



Fan Expo Vancouver

QUICK FACTS

SERVICE CONTRACTOR CONTACT:

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

LOCATION:

Vancouver Convention Centre – East
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, BC Canada V6C 3C1

EXHIBITOR MOVE-IN:

Thursday, November 9, 2017	Noon – 4:00 pm **by appointment only** 4:00 pm – 10:00 pm **move in by zone**
Friday, November 10, 2017 ** Artist Alley Move-in**	7:00 am – Noon

EXHIBITION DATES:

Friday, November 10, 2017	2:00 pm – 8:00 pm
Saturday, November 11, 2017	10:00 am – 7:00 pm
Sunday, November 12, 2017	10:00 am – 5:00 pm

EXHIBITOR MOVE-OUT:

Sunday, November 12, 2017 5:00 pm – 10:00 pm

BOOTH EQUIPMENT:

Retail Booth Spaces:
Each 8' x 8' Retail Booth space includes:

- 8' high drapery backwall – teal/silver/silver/teal
- 3' high drapery sidewall – black
- 1 – 8' x 2' unskirted table
- 2 – Chairs

Artist Alley Standard Booths:
Each 5' x 6' Artist Alley standard table top space includes:

- 1 – 6' x 2' skirted table - black
- 2 – Folding chairs

***does not include drapery backwall or side walls*

Artist Alley Premium End Cap:
Each 5' x 12' Artist Alley Premium End Cap space includes:

- 3' high drapery backwall – black
- 2 – 6' x 2' skirted tables – black
- 2 – Folding chairs

***does not include drapery sidewalls*



Community Booths:

Each 10' x 10' Community Booth space includes:

- 8' high drapery backwall – teal/silver/silver/teal
- 3' high drapery sidewall – black
- 1 – 8' x 2' skirted table - black
- 2 – Folding chairs

Corporate Booths:

Each Corporate Booth space includes:

- 8' high drapery backwall – teal/silver/silver/teal
- 3' high drapery sidewall – black
- 1 – 8' x 2' skirted table - black
- 2 – Folding chairs

*****There are no furniture or drapery inclusions within this section for booths greater than 400 square feet*****

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

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **October 27, 2017**.

**OVERTIME MATERIAL
HANDLING SURCHARGE:**

Overtime charges will apply to our Material Handling Services as the Move-Out will continue past 5:00 pm on **Sunday, November 12, 2017**

It is recommended that all shipments are sent to Levy's advance warehouse to expedite the move in process.

**FACILITY LOADING
DOCK RESTRICTIONS:**

The Vancouver Convention Centre Loading Docks can NOT accommodate any transport vehicles larger than a 5 ton truck. A pup or 53' trailer will not have access to the loading docks.

SHIPPING:

LEVY LOGISTICS offers very reliable transportation and customs services for all of your exhibition materials. We provide seamless service from your location to the facility and return. Levy Logistics makes shipping your freight easy.

RESCUED FREIGHT:

All freight left on the show floor after 10:00 pm will be rescued by the official carrier.

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.



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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM						
COMPANY		BOOTH NUMBER				
ADDRESS	street	city	state/province	zip/postal code	country	
PHONE	FAX	P/O Number	E-MAIL			
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			DATE	
All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling / Exhibit Transportation Terms & Conditions.						

PAYMENT INFORMATION

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

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

LEVY LOGISTICS - I hereby acknowledge and understand the terms & conditions and limits of liabilities provided for exhibit transportation and/or customs brokerage.

name / date _____

signature _____

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

- Material Handling Order Form
- Shipping and Customs Order Form.....
- Carpet Special Rental Order Form
- Table and Chair Rental Order Form
- Accessories Rental Order Form.....
- Furniture Rental Order Form.....
- Hardwall System Rental Order Form
- Graphics and Sign Order Form.....
- Plant & Flower Rental Order Form
- Audio Visual & Computer Order Form.....
- In-Booth Forklift Order Form.....
- Labour Order Form & Invoice
- Other LSS Services

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FULL PAYMENT IN CANADIAN FUNDS

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

	Charge my credit card in the amount of	\$	
Cheque no. <input style="width: 50px;" type="text"/>	Dated <input style="width: 50px;" type="text"/>	in the amount of	\$



MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event or in-booth forklift services. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Advance warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier (whether sent to the advance warehouse or show site)
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event (please refer to shipping label in the exhibitor kit).
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh and are charged a minimum 200lbs.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

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

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading or designated piece unloading. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.

- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted and delivered back to the warehouse at exhibitor’s expense. Exhibitor will be contacted for further instruction.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Accessible storage at show site
- Exhibit transportation services (see enclosed Levy Logistics form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority freight return



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ADVANCE MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

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

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

SMALL PACKAGE SHIPMENT: Single piece shipment under 30 lbs.

OFF TARGET: Shipments received at the advance warehouse outside normal warehouse hours of 9:00 A.M. to 3:00 P.M. Monday through Friday and prior to **October 6, 2017** or after **November 3, 2017** will incur a \$37.00 per hundred pounds surcharge.

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

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

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

PLEASE NOTE: Warehousing for refrigerated or frozen items is unavailable

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

DESCRIPTION	CWT Price	Minimum
Advance Shipment		
Crated or Skidded Shipment.....	\$ 91.00	\$ 182.00
Special Handling Shipment.....	122.00	244.00
Small Package Shipment (single piece shipment under 30 lbs.).....	60.00	60.00
Off Target (In Addition to Base Rate).....	37.00	74.00
Overtime Charge (Inbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 33.00	\$ 66.00
Special Handling Shipment.....	33.00	66.00
Overtime Charge (Outbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 33.00	\$ 66.00
Special Handling Shipment.....	33.00	66.00

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

Description	Weight	CWT	Unit Price	Estimated Total Charges
Forklift Required <input type="checkbox"/> YES <input type="checkbox"/> NO # of Crates: Skids: Boxes: Pallets:	300 LBS	÷ 100 = 3	\$91.00	\$273.00
Carrier:				
DISCLAIMER: Forklift service within your booth space is not included in our Material Handling service; please refer to the In Booth Forklift Order Form and Invoice.				
		RATE ADJUSTMENT (OFFICE USE ONLY)		
		SUBTOTAL		
		G.S.T. 5%		
		TOTAL CANADIAN DOLLARS		

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

GST#R103315057



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SHIPPING INSTRUCTIONS

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

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

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

ADVANCE RECEIVING

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

Advance receiving includes the following:

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

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

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

Fan Expo Vancouver - BOOTH NO. & COMPANY NAME
YRC c/o Levy Show Service Inc.
3985 Still Creek Avenue
Burnaby, BC V5C 4E2

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of five business days in advance of the show move-in date. All shipments must be received at the advance warehouse between the hours of 09:00 and 15:00, Monday to Friday, no earlier than **October 6, 2017** and no later than **November 3, 2017**. For shipments received before or after these dates a \$37.00 per hundred weight surcharge with \$74.00 minimum will be applied.

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

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

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.



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MATERIAL HANDLING ORDER FORM & INVOICE

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

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

OFF TARGET: any shipment received outside of the move-in hours.

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

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

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

SHOW-SITE RECEIVING BOOTH SIZE	STRAIGHT TIME		OVERTIME**	
	MONDAY TO FRIDAY 8AM - 4:00PM		MONDAY TO FRIDAY 4:00PM - 8AM ALL DAY SATURDAY, SUNDAY & HOLIDAYS	
	CRATED	UNCRATED	CRATED	UNCRATED
Up to 100 square feet	N/A	N/A	\$3.40/sqft	\$4.40/sqft
101 to 500 square feet	N/A	N/A	\$4.40/sqft	\$5.70/sqft
over 500 square feet	N/A	N/A	\$5.45/sqft	\$7.10/sqft

****Overtime rates will be applied automatically should move in or move out occur during overtime hours.****

DESCRIPTION <small>(see above for definitions of shipments)</small>	BOOTH SIZE <small>(length x width = sqft)</small>	PRICE <small>(PER SQ FT)</small>	SUBTOTAL
CRATED SHIPMENTS	_____ sq ft	x \$ _____	= \$ _____
UNCRATED SHIPMENTS	_____ sq ft	x \$ _____	= \$ _____

NOTE: unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, Levy will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to the type of shipment.

INFORMATION (Please fill in.)

Carrier name _____ Total weight (lbs) _____
 Booth size _____ Weight of largest piece _____
 Total number of pieces _____ Dimension of largest piece _____

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

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.

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

PIECE DESCRIPTION (carton, crate, pallet, etc.)

EXHIBITOR INFORMATION

COMPANY _____
 CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
G.S.T. 5%		
TOTAL		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

GST#R103315057



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SHIPPING INSTRUCTIONS

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

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:

Fan Expo Vancouver - BOOTH NO. & COMPANY NAME
Vancouver Convention Centre - East
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, BC V6C 3C1

PLEASE NOTE: Overtime charges will apply to our Material Handling Services as the Move-out will continue past 5:00 pm on **Sunday, November 12, 2017.**

ALL DIRECT SHIPMENTS SHOULD NOT ARRIVE BEFORE EXHIBITOR MOVE IN TIME.
(Specific date and time to be stated)

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

TERMS & CONDITIONS

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

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

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



ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

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

EVENT: _____ Fan Expo Vancouver

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

ADVANCE WAREHOUSE

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YRC c/o Levy Show Service Inc.
3985 Still Creek Avenue
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BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

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

If more labels are needed, copies are acceptable.

SHOWSITE

To: _____

EXHIBITOR NAME

**Vancouver Convention Centre - East
c/o Levy Show Service Inc.
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, BC V6C 3C1**

EVENT: Fan Expo Vancouver

BOOTH NO. _____ **#** _____ **OF** _____ **PCS.**

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