

GROCERY & SPECIALTY FOOD WEST

April 22 – 23, 2024
Vancouver Convention Centre - East
Vancouver, BC

Dear Exhibitor,

Levy Show Service Inc. is pleased to be appointed by Show Management as the Official General Service Contractor for **GROCERY & SPECIALTY FOOD WEST**. We are excited to service you for this event. In the following pages, please find the necessary forms and vital information that will assist you with a successful exhibition experience.

We are offering a special discount rate on many of our services. To receive the discount rate, please submit your completed forms with full payment by **April 1, 2024**.

Should you have any questions, please feel free to contact our Customer Service Department at 604 277 1726 or operations@levyshow.com. Our team is readily available to assist you with your needs.

We look forward to speaking with you and wish you have a smooth and successful **GROCERY & SPECIALTY FOOD WEST**.

Levy Show Service Inc.



GROCERY & SPECIALTY FOOD WEST

QUICK FACTS

**SERVICE
CONTRACTOR
CONTACT:**

LEVY SHOW SERVICE INC.
210 – 12011 Riverside Way
Richmond, BC V6W 1K6
Tel: 604 277 1726 Fax: 604 277 1736
Email: operations@levyshow.com

LOCATION:

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

EXHIBITOR MOVE-IN:

Saturday, April 20, 2024	8:00 am – 5:00 pm
<i>*VIP/Large booths only*</i>	
Sunday, April 21, 2024	8:00 am – 3:00 pm
Monday, April 22, 2024	9:00 am – 11:00 am
<i>*hand carried deliveries only*</i>	

EXHIBITION DATES:

Monday, April 22, 2024	11:00 am – 4:30 pm
Tuesday, April 23, 2024	11:00 am – 4:00 pm

EXHIBITOR MOVE-OUT:

Tuesday, April 23, 2024	5:00 pm – 11:00 pm
Wednesday, April 24, 2024	8:00 am – 12:00 pm

BOOTH EQUIPMENT:

Each booth space includes the following:

- 8' high drapery backwall – black
- 3' high drapery sidewall – black

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s) and submit with completed credit card authorization form and full payment.

AISLE CARPET:

The aisles will be carpeted.

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **April 1, 2024**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit
<https://www.expotookit.com/expotools/webforms/login.aspx?c=151&s=8869>

- you will be prompted to either register as a new exhibitor OR sign in as a returning exhibitor
- if you do not know your booth number please enter "0" (zero)
- online ordering available until **April 15, 2024**

We wish you a successful show! If we can be of assistance, please contact the Levy Show Service Exhibitor Services Department at 604 277 1726 or email operations@levyshow.com.

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER				All orders are regulated by LSS Payment Terms & Conditions as well as Material Handling / Exhibit Transportation Terms & Conditions.
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		CCVC	
ACCOUNT NUMBER									
CARDHOLDER'S BILLING ADDRESS									
		city		state/province		zip/postal code		country	
CARDHOLDER'S SIGNATURE X					CARDHOLDER'S NAME - PLEASE PRINT				

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. 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, Padding & Drape Rental Order Form.....	\$	
Table and Seating Rental Order Form.....	\$	
Accessories Rental Order Form.....	\$	
Prestige Furniture Rental Order Form.....	\$	
Hardwall System Rental Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Rental Order Form.....	\$	
Labour Order Form.....	\$	
Other LSS Services.....	\$	

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. Dated in the amount of \$

CARPET and DRAPE

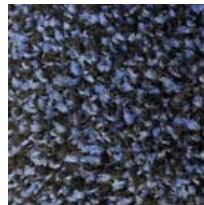
STANDARD Carpet Colour Options



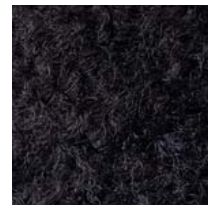
Blue



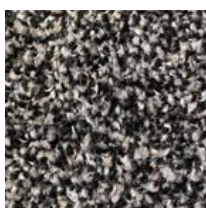
Red



Bluejay



Black



Tuxedo



Granite / Grey

DELUXE CUSTOM 28oz. Carpet Colour Options (upon availability)



Navy



Black



Charcoal

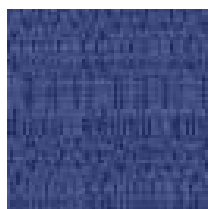


Silver Cloud



White

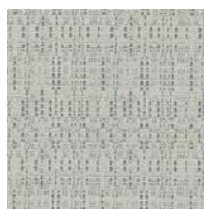
DRAPE Colour Options



Blue



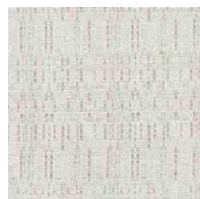
Red



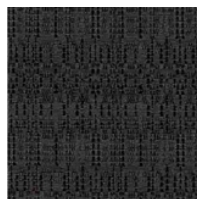
Silver



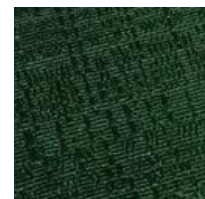
Burgundy



White



Black



Green

DISCLAIMER Actual products and colors available may vary from the images shown. All products subject to availability

Do you have questions?

We would be pleased to help. Contact us at: 604 277 1726 operations@levyshow.com www.levyshow.com

CARPET, PADDING & DRAPE RENTAL ORDER FORM & INVOICE

CARPET & PADDING PACKAGES			
Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft. + Pad	530.60	568.10	
10 ft. X 20 ft. + Pad	1,061.20	1,379.56	
20 ft. X 20 ft. + Pad	2,140.00	2,782.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Bluejay <input type="checkbox"/> Black <input type="checkbox"/> Tuxedo <input type="checkbox"/> Granite / Grey			

PADDING & POLY OPTIONS			
Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	2.25	2.90	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	1.25	1.63	

COLOURED CARPET SELECTIONS			
Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	305.60	397.30	
10 ft. X 20 ft.	611.20	794.60	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	3.10	4.00	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft.			
= _____ sq. ft.	4.00	5.20	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Bluejay <input type="checkbox"/> Black <input type="checkbox"/> Tuxedo <input type="checkbox"/> Granite / Grey			

A surcharge may be applied for damages incurred after installation.

DRAPE			
_____ lin. ft. of 3' high drape	\$11.20/ft	\$14.60/ft	
_____ lin. ft. of 8' high drape	\$15.40/ft	\$20.00/ft	
<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"/> Hunter Green			

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

SPECIAL INSTRUCTIONS

****PRICES INCLUDE INSTALLATION & REMOVAL****

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY		
RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL GST#R103315057		

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

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CARPET-PADDING-DRAPE 2024 10 x 10.cdr

TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height



4' x 2' skirted table



6' x 2' skirted table

Skirt Colour Options



Blue



Red



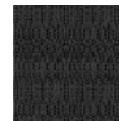
Burgundy



Silver



White



Black



Hunter
Green

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 17" / 30" / 40" high
- White or Black finished tops



Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Folding Chair



Fabric Steno Chair



Padded Bar Stool



Fabric Highback Stool

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www.levyshow.com




TABLE AND SEATING RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		125.00	162.50	
6' x 2' Skirted		145.00	188.50	
Fourth side of table skirted <i>**available as an addition to orders for 6' skirted tables only**</i>		55.00	71.50	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		95.00	123.50	
<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"/> Hunter Green				

 TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		190.00	247.00	
6' x 2' Skirted		210.00	273.00	
Fourth side of table skirted <i>**available as an addition to orders for 6' skirted tables only**</i>		60.00	78.00	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		115.00	149.50	
<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				

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 17" H x 30"D Coffee Table				
White		120.00	156.00	
Black		120.00	156.00	
 27" H x 30"D Round Ped Table				
White		140.00	182.00	
Black		140.00	182.00	
 40" H x 30"D Round Ped Table				
White		150.00	195.00	
Black		150.00	195.00	
ROUND STRETCH SPANDEX COVER 30"H <input type="checkbox"/> Black		40.00	52.00	
40"H <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Yellow		40.00	52.00	







EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		84.00	109.00	
 FABRIC ARMCHAIR - GREY		106.00	138.00	
 FOLDING CHAIR		46.00	60.00	
 FABRIC STENO CHAIR		121.00	157.00	
 PADDED BAR STOOL - BLACK		105.00	136.50	
 PADDED HIGH BACK STOOL		150.00	195.00	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL GST#R103315057		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM








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 TABLE-CHAIR 2024.cdr

ACCESSORIES RENTAL ORDER FORM & INVOICE

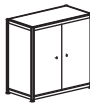


ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers) - double wide rack available please ask for rate		143.00	186.00	
 <input type="checkbox"/> COAT TREE <input type="checkbox"/> CHROME BAG HOLDER		95.00	123.50	
 GARMENT ROLLING RACK		104.00	135.00	
 WASTE BASKET		36.50	47.45	
 RETRACTABLE STANCHION (max belt length 6ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red		76.50 (each)	99.50 (each)	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		104.00	135.00	
 40''H CHARGING STATION (based on available inventory) **custom graphics available at an additional cost**		1,062.00	1,380.00	
MINI FRIDGE		263.00	342.00	
LARGE GLASS BOWL		61.00	79.00	

DISPLAY EQUIPMENT

Description	Qty.	Discount Rate	Standard Rate	Total
 CHROME SIGN HOLDER 22" x 28"		111.50	145.00	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		286.00	372.00	
 TALL CABINET SHOW CASE 3 shelves with lockable door 12" X 39" X 77" <input type="checkbox"/> Lights \$78.00		780.50	1,014.70	

COUNTER OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Graphic panel upgrade (\$345.00)		White 400.00	White 520.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		Black 495.00	Black 643.50	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		495.00	643.50	
		525.00	682.50	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL	GST#R103315057	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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ACCESSORIES 2024.cdr

Cardero Cube Ottoman

Vinyl cube ottoman
19.7L x 19.7W x 17.0H



Cardero Rectangle Ottoman

Vinyl rectangle ottoman
39.4L x 19.7W x 17.0H



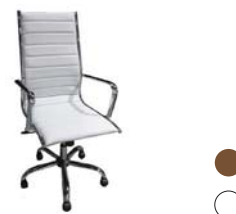
Cube Ottoman

Vinyl tufted cube ottoman
17.5L x 17.5W x 17.0H



Clark Office Chair

Vinyl office chair with chrome base.
Adjustable height with wheels.
19.5L x 23.0W x 44.0H



Madrid Bench

Bench ottoman with chrome
and plastic base and tufted faux
leather cushions
76.0L x 32.0W x 18.5H



Madrid Chair

Lounge chair with chrome and
plastic base and tufted faux
leather cushions
33.0L x 30.5W x 29.0H



Globus Chair

Swivel pod chair with chrome base
in white high bicast leather
30.0L x 28.0W x 29.0H



Colburn Barstool

Barstool with adjustable base in
chrome and padded vinyl seat and back
15.0L x 17.0W x 0.0H



Main Barstool

Barstool with formed plastic seat and
chrome or black base
21L x 20.5W x 44.5H



Elliot Tub Chair White

Molded PP chair in white with wood
dowel legs
19.50L x 19.50W x 33.50H



Carrall Chair

Highback lounge chair with alumi-
num alloy swivel X-base in wool
36.0L x 36.0W x 42.0H



Avenue 6' Bar

Bar with stainless steel frame and
plexiglass front, sides and top.
Mid storage shelf is included.
Branding opportunity
72.0L x 30.0W x 40.0H



Strathcona Bar

Bar counter with gunmetal pipe frame
covered in Acacia wood panels
55.0L x 20.5W x 41.3H



Small Pillows

Approx. size 16"x16"



Large Pillows

Approx. size 20"x 20"



Area Rugs

Approx. size 7' x 10'



















PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

GROCERY & SPECIALTY FOOD WEST

April 22 - 23, 2024
Vancouver Convention Centre - East
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
Cardero Cube Ottoman 19.7L x 19.7W x 17.0H 		162.10	210.70	
Cardero Rectangle Ottoman 39.4L x 19.7W x 17.0H 		291.60	379.10	
Cube Ottoman 17.5L x 17.5W x 17.0H 		139.20	181.00	
Clark Office Chair 19.5L x 23.0W x 44.0H 		332.70	432.50	
Madrid Bench 76.0L x 32.0W x 18.5H 		1,033.00	1,342.90	
Madrid Chair 33.0L x 30.5W x 29.0H 		359.30	467.10	
Globus Chair 30.0L x 28.0W x 29.0H 		554.50	720.90	
Colburn Barstool 15.0L x 17.0W x 0.0H 		271.20	352.60	
Main Barstool 21L x 20.5W x 44.5H 		120.90	157.20	
Elliot Tub Chair White 19.50L x 19.50W x 33.50H 		99.30	129.10	
Carrall Chair 36.0L x 36.0W x 42.0H 		788.20	1,024.70	
Avenue 6' Bar 72.0L x 30.0W x 40.0H 		1,267.10	1,647.20	
Strathcona Bar 55.0L x 20.5W x 41.3H 		1,162.20	1,510.90	

Decorative Pillows	QTY	Discount Rate	Standard Rate	TOTAL
Small Pillows Approx size 16" x 16" 			call for quote	
Large Pillows Approx. size 20" x 20" 			call for quote	
Area Rugs Approx. size 7' x 10' 			call for quote	

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

additional fees will apply for orders over \$2,500.00

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

****A 30% SURCHARGE WILL APPLY TO THE
STANDARD RATE FOR ANY ORDERS
PLACED LESS THAN 5 DAYS IN ADVANCE****

STANDARD RATES

Will be applied to all orders not received and paid in full by **April 1, 2024**.
We reserve the right to adjust orders calculated incorrectly

A 25% CANCELLATION FEE

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

Sydney End Table

End table with stainless steel base and laminate top
26.0L x 26.0W x 18.0H



Sydney Coffee Table

Coffee table with stainless steel base and laminate top
48.0L x 26.0W x 18.0H



L22 Plank End Table

End table with powder coated base and enamel wood top
18.0L x 18.0W x 17.5H



L22 Plank Coffee Table

Coffee table with powder coated base and enamel wood top
48.0L x 22.0W x 18.0H



Wall Street Coffee Table

White enamel coffee table with chrome base
44.0L x 22.0W x 15.0H



Wall Street End Table

White enamel end table with chrome base
22.0L x 15.8W x 18.5H



Elliot Cafe Table

Laminate tabletop with wood dowel legs
27.00L x 27.00W x 29.00H



Girari Bar Table

Pedestal Bar table with brushed welded aluminum curved base and tempered glass top



L22 High Straight Bar Table

Console table with metal frame and white acrylic top with internal lighting



L22 High Straight Bar Table W/ Charging Unit

Console table with metal frame and white acrylic top with internal lighting
72.0L x 18.0W x 40.0H



L22 Communal Table

Dining table with metal frame and white acrylic top. Recessed centre trough and internal lighting



L22 Communal Table W/ Charging Unit

Dining table with metal frame and white acrylic top. Recessed centre trough and internal lighting



8' Harvest Dining Table

Reclaimed wood top dining table with steel legs
96.0L x 35.0W x 30.0H



8' Harvest Dining Table W/ Charging Unit







Reclaimed wood top dining table with steel legs
96.0L x 35.0W x 30.0H







PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

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Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
Sydney End Table 26.0L x 26.0W x 18.0H  ○ □ ● □		193.80	251.90	
Sydney Coffee Table 48.0L x 26.0W x 18.0H  ○ □ ● □		258.40	335.90	
Plank End Table 18.0L x 18.0W x 17.5H  ○ □ ● □		167.10	217.20	
L22 Plank Coffee Table 48.0L x 22.0W x 18.0H  ○ □ ● □ ● □		332.70	432.50	
Wall Street End Table 22.0L x 15.8W x 18.5H  		193.80	251.90	
Wall Street Coffee Table 44.0L x 22.0W x 15.0H  		387.50	503.80	
Elliot Cafe Table 27.00L x 27.00W x 29.00H  ○ □ ● □		225.00	292.50	
Girari Bar Table 30.0L x 30.0W x 30.0H  		255.80	332.50	
L22 High Straight Bar Table 72.0L x 18.0W x 40.0H  		536.50	697.50	
L22 High Straight Bar Table W/ Charging Unit 72.0L x 18.0W x 40.0H  		1,295.80	1,684.50	

Description	QTY	Discount Rate	Standard Rate	TOTAL
L22 Communal Table 95.0L x 38.0W x 30.0H  		874.00	1,136.20	
L22 Communal Table W/ Charging Unit 95.0L x 38.0W x 30.0H  		1,743.20	2,266.20	
8' Harvest Dining Table 96.0L x 35.0W x 30.0H  		829.30	1,078.10	
8' Harvest Dining Table W/ Charging Unit 96.0L x 35.0W x 30.0H  		955.20	1,241.80	

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

additional fees will apply for orders over \$2,500.00

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

****A 30% SURCHARGE WILL APPLY TO THE
STANDARD RATE FOR ANY ORDERS
PLACED LESS THAN 5 DAYS IN ADVANCE****

STANDARD RATES

Will be applied to all orders not received and paid in full by **April 1, 2024**.
We reserve the right to adjust orders calculated incorrectly

A 25% CANCELLATION FEE

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

Joey Sofa

Low back sofa with dark wooden legs and fabric seat
62.0L x 27.0W x 31.5H



Joey Chair

Low back armchair with dark wooden legs and fabric seat
25.0L x 28.0W x 31.5H



Georgia Chair

Contemporary chair with silver brushed powder coated legs in vinyl.
37.0L x 31.0W x 33.0H



Georgia Sofa Powered

Contemporary sofa with silver brushed powder coated legs in vinyl.
78.0L x 31.0W x 33.0H



Georgia Sofa

Contemporary sofa with silver brushed powder coated legs in vinyl.
78.0L x 31.0W x 33.0H



Fleming Arm Chair

Mid-century arm chair with walnut legs in saddle brown tufted leather
35.0L x 35.0W x 30.0H



Fleming Sofa

Mid-century sofa with walnut legs in saddle brown tufted leather
84.0L x 35.0W x 30.0H



Modular Seating

The following items work on their own or can be set up in a variety of other seating arrangements to suit your event.

Wall Street Corner Chair

Sectional corner chair with chrome base in white vinyl
27.0L x 28.0W x 31.0H



Wall Street Left Arm Chair

Sectional left arm chair with chrome base in white vinyl
27.0L x 28.0W x 31.0H



Wall Street Right Arm Chair

Sectional right arm chair with chrome base in white vinyl
27.0L x 28.0W x 31.0H



Wall Street Arm Chair

Arm chair with chrome base in white vinyl with buttons
27.0L x 28.0W x 31.0H



Wall Street Armless Chair






Armless chair with chrome base in white vinyl with buttons
23.0L x 28.0W x 31.0H








PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

GROCERY & SPECIALTY FOOD WEST
April 22 - 23, 2024
Vancouver Convention Centre - East
Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
Joey Chair 25.0L x 28.0W x 31.5H 		582.70	757.50	
Joey Sofa 62.0L x 27.0W x 31.5H 		1,162.20	1,510.90	
Georgia Chair 37.0L x 31.0W x 33.0H 		1,099.40	1,429.20	
Georgia Sofa Powered 78.0L x 31.0W x 33.0H 		1,937.00	2,518.10	
Georgia Sofa 78.0L x 31.0W x 33.0H 		1,614.00	2,098.20	
Fleming Arm Chair 35.0L x 35.0W x 30.0H 		1,142.30	1,485.00	
Fleming Sofa 84.0L x 35.0W x 30.0H 		1,771.40	2,302.80	

Description	QTY	Discount Rate	Standard Rate	TOTAL
Modular Seating				
Wall Street Left Arm Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Corner Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Right Arm Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Armless Chair 23.0L x 28.0W x 31.0H 		645.70	839.40	
Wall Street Arm Chair 27.0L x 28.0W x 31.0H 		645.70	839.40	

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

additional fees will apply for orders over \$2,500.00

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

** ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT **

****A 30% SURCHARGE WILL APPLY TO THE
STANDARD RATE FOR ANY ORDERS
PLACED LESS THAN 5 DAYS IN ADVANCE****

EXHIBITOR INFORMATION

Company	
Contact	Booth#

STANDARD RATES

Will be applied to all orders not received and paid in full by **April 1, 2024**.
We reserve the right to adjust orders calculated incorrectly

A 25% CANCELLATION FEE

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

Package A



Includes:

1 x Girari Bar Table

Brushed aluminum 39" high bar table w/ glass top.

2 x Main Bar Stools

Formed plastic seat and chrome base.

Package B



Includes:

1 x Sydney End Table

Stainless steel base and laminate top.

2 x Wall Street Arm Chairs

Chrome base and white vinyl seat w/buttons.

Package C



Includes:

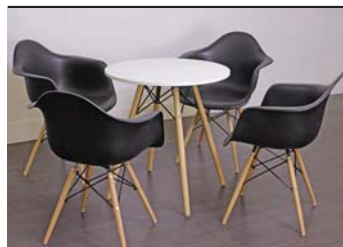
1 x Plank Coffee Table

Metal base with enamel painted top.

2 x Wall Street Loveseat

Chrome base and white vinyl seat w/buttons.

Package D



Includes:

1 x Elliot Café Table

Laminate tabletop w/wood dowel legs

4 x Elliot Arm Chairs

Molded PP chair w/wood dowel legs.

PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

GROCERY & SPECIALTY FOOD WEST
 April 22 - 23, 2024
 Vancouver Convention Centre - East
 Vancouver, BC

Description	QTY	Discount Rate	Standard Rate	TOTAL
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Package A

				
		497.60	646.90	

Package C

				
		2,915.50	3,790.10	

Package D

				
		624.20	811.50	

Description	QTY	Discount Rate	Standard Rate	TOTAL
-------------	-----	---------------	---------------	-------

Package B

				
		1,485.20	1,930.70	

COST SUMMARY

Rate Adjustment (office use only)	
25% Cancellation Fee (office use only)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T 5%	
TOTAL	

additional fees will apply for orders over \$2,500.00

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

****A 30% SURCHARGE WILL APPLY TO THE
 STANDARD RATE FOR ANY ORDERS
 PLACED LESS THAN 5 DAYS IN ADVANCE****

STANDARD RATES

Will be applied to all orders not received and paid in full by **April 1, 2024**.
 We reserve the right to adjust orders calculated incorrectly

A 25% CANCELLATION FEE

Will be applied to all orders received and then cancelled 3 weeks prior to install.
 If full service has been provided then 100% of original fee will be applied.

CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.



HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

MODEL 110



****image is based on 10' x 10' booth size****

☐ 8' x 10' ☐ 10' x 10'

Model 110 includes:

- Aluminum structure
- White hardwall panels
- Straight header sign with company name in block lettering
- Carpet
- Installation and dismantle

Discount Rate:
\$2,298.80

Standard Rate:
\$2,988.40

MODEL 120



****image is based on 10' x 10' booth size****

☐ 8' x 10' ☐ 10' x 10'

Model 120 includes:

- Aluminum structure
- White hardwall panels
- Corner booth with curved counter
- Curved header sign
- Carpet
- Installation and dismantle

Discount Rate:
\$2,733.50

Standard Rate:
\$3,553.60

MODEL 210



****image is based on 10' x 20' booth size****

☐ 8' x 20' ☐ 10' x 20'

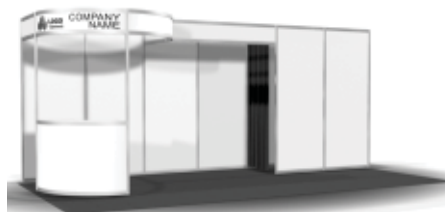
Model 210 includes:

- Aluminum structure
- White hardwall panels
- Straight backwall with 1 curved header
- Carpet
- Installation and dismantle

Discount Rate:
\$3,395.20

Standard Rate:
\$4,413.80

MODEL 220



****image is based on 10' x 20' booth size****

☐ 8' x 20' ☐ 10' x 20'

Model 220 includes:

- Aluminum structure
- White hardwall panels
- Corner booth with curved counter, 1 header sign & storage locker (not lockable)
- Carpet
- Installation and dismantle

Discount Rate:
\$4,717.60

Standard Rate:
\$6,132.90

HARDWALL UPGRADES & ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
LOGO upgrade		Call for Quote		
Wall shelf, .25m deep x 1m long		93.40	121.40	
Angled shelf, .25m deep x 1m long		121.30	157.70	
15 watt grey LED arm light, (power NOT included)		126.70	164.70	
2m white curve counter WITH inside shelf (NO doors)		696.50	905.50	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		248.90/m	323.60/m	

****CUSTOM BOOTHS AVAILABLE. Call 604 277 1726 for a quote****

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CARPET COLOUR SELECTIONS

- ☐ Blue ☐ Red ☐ Grey / Granite ☐ Black
☐ Bluejay ☐ Tuxedo

HEADER DETAILS

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

****LOGO upgrade available at additional cost. Please contact Exhibitor Services for a quote.****

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **April 1, 2024**. We reserve the right to adjust orders calculated incorrectly.

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

HARDWALL-RENTAL 2024.cdr

GRAPHICS & SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	22" x 28"	120.10	156.10	
	28" x 44"	221.40	287.80	
	3' x 7' x 0.5" falconboard sign w/ plexi feet	972.70	1,264.50	

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	20.00	26.00	
	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 \$104.75 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft.	34.50	44.90	
	Second side printing	Quoted on Request		



EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

GRAPHIC ACCESSORIES

Quantity	Description	Discount Rate	Standard Rate	Total
	 Aluminum easel Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	104.00	135.00	
	 Chrome sign holder 22" x 28"	111.50	145.00	
	Fabric system hardware	Quoted on Request		

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 Exhibitor Services 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.

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
100% CANCELLATION FEE (OFFICE USE ONLY)	
DIGITAL SET UP FEE	\$58.00
RUSH DELIVERY (IF NECESSARY)	
SUBTOTAL	
P.S.T. 7%	
G.S.T. 5%	
TOTAL GST#R103315057	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **April 1, 2024**. We reserve the right to adjust orders calculated incorrectly.

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

GRAPHICS - SIGN 2024.cdr

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

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers (seasonal)	79.50	103.40	
	Boston fern	97.70	127.00	
	Orchid in ceramic pot	140.70	182.90	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	143.00	185.90	
	4' - 5' tall floor plant	189.20	246.00	

COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	232.60	302.40	
	Large floral arrangement (seasonal)	254.40	330.70	
	Custom floral arrangement	Quoted on Request		

Please indicate colour preference here, if any (subject to availability): _____

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

SPECIAL INSTRUCTIONS**EXHIBITOR INFORMATION**

COMPANY

CONTACT

BOOTH#**COST SUMMARY**

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL	GST#R103315057	

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

STANDARD RATE will be applied to all orders not received and paid in full by **April 1, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then cancelled 3 weeks prior to install. If full service has been provided then 100% of original fee will be applied.

FLOWER 2024.cdr

LABOUR ORDER FORM & INVOICE

LEVY SHOW SERVICE INC. SUPERVISED LABOR

☐ 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 LABOR

☐ 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: _____

Contact Information: _____

Labour will be tentatively scheduled as per your indicated start time below. Please note that you will need to check in with our Levy Customer Service Desk on-site to advise that you are ready for your labourer(s) to begin.

LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday	130.00 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	175.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	224.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	130.00 per Hour	\$_____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	175.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	224.00 per Hour	\$_____ Total	

A 25% (\$35.00 min.) surcharge will be added to labour rates for Levy Supervision

PLEASE NOTE: installation labour can start no earlier than 30 minutes after show close

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	130.00 per Hour	\$_____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	175.00 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	224.00 per Hour	\$_____ Total	

A 25% (\$35.00 min.) surcharge will be added to labour rates for Levy Supervision

PLEASE NOTE: dismantle labour can start no earlier than 30 minutes after show close

****PLEASE ADD 25% FOR ORDERS PLACED AFTER
APRIL 1, 2024****

INBOUND FREIGHT INFORMATION

Carrier	Date Shipped
Number of Pieces	Weight
Pro Number	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display

QUANTITY OF LADDERS REQUIRED (Optional)

_____ (indicate number)

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

SPECIAL SET UP INSTRUCTIONS

Please include set up plans, photos and install instructions for booth labour ordered.

Are set up plans attached? ☐ Yes ☐ No

If no, please provide an email address for Levy to contact you regarding booth set up and special requirements:

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
ADDITIONAL 25% LATE ORDER		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL	GST #R103315057	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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

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

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, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour, forklift and sign hanging orders that are not canceled in writing at least seven (7) days 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, judgments, 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



REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

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

If an exhibit will be erected (etc.) by an outside supplier/contractor (e.g. a display house), then this form should be completed and sent to Levy Show Service Inc. no later than **April 1, 2024**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, the contractor designated by Management must be used.

All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Show Service Inc. with Certificates of Insurance naming **Levy Show Service Inc., CFG and GROCERY & SPECIALTY FOOD WEST** as additional insured's by **April 1, 2024**. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the April 1, 2024.

ORIGINAL CERTIFICATES ONLY PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ Prov/State: _____ PC/Zip: _____

Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
(Sign & Print Name)

Date: _____ Signature: _____