



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

CANADIAN LABORATORY MEDICINE CONGRESS
 June 6 - 7, 2011
 Fairmont Hotel Vancouver
 Vancouver, BC

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

PAYMENT INFORMATION

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

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

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape, & Complements Rental Order Form	\$	<input type="text"/>
Table and Chair Rental Order Form	\$	<input type="text"/>
Accessories Rental Order Form.....	\$	<input type="text"/>
Furniture Rental Order Form.....	\$	<input type="text"/>
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"/>
Exhibit Booth Cleaning Order Form	\$	<input type="text"/>
Electrical & Lighting Order Form	\$	<input type="text"/>
Labour Order Form & Invoice	\$	<input type="text"/>
Material Handling Order Form	\$	<input type="text"/>
FULL PAYMENT IN CANADIAN FUNDS	\$	<input type="text"/>

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

Charge my credit card in the amount of \$

Cheque no. Dated in the amount of \$



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CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 8 ft. X 10 ft.	171.00	224.00	
8 ft. X 20 ft.	342.00	448.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.14	2.80	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.81	3.69	

Blue Red Burgundy Hunter Green

BLACK & GREY CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 8 ft. X 10 ft.	181.00	238.00	
8 ft. X 20 ft.	362.00	476.00	
Other sizes in 8' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.26	2.98	
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	\$9.02/ft	\$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		

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 CARPET-DRAPE 2011 8 x 10.cdr


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

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SUBTOTAL		
H.S.T. 12%		
TOTAL		

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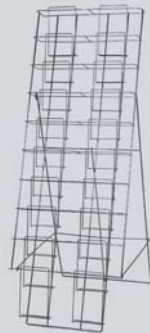
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LEVY Accessories



1 >> Aluminum Folding Literature Rack



2 >> Wire Literature Rack - black



3 >> Chrome Bag Holder



4 >> Coat Tree



5 >> Waste Basket



6 >> Bar Fridge (colours vary)



7 >> Table Top Plexi Draw Box (table not included)



8 >> Aluminum Easel



9 >> Chrome Sign Holder



10 >> Pop-Up Booth



11 >> Fabric Poster Board (horizontal or vertical)



12 >> Counter - white or black



13 >> Jewelry Case - white









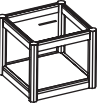
14 >> Show Case - white



15 >> Computer Counter - white

ACCESSORIES RENTAL ORDER FORM & INVOICE



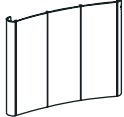
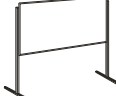
ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		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	




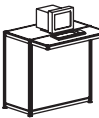
EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		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
 WHITE COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		210.00	275.00	
 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 <input type="checkbox"/> Black or <input type="checkbox"/> White base - 20" x 28" x 40" tall 12" keyboard extension Sliding doors <input type="checkbox"/> Lock (\$20.00 each)		262.00	343.00	

COST SUMMARY

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H.S.T. 12%		
TOTAL		

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 ACCESSORIES 2011.cdr



A >> Leather Sofa - *black*



B >> Leather Loveseat - *black*



C >> Leather Lounge Chair - *black*



D >> Fabric Sled Base Arm Chair - *black*



E >> Fabric Steno Chair - *black*



F >> Leather Executive Chair - *black*



G >> Fabric Highback Swivel Stool - *grey*



H >> Folding Chair - *black*



I >> Fabric Sled Base Chair - *grey*



J >> Padded Bar Stool - *black*



K >> Round Pedestal Table
black, white or oak (17" h, 27" h & 40" h)






L >> Wood Coffee Table

M >> Wood End Table

FURNITURE RENTAL ORDER FORM & INVOICE


LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
 LEATHER SOFA - BLACK		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

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CONTACT _____ **BOOTH#** _____

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 FURNITURE 2011.cdr

Executive Furniture

LEVY

RED




VANCOUVER
LOUNGE CHAIR

WHITE


RED




VANCOUVER
LOVE SEAT

WHITE


BLACK


RED




VANCOUVER
SOFA

WHITE


BLACK




WHITE SCULPTED
LOUNGE



WHITE SCULPTED
LOVE SEAT



WHITE YALETOWN
PADDED STOOL

WHITE




BLACK


ROBSON PADDED
STOOL



24" x 48"
MAHOGANY COFFEE TABLE



24" x 24"
MAHOGANY END TABLE



24" x 48"
CHROME / PLEXI COFFEE TABLE



18" x 18"
CHROME / PLEXI END TABLE



MAHOGANY EXECUTIVE DESK



72"
MAHOGANY BOOKSHELF



42"
ROUND MEETING TABLE



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EXECUTIVE FURNITURE RENTAL ORDER FORM & INVOICE

SEE COLOURED FURNITURE PAGE FOR PICTURES

LOUNGE FURNITURE

Description	Qty.	Discount Rate	Standard Rate	Total
VANCOUVER LOUNGE CHAIR <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Red		250.00	328.00	
VANCOUVER LOVESEAT <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Red		370.00	485.00	
VANCOUVER SOFA <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Red		450.00	590.00	
WHITE SCULPTED LOUNGE		250.00	328.00	
WHITE SCULPTED LOVESEAT		370.00	485.00	
WHITE SCULPTED SOFA		450.00	590.00	
WHITE YALETOWN PADDED STOOL		70.00	92.00	
ROBSON PADDED STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		70.00	92.00	

TABLES AND DESK

Description	Qty.	Discount Rate	Standard Rate	Total
CHROME/PLEXI COFFEE TABLE		150.00	197.00	
CHROME/PLEXI END TABLE		115.00	151.00	
MAHOGANY COFFEE TABLE w/chrome accents		150.00	197.00	
MAHOGANY END TABLE w/chrome accents		115.00	151.00	
MAHOGANY BOOKSHELF		95.00	124.00	
MAHOGANY EXECUTIVE DESK		135.00	177.00	
ROUND MEETING TABLE D 42" x H 30"		130.00	170.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

SPECIAL INSTRUCTIONS

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 EXECUTIVE FURNITURE 2010.cdr



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HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

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

Description	Qty	Discount Rate	Standard Rate	Total
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	

8' 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	

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 HARDWALL 2011 H 8x10.cdr

HARDWALL SYSTEM 8' x 10' EXHIBITS

MODEL 110 - 8'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote

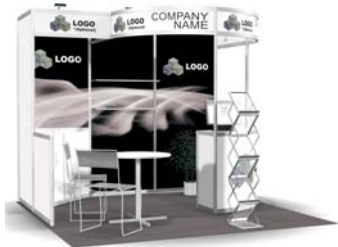


BASIC MODEL 110

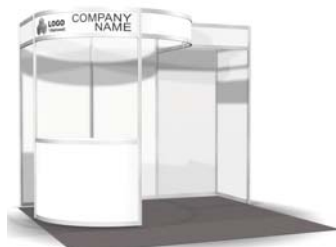


DELUXE MODEL 110

MODEL 120 - 8'x10' CORNER



OPTIMUM DISPLAY - call for quote



BASIC MODEL 120



DELUXE MODEL 120

MODEL 130 - 8'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 130



DELUXE MODEL 130

MODEL 140 - 8'x10' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 140



DELUXE MODEL 140

BASIC HARDWALL PACKAGE INCLUDES

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

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

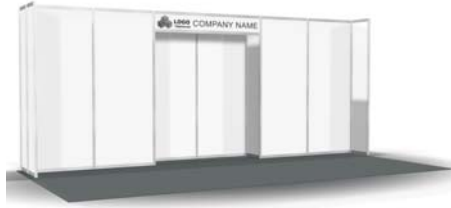


HARDWALL SYSTEM 8' x 20' EXHIBITS

MODEL 210 - 8'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 210



DELUXE MODEL 210

MODEL 220 - 8'x 20' CORNER



OPTIMUM DISPLAY - call for quote



BASIC MODEL 220



DELUXE MODEL 220

MODEL 230 - 8'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 230



DELUXE MODEL 230

MODEL 240 - 8'x 20' CORNER OR INLINE



OPTIMUM DISPLAY - call for quote



BASIC MODEL 240



DELUXE MODEL 240

BASIC HARDWALL PACKAGE INCLUDES

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

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





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

CANADIAN LABORATORY MEDICINE CONGRESS
 June 6 - 7, 2011
 Fairmont Hotel Vancouver
 Vancouver, BC

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 **May 20, 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



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CANADIAN LABORATORY MEDICINE CONGRESS
 June 6 - 7, 2011
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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

COST SUMMARY

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

EXHIBITOR INFORMATION

COMPANY _____
 CONTACT _____ **BOOTH#** _____

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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CANADIAN LABORATORY MEDICINE CONGRESS
 June 6 - 7, 2011
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 Vancouver, BC

AUDIO VISUAL AND COMPUTER ORDER FORM & INVOICE

QTY	EQUIPMENT AVAILABLE	Discount Order Daily Rate	Standard Order Daily Rate	# of days	TOTAL
FLAT SCREEN DISPLAYS 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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CANADIAN LABORATORY MEDICINE CONGRESS
June 6 - 7, 2011
Fairmont Hotel Vancouver
Vancouver, BC

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 **May 20, 2011**. 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.
 HST #R103315057



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CANADIAN LABORATORY MEDICINE CONGRESS
 June 6 - 7, 2011
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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING EMPTYING OF WASTEBASKETS GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day			
_____ X	_____	X \$0.43 =	_____
100 Square Feet Minimum Order	Total Number of Days		

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day			
_____ X	_____	X \$0.52 =	_____
100 Square Feet Minimum Order	Total Number of Days		

ADDITIONAL INFORMATION

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

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

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

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

SPECIAL INSTRUCTIONS

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

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

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ELECTRICAL & LIGHTING ORDER FORM & INVOICE

ELECTRICAL SERVICE

Description	Quantity	Discount Rate	Standard Rate	Total
115 Volt duplex outlet 750 Watts 7 ½ Amps		102.00	138.00	
115 Volt duplex outlet 1500 Watts 15 Amps		126.00	170.00	
208 Volt service single phase 15 Amps		229.00	309.00	
208 Volt service single phase 20 Amps		249.00	337.00	
208 Volt service single phase 30 Amps		281.00	380.00	
208 Volt service single phase 40, 50, 60 Amps		406.00	548.00	
208 Volt service three phase 15 Amps		315.00	425.00	
208 Volt service three phase 20 Amps		401.00	541.00	
208 Volt service three phase 30 Amps		505.00	682.00	
208 Volt service three phase 60, 100, 200 Amps		591.00	798.00	
Tie in service, additional labour charge ½ hour minimum		On Request		

LIGHTING SERVICE (Does NOT include electrical service)

Double light unit (for drapery booths) two x 150 Watts		97.00	131.00	
Armlight with 150 watt bulb (for hardwall booths)		92.00	124.00	
Extension Cord		34.00	46.00	
Power Bar		46.00	63.00	

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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CANADIAN LABORATORY MEDICINE CONGRESS
 June 6 - 7, 2011
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LABOUR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY SHOW SERVICE INC. SUPERVISED

MOVE IN MOVE OUT

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

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

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

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

Supervisor's name _____

Labour will be dispatched to your booth space at the time specified. Please ensure that your supervisor is present as hourly labour charges will begin at start time indicated below.

LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	\$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) _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
H.S.T. 12%		
TOTAL		

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 labor provided by LSS but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LSS includes any and all violations of Federal, Province or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by LSS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LSS's MATERIAL HANDLING TERMS AND CONDITIONS FORM AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LSS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LSS.

TERMS & CONDITIONS





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MATERIAL HANDLING ORDER FORM & INVOICE

This form must be sent prior to shipping for your shipment to be off loaded and signed for at show-site.
 Shipments arriving at different dates or times will be billed individually and weights will not be consolidated.

When recording weight, round up to the next one hundred (100)lbs. Example: 445 lbs = 500 lbs

NOTE: for shipments requiring customs clearance, please see the Official Customs Broker information.

ADVANCE RECEIVING

Number of pieces	Description (cartons, crates, pallets, etc.)	Total weight in lbs. - min. 200 lbs (round up to the next 100 lbs)	Rate \$88.00/100 lbs	Total charges
EXAMPLE: 6	CRATES	800 LBS	\$88.00 / 100	\$ 704.00

FOR ADVANCE RECEIVING PLEASE HAVE YOUR SHIPMENTS SENT TO THE FOLLOWING ADDRESS:
CANADIAN LABORATORY MEDICINE CONGRESS
 3985 Still Creek Avenue
 Burnaby, BC V5C 4E2
BETWEEN April 27, 2011 and May 20, 2011

SHOW-SITE RECEIVING

Number of pieces	Description (cartons, crates, pallets, etc.)	Total weight in lbs. - min. 200 lbs (round up to the next 100 lbs)	Rate \$68.00/100 lbs	Total charges

PLEASE REFER TO YOUR EXHIBITOR MANUAL FOR SHOW-SITE DELIVERY DATES AND TIMES.

PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to LSS's warehouse or to a SHOW / EXPOSITION SITE for which Levy Show Service inc. is the official show contractor.

SPECIAL EQUIPMENT RENTAL

If your shipment requires any special equipment or service to raise, or level during assembly, etc. prior arrangements must be made with Levy Show Service Inc.'s Material Handling Department at 604 277 1726.

CARRIER (Please fill in name and other info.)

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

HST#R103315057

MATERIAL 3(hotel) - 2011.cdr



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CANADIAN LABORATORY MEDICINE CONGRESS
June 6 - 7, 2011
Fairmont Hotel Vancouver
Vancouver, BC

SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

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

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

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

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

CANADIAN LABORATORY MEDICINE CONGRESS - BOOTH NO. & COMPANY NAME
3985 Still Creek Avenue
Burnaby, BC V5C 4E2

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of three business days in advance of the show move-in date. Shipments received less than three business days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 16:00, Monday to Friday, no earlier than **April 27, 2011** and no later than **May 20, 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



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

CANADIAN LABORATORY MEDICINE CONGRESS
June 6 - 7, 2011
Fairmont Hotel Vancouver
Vancouver, BC

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING (CONT'D.)

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

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

CANADIAN LABORATORY MEDICINE CONGRESS - BOOTH NO. & COMPANY NAME
Fairmont Hotel Vancouver
900 West Georgia Street
Vancouver, BC V6C 2W6

PLEASE REFER TO YOUR EXHIBITOR MANUAL FOR SHOW-SITE DATES AND TIMES.
Shipments must include an official weight ticket or bill of lading.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

TERMS & CONDITIONS

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

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

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





EVENTS ON THE MOVE

Customs & Freight Logistics

Customs Brokerage

**Shipping and customs
brokerage for meetings
and conventions**

Events on the Move is proud to be the official Customs Broker for Levy Show Service Inc.

Events on the Move makes your international shipping easy and stress-free. Our experienced team of customs knowledgeable staff will complete all of your customs documentation – ensuring top priority for customs clearance.

Because Events on the Move specializes in the special events industry we understand the time sensitivity of your freight. Your event may qualify for special privileges made available by Canada Customs. These privileges can include clearing your shipment on-site – rather than at the border. We can also bring your goods in Duty and Tax free.

We know you can't afford to have your shipment stuck in customs. No matter where you are in the world, we'll ensure your shipments move seamlessly into Canada and delivered right to your event.

Our customs brokerage services include:

- Recognizing your event with Canada Customs
- Application for Duty and Tax Free shipping as well as on-site customs clearances
- Consultation and advice for exhibitors and delegates to ensure a hassle free experience
- Working in conjunction with your selected carrier, we can streamline shipping into Canada
- Expedited Customs Clearance
- 24 hour 7 day support for your event
- On-site customer service to ensure your event move-in and move-out on time and without delay

Official Partners with:



and Official Supplier to:



Your contact at Events on the Move is:

*Robyn Adams, Account Manager
604-647-0130*

radams@eventsonthemove.com

Events on the Move.....Everything should be this easy!

www.eventsonthemove.com



EVENTS ON THE MOVE

Customs & Freight Logistics

Shipping & Transportation

Shipping and customs brokerage for meetings and conventions

Events on the Move is proud to be the official Shipping and Transportation partner for Levy Show Service Inc.

When you ship with Events on the Move, you enjoy peace of mind, flexibility and cost savings.

As a freight forwarder, Events on the Move has the flexibility to choose the best carrier to meet your needs. We have limitless options for shipping and will match you with the carrier that's right for the job.

We can move anything from anywhere in the world – whether it's a small box that needs to be shipped overnight or a large crate that needs to travel around the globe. One of our reliable carriers is in your neighborhood and ready to pick up your shipment from any location. Choose one of our many flexible shipping options from overnight expedited service to an economical ground or ocean service.

We complete all of the paperwork for you and will even complete your shipping labels – making it even easier to ship with us. We'll safeguard your materials by making sure you have the opportunity to select adequate cargo insurance.

Just pack up your shipment and give us a call. We'll take care of the rest!

Official Partners with:



and Official Supplier to:



Your contact at Events on the Move is:

*Robyn Adams, Account Manager
604-647-0130*

radams@eventsonthemove.com

Events on the Move.....Everything should be this easy!

www.eventsonthemove.com

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.