwall – black
▪ 3' high drapery sidewall – black

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **April 28, 2011**.

QUICK FACTS

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



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

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

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER		<i>All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
ADDRESS	street	city	state/province	zip/postal code	country	
PHONE	FAX	P/O Number	E-MAIL			
AUTHORIZED CONTACT SIGNATURE X			AUTHORIZED CONTACT - PLEASE PRINT			

PAYMENT INFORMATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> CHEQUE		EXPIRY DATE		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CARDHOLDER'S BILLING ADDRESS		city		state/province		zip/postal code		country			
CARDHOLDER'S SIGNATURE X				CARDHOLDER'S NAME - PLEASE PRINT							

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

CALCULATION OF ORDER FORMS

	TOTAL FROM EACH ORDER FORM
Carpet, Drape, & Complements Rental Order Form	\$ <input type="text"/>
Table and Chair Rental Order Form	\$ <input type="text"/>
Accessories Rental Order Form.....	\$ <input type="text"/>
Furniture Rental Order Form.....	\$ <input type="text"/>
Executive Furniture Rental Order Form.....	\$ <input type="text"/>
Hardwall System Rental Order Form	\$ <input type="text"/>
Graphics and Sign Order Form.....	\$ <input type="text"/>
Plant & Flower Rental Order Form	\$ <input type="text"/>
Audio Visual & Computer Form.....	\$ <input type="text"/>
Labour Order Form & Invoice	\$ <input type="text"/>
Other LSS Services	\$ <input type="text"/>
Other LSS Services	\$ <input type="text"/>
FULL PAYMENT IN CANADIAN FUNDS	\$ <input type="text"/>

To simplify payment, send one cheque payable to Levy Show Service Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Cheque no. Dated in the amount of \$



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CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	171.00	224.00	
10 ft. X 20 ft.	342.00	448.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.71	2.24	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.81	3.69	

Blue Red Burgundy Hunter Green

BLACK & GREY CARPET SELECTIONS

Size - 10 ft. X 10 ft.	181.00	238.00	
10 ft. X 20 ft.	362.00	476.00	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.81	2.38	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.91	3.82	

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.	1.45	1.91	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.01	1.32	

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$6.66/ft	\$9.06/ft	
_____ lin. ft. of 8' high drape	\$9.02ft	\$12.27/ft	

Blue Red Burgundy Silver White Black
 Hunter Green

COMPLEMENTS (Also see Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	19.00	25.00	
	Tropical plants - 3'- 4'	80.00	105.00	
	Potted flowers	46.00	61.00	
	Chrome stanchion	39.00	52.00	
	Velour stanchion rope - red (max. length 7.5 ft)	39.00	52.00	
	Retractable stanchion (max. belt length 6 ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	46.00	61.00	
	Table Top Plexi Box	90.00	116.00	
	Large glass bowl	54.00	70.00	

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
H.S.T. 12%	
TOTAL	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM


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


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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		73.00	96.00	
6' x 2' Skirted		83.00	109.00	
8' x 2' Skirted		96.00	126.00	
Fourth side of table skirted		32.00	42.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		54.00	71.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Hunter Green				

 TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		112.00	147.00	
6' x 2' Skirted		123.00	161.00	
8' x 2' Skirted		136.00	178.00	
Fourth side of table skirted		38.00	50.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		67.00	88.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

 WHITE PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		69.00	90.00	
27" Table height		75.00	98.00	
40" Counter height		80.00	105.00	

 BLACK PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		80.00	105.00	
27" Table height		85.00	112.00	
40" Counter height		93.00	122.00	

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		47.00	62.00	
 FABRIC ARMCHAIR - GREY		80.00	105.00	
 FOLDING CHAIR		31.00	41.00	
 FABRIC HIGHBACK SWIVEL STOOL		126.00	165.00	
 LEATHER EXECUTIVE CHAIR - BLACK		106.00	139.00	
 FABRIC STENO CHAIR		73.00	96.00	
 PADDED BAR STOOL - BLACK		60.00	79.00	
 PADDED HIGH BACK STOOL		104.00	136.00	

COST SUMMARY		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
H.S.T. 12%		
TOTAL		

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 TABLE-CHAIR 2011.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)









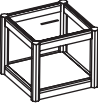
JEWELRY CASE (WHITE)





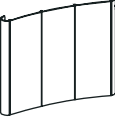

SHOW CASE (WHITE)

ACCESSORIES RENTAL ORDER FORM & INVOICE




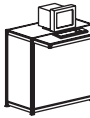
ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		128.00	167.00	
 WIRE LITERATURE RACK 20 pockets for 8.5" x 11" material		99.00	130.00	
 CHROME BAG HOLDER		55.00	71.00	
 COAT TREE		55.00	71.00	
 WASTE BASKET		19.00	25.00	
 BAR FRIDGE		157.00	206.00	
 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		90.00	116.00	

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		62.00	80.00	
 CHROME SIGN HOLDER 22" x 28"		67.00	88.00	
 POP-UP BOOTH 8 ft. Fabric Panels Velcro compatible <input type="checkbox"/> Light fixtures \$95.00/per (set of two) <input type="checkbox"/> Black		478.00	626.00	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		169.00	221.00	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		White 210.00	White 275.00	
		Black 285.00	Black 373.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		272.00	356.00	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		283.00	371.00	
 COMPUTER COUNTER White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$20.00 each)		262.00	343.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

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SUBTOTAL		
H.S.T. 12%		
TOTAL		

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 ACCESSORIES 2011.cdr

Furniture



LEATHER SOFA
(BLACK)



LEATHER LOVESEAT
(BLACK)



LEATHER LOUNGE CHAIR
(BLACK)



PADDED HIGHBACK CHAIR
(GREY)



FABRIC STENO CHAIR
(BLACK)



LEATHER EXECUTIVE CHAIR
(BLACK)



FABRIC HIGHBACK SWIVEL STOOL
(GREY)



FOLDING CHAIR
(BLACK)



FABRIC SLED BASE CHAIR
(GREY)



PADDED BAR STOOL
(BLACK)





ROUND PEDESTAL TABLE
(WHITE, BLACK OR OAK)



WOOD COFFEE
TABLES

FURNITURE RENTAL ORDER FORM & INVOICE





LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
 LEATHER SOFA - BLACK			398.00 521.00	
 LOVESEAT - BLACK			314.00 412.00	
 LOUNGE CHAIR - BLACK			199.00 260.00	

CHAIRS

 FABRIC ARMCHAIR - GREY			80.00 105.00	
 FABRIC STENO CHAIR			73.00 96.00	
 LEATHER EXECUTIVE CHAIR - BLACK			106.00 139.00	
 FABRIC HIGHBACK SWIVEL STOOL - GREY			126.00 165.00	
 FOLDING CHAIR			31.00 40.00	
 FABRIC SLED BASE CHAIR - GREY			47.00 62.00	
 PADDED BAR STOOL - BLACK			60.00 78.00	
 PADDED HIGH BACK STOOL			104.00 136.00	

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
   White Black Oak ROUND PEDESTAL TABLE 30" Diameter				
17" Coffee Table Height - white		69.00	90.00	
17" Coffee Table Height - black		80.00	105.00	
17" Coffee Table Height - oak		114.00	149.00	
27" Table Height - white		75.00	98.00	
27" Table Height - black		85.00	112.00	
27" Table Height - oak		126.00	165.00	
40" Counter Height - white		80.00	105.00	
40" Counter Height - black		93.00	122.00	
40" Counter Height - oak		138.00	180.00	
 WOOD COFFEE TABLE 48" x 24" x 16" high		139.00	181.00	
 WOOD END TABLE 22" x 20" x 19" high		104.00	136.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

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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
MODEL 110 Basic - 1 straight header sign Deluxe - 1 curved header sign and 3 ft stepdown sidewalls		1,360.00 1,524.00	1,836.00 2,057.00	
MODEL 120 Basic - Corner booth with oversize counter, 1 curved header sign Deluxe - Basic plus 1 additional curved header sign and 1 enclosed corner counter top		1,617.00 2,029.00	2,183.00 2,739.00	
MODEL 130 Basic - 1 curved header sign Deluxe - Basic plus horizontal and vertical combination backwall panels		1,360.00 1,926.00	1,836.00 2,600.00	
MODEL 140 Basic - 1 oversize curved header sign with curved sidewall panels Deluxe - Basic plus 2 built in counters with sliding doors & 3ft stepdown sidewalls		1,648.00 2,163.00	2,225.00 2,920.00	

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

MODEL 210 Basic - 1 straight header sign Deluxe - 1 curved header sign and 3 ft stepdown sidewalls		2,009.00 2,215.00	2,712.00 2,990.00	
MODEL 220 Basic - Corner booth with oversize counter, 1 curved header sign & storage room (not lockable) Deluxe - Basic plus 1 additional curved header sign and lockable storage room		2,771.00 3,492.00	3,741.00 4,714.00	
MODEL 230 Basic - 1 curved header sign and storage room (not lockable) Deluxe - Basic plus horizontal & vertical combo backwall panels, 3ft stepdown walls & lockable storage room		3,131.00 3,698.00	4,227.00 4,992.00	
MODEL 240 Basic - 1 oversize curved header sign with curved sidewall panels Deluxe - Basic plus 3 built in counters with sliding door & 3 ft stepdown sidewalls		3,512.00 4,182.00	4,741.00 5,646.00	

OPTIONS & INFORMATION

- HARDWALL PANEL (non fabric) SELECTION**
 White
- FABRIC PANEL COLOUR SELECTIONS**
 Blue Silver Black
- CARPET COLOUR SELECTIONS**
 Blue Red Hunter Green Burgundy Grey Black
- HEADER TO READ** (up to 20 characters, black lettering on white)

Header One

Header Two

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

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		54.00	73.00	
Angled shelf, .25m deep x 1m long		73.00	99.00	
150 watt arm light, power NOT included		76.00	107.00	
2m white curve counter WITH inside shelf, NO doors		679.00	917.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		147.00/m	198.00/m	

COST SUMMARY

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H.S.T. 12%		
TOTAL		

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 HARDWALL 2011 H 10x10.cdr

HARDWALL SYSTEM 10' x 10' EXHIBITS

MODEL 110 - 10'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 110

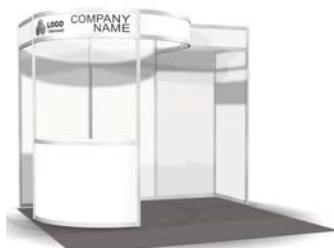


DELUXE MODEL 110

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 colored fabric backwalls
 - Carpet
- Please fill in carpet color selection on order form

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



HARDWALL SYSTEM 10' x 20' EXHIBITS

MODEL 210 - 10'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 210

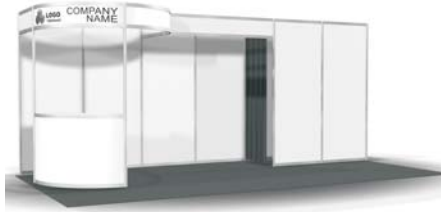


DELUXE MODEL 210

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 colored fabric backwalls
 - Carpet
- Please fill in carpet color selection on order form

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





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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	40.00	62.00	
	7" x 44"	44.00	66.00	
	11" x 14"	47.00	69.00	
	14" x 22"	55.00	76.00	
	22" x 28"	72.00	102.00	
	28" x 44"	131.00	183.00	

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

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	2.46	4.21	
	Easel back on sign (Up to 22" x 28")	8.65	14.80	
	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)	\$20.00	\$26.00	

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		
H.S.T. 12%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **April 28, 2011**. We reserve the right to adjust orders calculated incorrectly.

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



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

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	46.00	61.00	
	Boston fern	57.00	74.00	
	Hanging green plant	57.00	74.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	80.00	105.00	
	4' - 5' tall floor plant	107.00	140.00	
	6' tall floor plant	132.00	173.00	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	116.00	152.00	
	Large floral arrangement	150.00	197.00	

Please indicate color preference here, if any: _____

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

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____
 CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
H.S.T. 12%		
TOTAL		

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

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AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
FLAT SCREEN DISPLAYS FOR VIDEO & COMPUTER					
	52" LCD Monitor c/w Speakers 16:9 Ratio 1920 x 1080	\$650.00	\$845.00		
	42" LCD Monitor c/w Speakers 16:9 Ratio 1920 x 1080	\$400.00	\$520.00		
	37" LCD Monitor c/w Speakers 16:9 Ratio 1920 x 1080	\$275.00	\$358.00		
	32" Video/XGA LCD Monitor c/w Speakers 16:9 Ratio 1366 x 768	\$200.00	\$260.00		
	20" LCD Monitor c/w Speakers 3:4 Ratio	\$90.00	\$117.00		
	Flat Monitor Floorstand (for use with rental monitors 32" and greater only)	\$50.00	\$65.00		
	Flat Monitor Floorstand with Shelf (for use with rental monitors 32" and greater only)	\$70.00	\$91.00		
	42" or 48" Black Skirted Video Cart	\$25.00	\$33.00		
FLAT SCREEN DISPLAYS FOR COMPUTER ONLY					
	24" LCD Flatscreen High Resolution WS Monitor 16:9 Ratio 1280 x 1024	\$100.00	\$130.00		
	20" Widescreen LCD Monitor 16:9 Ratio 1280 x 1024	\$100.00	\$130.00		
	17" LCD Flatscreen Monitor 3:4 Ratio 1280 x 1024	\$60.00	\$78.00		
PROJECTION					
	4', 5', 6' Projection Screen (please call for larger options)	\$50.00	\$65.00		
	XGA Projector, 2600 Lumens (please call for brighter options)	\$350.00	\$455.00		
	42" or 48" Black Skirted Video Cart	\$25.00	\$33.00		
VIDEO PLAYERS					
	DVD Player - Multi Zone	\$60.00	\$78.00		
	Blu Ray Disc Player	\$150.00	\$195.00		
VIDEOWALLS					
	BARCO LED Wall 6mm	Please Call			
AUDIO EQUIPMENT					
	Booth Speaker System c/w 2-Speakers, 1-Mixer/amp (P.A. System)	\$130.00	\$173.00		
	Booth Audio System c/w 2 Speakers, 1 mixer/amp, 1 wireless Mic, 1CD Player	\$300.00	\$390.00		
	Wireless Handheld, Lapel, or headset Microphone (requires P.A. system)	\$140.00	\$182.00		
	CD Player (Req P.A. System)	\$50.00	\$65.00		
	Wired Microphone (Specify: Podium ___ Table ___ Floor ___) Req. P.A. System	\$30.00	\$39.00		
COMPUTERS & COMPUTER ACCESSORIES					
	17" Notebook Computer	\$250 day/\$325 show	\$325 day/\$423 show		
	Desktop PC P4, c/w 17" LCD	\$250 day/\$325 show	\$325 day/\$423 show		
	Powered Stereo Speakers	\$50 Day/\$65 Show	\$65 day/\$85 show		
	4250+ USB/PARALLEL/10/100 Laser Printer	\$150 Day/\$195 Show	\$195 day/\$254 show		
	Colour laser printer available upon request				
	Ethernet 10/100 8 Port DSC Router	\$50 Day/\$65 Show	\$65 day/\$85 show		
	Premium Laser Printer Paper (500 sheets)	\$20.00	\$26.00		



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SPECIAL INSTRUCTIONS

RENTAL AGREEMENT

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

SUPPLEMENTARY CONDITIONS

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

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

SOFTWARE CONDITIONS

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

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

***** INSTALLATION LABOUR *****

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH #

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
TRANSPORTATION & INSTALLATION *		\$135.00
SUBTOTAL		
H.S.T. 12%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE

will be applied to all orders not received and paid in full by **April 28, 2011**. We reserve the right to adjust orders calculated incorrectly.

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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.

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.

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

LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	\$79.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday, 8:00 AM - 4:00 PM Saturday	\$107.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	\$137.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$79.00 per Hour	\$_____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	\$107.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$137.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	\$79.00 per Hour	\$_____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	\$107.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	\$137.00 per Hour	\$_____ Total	

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

Quantity of Ladders Required (Optional) _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
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

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

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



**EPIC: THE VANCOUVER SUN
SUSTAINABLE LIVING EXPO**

May 13 – 15, 2011

Vancouver Convention Centre – West Building
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 Anita MacLeod at 604 277 1726 or amacleod@levyshow.com for any assistance you may require to ensure your event is successful.