

HAC 31st Annual Conference and Tradeshow

November 3 – 5, 2026
Victoria Conference Centre
Victoria, BC

Dear Exhibitor,

Levy Show Service Inc. is pleased to be appointed by Show Management as the Official General Service Contractor for the **HAC 31st Annual Conference and Tradeshow**.

At Levy Show Service Inc., we are dedicated to making your trade show experience seamless and successful. With decades of expertise in event production, exhibit design, and logistics, we provide a comprehensive range of services tailored to meet the unique needs of exhibitors.

From the initial planning phase to the final dismantling, our team is committed to delivering exceptional service, top-quality solutions, and unparalleled support. Whether you're exhibiting for the first time or returning to a well-established event, **Levy Show Service Inc.** is your trusted partner in creating impactful and memorable trade show experiences.

Let us handle the details, so you can focus on what matters most, connecting with your audience and growing your business.

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 **October 14, 2026**.

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 **HAC 31st Annual Conference and Tradeshow**.

Levy Show Service Inc.



604 277 1726



150 - 11188 FEATHERSTONE WAY
RICHMOND, BC V6W 1K9



www.levyshow.com



HAC 31st Annual Conference and Tradeshow

**SERVICE
CONTRACTOR
CONTACT:**

LEVY SHOW SERVICE INC.
150 – 11188 Featherstone Way
Richmond, BC V6W 1K9
Tel: 604 277 1726 Fax: 604 277 1736
Email: operations@levyshow.com

LOCATION:

Victoria Conference Centre
720 Douglas Street
Victoria, BC V8W 3M7

EXHIBITOR MOVE-IN:

Monday, November 2, 2026

3:00 pm – 6:00 pm

****VIP move-in (Appointments made
only through Show Management)***

Tuesday, November 3, 2026

8:00 am – 1:00 pm

****See target move-in plan***

****Must be show ready by 2:00 pm***

3:00 pm – 7:30 pm

*****Opening reception***

EXHIBITION DATES:

Wednesday, November 4, 2026

8:00 am – 6:30 pm

Thursday, November 5, 2026

8:00 am – 4:00 pm

EXHIBITOR MOVE-OUT:

Thursday, November 5, 2026

4:00 pm – 8:00 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.

ELECTRICAL SERVICES:

[Global Convention Services](#), please contact Chrissa Barton, Account Manager, 250-385-3541 or cbarton@globalconvention.ca, for a quote for Electrical Services.

INTERNET SERVICES:

Encore is the exclusive provider of Internet services for the venue. Please contact Michael Nelles at 250-883-0190 or michael.nelles@encoreglobal.com.

AUDIO VISUAL SERVICES:

Encore is the exclusive provider for Audio Visual services. Please see the rental order form on pg.37 or contact Michael Nelles at 250-883-0190 or michael.nelles@encoreglobal.com to confirm your requirements.

QUICK FACTS

Quick Facts continued...



HAC 31st Annual Conference and Tradeshow

QUICK FACTS

IN BOOTH CATERING: If you are interested in providing any food or beverages services within your booth space, please make arrangements directly with our exclusive caterer, Fairmont Empress, Event Services Manager, at 250-995-3682 or kelsey.spannier@fairmont.com.
**Some conditions may apply*

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **October 14, 2026**.

LEVY ONLINE ORDERING: To access our online ordering system please visit <https://www.expotookit.com/expotools/webforms/login.aspx?c=151&s=10273>

- 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 **October 22, 2026**

****see online ordering instructions form for more details***

MATERIAL HANDLING: To expedite the move-in process we highly recommend sending all materials to the Levy Advance Warehouse.

In the event that a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials

SHIPPING: Please refer to the Material Handling order form in this manual for further information and associated costs.

All **ADVANCE WAREHOUSE** shipments should arrive between **September 28, 2026 – October 28, 2026**, 9:00 AM to 3:00 PM Monday through Friday, Holidays excluded. Shipments arriving before or after these dates will incur an early/late surcharge. Please note the Advance Warehouse will be closed on **September 30, 2026** and **October 12, 2026** for the Truth & Reconciliation and Thanksgiving holidays.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the exhibitor kit)

HAC 31st Annual Conference and Tradeshow
Exhibiting Company Name & Booth # ____.
c/o Levy Show Service Inc.
Canamera Transport c/o Prime Logistics Inc.
2205 Keating Cross Road
Saanichton, BC V8M 2A5

Quick Facts continued...



HAC 31st Annual Conference and Tradeshow

All **DIRECT** shipments should not arrive prior to **your target move-in plan**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of the exhibitor kit)

HAC 31st Annual Conference and Tradeshow
Exhibiting Company Name & Booth # ____
Victoria Conference Centre
c/o Levy Show Service, Inc.
720 Douglas Street
Victoria, BC V8W 3M7

LOADING DOCK RESTRICTIONS:

The Victoria Conference Centre can accommodate a semi-trailer rig with a maximum vehicle/trailer height of 4.0m (13'4") and 16m (53') in length.

RESCUED FREIGHT:

All freight left on the show floor after 8:01 pm on November 5, 2026 will be rescued by the official carrier.

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.

QUICK FACTS

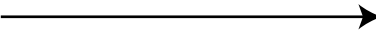


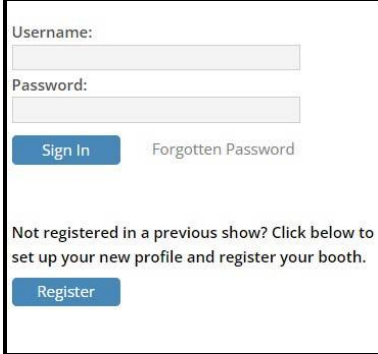
HAC 31st Annual Conference and Tradeshow

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **HAC 31st Annual Conference and Tradeshow**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to every show. To access online ordering for your show, please click on the link provided in the Quick Facts document of this Exhibitor Kit. If you have any difficulties, please do not hesitate to contact our Operations Department at operations@levyshow.com.

1. Follow the show specific online ordering link located in the Quick Facts document.
2. Once you have accessed the online ordering portal, you will be prompted to either log in using your Username and Password or "Register". Your email address must be used as your Username. 
3. If you have not registered for an account before, please click on "Register". You will then be prompted to fill in your company information. If you do not yet have a booth number, please enter your booth number as "0". 
4. Once you have logged in, you will be directed to the Welcome Page of our online ordering portal. You can access the Exhibitor Kit and Show Facts documents on the left hand menu. To begin ordering services online, please click on the "Order Booth Services" tab.
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.



Username:

Password:

[Forgotten Password](#)

Not registered in a previous show? Click below to set up your new profile and register your booth.



Exhibitor Registration
Please complete all fields below to create your account profile for this show.

NOTE: If your address is outside the USA or Canada, select 'WW' in the State field and complete the Province and Country fields.

Company Name

Address

City, State, Zip AL

Province (If non-USA)

Country United States

Office Phone

Contact Name

E-mail Address

Cellphone

Enter the booth number assigned to you by your service representative.
Booth Number

Enter a secure password for your account. Your username is your e-mail address. Always keep your login credentials secure. Your password must be at least 8 characters and contain a mix of letters (one uppercase) and numbers.

Account Password

ONLINE ORDERING

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 X					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

☐ VISA		☐ MASTERCARD		☐ 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.

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

Material Handling Order Form.....	\$	
Shipping and Customs Order Form.....	\$	
Carpet, Padding & Drape Rental Order Form.....	\$	
Table and Seating Rental Order Form.....	\$	
Accessories Rental Order Form.....	\$	
Hardwall System Rental Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Rental Order Form.....	\$	
Booth Cleaning 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



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. 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.
- 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.
- 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.
- 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 multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

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.

- 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 either be rerouted to LEVY's carrier choice or delivered back to the warehouse at exhibitor's expense.
- 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
- Access 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

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE VICTORIA CONFERENCE CENTRE, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE. FOR MORE INFORMATION PLEASE SEE THE SHIPPING INSTRUCTIONS PAGE THAT FOLLOWS.

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times. Please be aware the warehousing for refrigerated or frozen items is unavailable.

DISCLAIMER: Amazon shipments will not be accepted. Canada Post or USPS shipments that exceed 2 lbs will also not be accepted.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 9:00 AM to 3:00 PM Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse *between September 28, 2026 and October 28, 2026.*

Show Site Receiving: Shipment(s) shipped to and received at the **Victorica Conference Centre**. Shipments cannot be received at the **Victoria Conference Centre** prior to **your target move-in plan**.

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior to September 28, 2026 or after October 28, 2026.* Also, any shipments received at show site prior to **your target move-in plan**.

Small Package: Single piece shipment under 30 lbs.

Early/Late to Warehouse Small Package: Single piece shipment under 30 lbs delivered to the Advance Warehouse *prior to September 28, 2026 or after October 28, 2026.*

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **October 29, 2026** will incur a \$695.00 same-day delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price Per lb. (Minimum 200 lbs)
Advance Warehouse Receiving Rate	\$2.05
Show Site Receiving Rate	\$2.55
Early/Late to Warehouse & Off Target Rate.....	\$2.70
Small Package Rate (single piece shipment under 30 lbs).....	\$89.00
Early/Late to Warehouse Small Package Rate.....	\$105.00
Dedicated Same-Day Delivery from Advance Warehouse (in addition to material handling rates)	\$695.00 (flat fee)

DISCLAIMER: In the event that a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials. The maximum weight capacity of the supplied forklifts are 5,000 lbs. Should you require a larger forklift, please contact our operations department at 604 277 1726 or by email at operations@levyshow.com, as the service needs to be ordered in advance.

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. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges.

Description of shipment	Advance or Show Site (please indicate)	Weight in LBS	Price Per lb.	Estimated Total Charges
1 crate, 2 boxes	Advance receiving	298	\$2.05	\$610.90

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

RATE ADJUSTMENT	(OFFICE USE ONLY)	
SUBTOTAL		
G.S.T. 5%		
TOTAL	GST#R103315057	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

ADVANCE RECEIVING INFORMATION & 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.

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 to pick up any shipments at the venue 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.

Should you require post-show warehousing, please contact our Logistics Department at acheng@levyshow.com for details.

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

Please note that shipments are not brought back to the advance warehouse after the close of the show. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges

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

HAC 31st Annual Conference and Tradeshow
COMPANY NAME & BOOTH #
c/o Levy Show Service Inc.
Canamera Transport c/o Prime Logistics Inc.
2205 Keating Cross Road
Saanichton, BC V8M 2A5

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 9:00 am and 3:00 pm, Monday to Friday, no earlier than **September 28, 2026** and no later than **October 28, 2026**. Shipments received before or after these dates will be subject to the rate of \$2.70 per pound (minimum 200lbs).

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

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER OCTOBER 29, 2026 WILL INCUR A CHARGE OF \$695.00 IN ADDITION TO LATE TO WAREHOUSE FEES IF A DEDICATED TRUCK IS REQUIRED TO RETRIEVE YOUR SHIPMENT.

****DISCLAIMER:** *Amazon shipments will not be accepted. Canada Post or USPS shipments that exceed 2 lbs will also not be accepted.***

PLEASE SEE NEXT PAGE FOR SHOW SITE SHIPPING INSTRUCTIONS...

SHOW SITE RECEIVING INFORMATION & 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.

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 to pick up any shipments at the venue 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.

Should you require post-show warehousing, please contact our Logistics Department at acheng@levyshow.com for details.

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

Please note that shipments are not brought back to the advance warehouse after the close of the show. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges

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

HAC 31st Annual Conference and Tradeshow
COMPANY NAME & BOOTH #
Victoria Conference Centre
c/o Levy Show Service, Inc.
720 Douglas Street
Victoria, BC V8W 3M7

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE VENUE PRIOR TO YOUR TARGET MOVE-IN PLAN.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE OF \$0.25 PER POUND WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

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

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

1. **DEFINITIONS.** "Levy Show Service Inc" ("LSS"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LSS shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LSS assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LSS labels; or Improper information on empty labels. LSS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LSS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LSS highly recommends the securing of security services 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 VICTORIA, 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)

BOOTH # _____

c/o Levy Show Service Inc.
Canamera Transport
c/o Prime Logistics Inc.
2205 Keating Cross Road,
Saanichton, BC V8M 2A5

EVENT NAME:

**HAC 31st Annual
Conference
and Tradeshow**

NO. _____ # of _____ PCS.

TO:

(EXHIBITOR NAME)

BOOTH # _____

c/o Levy Show Service Inc.
Canamera Transport
c/o Prime Logistics Inc.
2205 Keating Cross Road,
Saanichton, BC V8M 2A5

EVENT NAME:

**HAC 31st Annual
Conference
and Tradeshow**

NO. _____ # of _____ PCS.

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.



ADVANCE WAREHOUSE



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Victoria Conference Centre
c/o Levy Show Service Inc.
720 Douglas Street
Victoria, BC V8W 3M7

EVENT NAME:

HAC 31st Annual
Conference
and Tradeshow

NO. _____ # of _____ PCS.

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Victoria Conference Centre
c/o Levy Show Service Inc.
720 Douglas Street
Victoria, BC V8W 3M7

EVENT NAME:

HAC 31st Annual
Conference
and Tradeshow

NO. _____ # of _____ PCS.

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.



Levy Show Service Inc. has been appointed the official service contractor for the **HAC 31st Annual Conference and Tradeshow**. Our experienced logistics staff will support you with your inbound and outbound shipping, post show warehousing and Customs clearance.

Here are some of the best reasons for acquiring Levy's Exhibit Transportation service:

- Seamless Service from pick up at your location and delivery right to your booth prior to exhibitor move-in
- One invoice listing all your show services ordered
- Paperwork completed for you including pre-printed shipping labels
- Limitless options for shipping, just ask!
- Our Levy Logistics team are friendly and experienced providing you with invaluable service 7 days a week
- Our Levy team are specialists in the meeting & events industry

Our goal is for your event to be a success.

Please call today 604 277 1726 or email acheng@levyshow.com

We look forward to hearing from you.

LEVY LOGISTICS CARGO INSURANCE

Exhibiting Company Name		Booth #
Contact Name	Phone	Email

How do you know your trade show materials will be protected?

Add cargo insurance to your shipment for peace of mind.

If you are requesting Cargo Insurance, please complete the following application:

For Shipment valued C\$1000.00 and over deductible amount is C\$500.00. For shipment valued under C\$1000.00 deductible amount is C\$250.00.

Trip	Deductible	Coverage Limit (In CAD)	Rate *	Premium
☐ Inbound: One Way shipping into the event ** Maximum Standard Limit C\$50,000.00	C\$500.00/C\$250.00		.005	
☐ Outbound: One Way shipping out of the event ** Maximum Standard Limit C\$50,000.00	C\$500.00/C\$250.00		.005	
CLAIMS: Report all claims to CNA Continental Casualty Company Phone: 1-800-668-6100 Subject to the terms and conditions of Cargo Policy #819218		Premium Total (Minimum Premium C\$50)		
		Administration Fee		C\$ 50.00
		Total Payable		
** Maximum Limit is C\$50,000.00.				
Administrative Use	Cargo Policy Number 819218	Certificate Number:		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

TERMS AND CONDITIONS OF SERVICE

(Please Read Carefully)

All shipments to or from the Exhibitor will be handled by Levy Show Service Inc. "LEVY" and the RELEASEES on the following terms and conditions. No agent or employee of either party may alter or waive any of the following terms and conditions.

CHOOSING ROUTES AND AGENTS

LEVY and the RELEASEES shall have complete freedom in choosing the means, route and procedure to be followed in the handling, transportation and delivery of the goods. Advice by LEVY and the RELEASEES to an Exhibitor that a particular person or firm has been selected to render services as to the materials shall not be construed to mean that LEVY or the RELEASEES warrants or represents that such person or firm will render such services.

SERVICES RENDERED BY RELEASEES

LEVY is authorized to select RELEASEES as may be required to transport, store, deal with and deliver the goods, all of whom shall be considered agents of the Exhibitor. The goods may be entrusted to such parties subject to all conditions of this transportation document, and to all rules, regulations, requirements and conditions (including limitations of liability for loss, damage, expense or delay), whether printed, written or stamped, appearing in bills of lading, receipts or tariffs issued by such RELEASEES and others. LEVY undertakes only to use reasonable care in the selection of RELEASEES and others to whom it may entrust the goods for transportation, cartage, handling, delivery and/or storage or otherwise.

INDEMNIFICATION FOR SERVICES RENDERED BY RELEASEES

The Exhibitor agrees to indemnify and hold harmless the RELEASEES against any claim or legal action taken against the RELEASEES, including but not limited to: fines, penalties, liquidated damages and/or other money due arising from a shipment of materials of the Exhibitor assessed by any carrier, country, governmental agency or other person against the shipment because of the failure, or alleged failure, of the Exhibitor to comply with any laws, rulings, requirements of any country or governmental agency including but not limited to, increased duty, liquidated damage, penalty, fine or expense, together with reasonable expenses, including attorneys fees in connection with defending the claim or action and obtaining reimbursement from the Exhibitor, resulting from any act, inaccuracy or omission or any failure to make timely presentation even if not due to any negligence or fault of the Exhibitor. The confiscation or detention of any Exhibitor's materials by any country or governmental authority shall not affect or diminish the liability of Exhibitor to LEVY and the RELEASEES to pay all charges or other money due promptly on demand.

SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT

Exhibitor shall provide weight and measurements for its shipments to LEVY or the RELEASEES as the case may be. Shipments are subject to reweighing and remeasurement by LEVY or the RELEASEES at their discretion. If dimensional weights apply under tariff rules, dimensions shall be shown as follows, Length x Width x Depth = Cubic Inches (or applicable unit measurement.) If the weight or measurements of the Exhibitor's materials as delivered are different from Exhibitors representations, or if pick-up or delivery time or location is changed by Exhibitor, LEVY and its RELEASEES reserve the right to refuse pick up or delivery or vary rates, charges and fees of shipment.

EXHIBITOR'S DUTY TO FURNISH AND WARRANT THE ACCURACY OF CUSTOMS INFORMATION

On an import or an export, at a reasonable time prior to the shipment or arrival of any Exhibitor materials to Customs, the Exhibitor shall furnish to LEVY in the proper language, form, and number, all invoices and documentation that may be useful and/or required by the laws and regulations of the countries of destination and entry. The Exhibitor shall be bound by and warrant the accuracy of all invoices, documents and information furnished to LEVY by the Exhibitor or its agents for export, import or other purposes. It is the Exhibitor's responsibility to know and comply with all classification, valuation, marketing and other Customs requirements, laws, regulations and rulings, enforced by any country or governmental agencies having jurisdiction over a shipment. Where a bond is required by a country or governmental agency to be given for the production of any document or the performance of any act, the Exhibitor shall be deemed bound by the terms of the bond notwithstanding the fact that the bond has been executed by LEVY and/or the RELEASEES as principal, it being understood that LEVY and the RELEASEES entered into such undertaking at the request and on behalf of the Exhibitor, and the Exhibitor shall indemnify and hold LEVY and the RELEASEES harmless for the consequences of any breach of the terms of the bond.

SERVICES RENDERED BY LEVY

When LEVY carries, stores or otherwise physically handles the Exhibitor's materials, including in the performance of any local pick up or delivery service, and loss, damage, destruction, disappearance, and/or theft occurs during such activity, LEVY assumes no liability, unless at the time of the loss, damage, destruction, disappearance and or theft of the Exhibitor's materials, LEVY had actual custody or control of the Exhibitor's materials and the damages alleged to have been suffered are proven to be caused by the gross negligence or wilful misconduct of LEVY, its officers or employees, in which event the limitation of liability set forth in paragraph 7 shall apply. It is specifically declared that LEVY shall not be responsible for loss damage, destruction, disappearance, and/or theft of the Exhibitor's materials after the materials have been delivered to the Exhibitor's booth, nor shall LEVY be responsible for loss, damage, destruction disappearance and/or theft before the materials are picked up from the Exhibitor's booth for reloading after the show. The condition, count and content of the materials found at the time of local pick up or delivery or in the booth at the time of the actual removal as determined by LEVY or the RELEASEES shall be final and binding and the right is reserved by LEVY and the RELEASEES to alter the Exhibitor's transportation documents to reflect the actual condition, count and contents of the Exhibitor's materials.

LIMITATION OF LIABILITY FOR SERVICES RENDERED BY LEVY

LEVY and the RELEASEES do not know of the quality, condition, contents and value of the goods stored except as declared and described on the face of this transportation document by the Exhibitor. LEVY does **NOT** insure goods described on this transportation document. Without limiting the generality of the foregoing it is specifically declared that: all goods are handled at the Exhibitor's risk of loss, damage or delay in delivery caused by or through the inaccuracies, obligations or absence of marks numbers, address or description, act of God, acts of terrorism, irresistible force, enemies of the Queen, civil or military authorities, insurrection, riot, strikes, picketing or any other labour trouble, water, stream, fire, frost, vermin, heating or corruption, deterioration, drainage, dampness, rust, decay, collapse of the building, inevitable accident, depreciation or perishing by elapse of time, changes in temperature, contact with odours from other goods, inherent defects, lack of any special care or precaution, injury to articles insufficiently protected or arising from the nature of the goods, loss in weight, insufficient cooperation, boxing, crating or packing ordinary wear and tear in handling, leakage, concealed damage or any cause beyond the control of LEVY or failure to detect any of the foregoing. All storage, handling fees and other applicable charges and costs must be paid by the Exhibitor on goods stored and lost or damaged as a result of the above causes. In connection with all shipments, the Exhibitor agrees that the legal liability of LEVY, shall be strictly limited to the lessor of **\$50.00 CDN per item lost, stolen, damaged or destroyed** or **\$500.00 CDN per shipment** whichever is less, unless the Exhibitor specifically requests a higher limit in writing and declares an excess in value, in which case LEVY may at its option, accept liability and assess an additional charge to costs of storage, handling charge or other applicable rate. LEVY shall not, in any event or under any circumstances, be liable for any claim of any type whatsoever with respect to the Exhibitor's materials unless the claim is presented in writing within a reasonable time, not exceeding **30 days** after the Exhibitor learns of, or, in the exercise of reasonable care, should have learned of the loss, damage or destruction of the Exhibitor's materials. It is specifically declared and the Exhibitor agrees that LEVY shall not

TERMS AND CONDITIONS OF SERVICE Con'td

be liable to any extent whatsoever for any actual, potential or assumed loss of business, loss of profit, loss of revenues or for any collateral costs which may result from any loss, damage, destruction, disappearance, theft and or delay in delivery to an Exhibitor's materials which may make it impossible or impractical to exhibit.

GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY

LEVY shall have a general lien on any and all property, materials, and documents relating thereto, of the Exhibitor, in its possession, custody or control or en route, for all claims, for charges, expenses or advances incurred by LEVY in connection with any shipment of the Exhibitor and if such claim remains unsatisfied for thirty days (30) after demand for its payment is made, LEVY may sell at public auction or private sale, upon ten days written notice, sent by certified or registered mail with return receipt requested from Exhibitor, all the goods, wares and/or merchandise, or so much thereof as may be necessary to satisfy such lien, and apply the net proceeds of such sale to the payment of the amount due to LEVY. Any surplus from such sale shall be transmitted to the Exhibitor, and the Exhibitor shall be liable for any deficiency in that sale.

CONSTRUCTION OF TERMS AND VENUE

This agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the law of the Province of British Columbia and no other jurisdiction. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

WARSAW CONVENTION

International air carriage is subject to the rules relating to liability established by the Convention for the Unification of Certain Rules relating to International carriage by Air signed at Warsaw October 12, 1929.

LANGUAGE

The parties confirm their express desire that this Agreement be drafted in the English language. Les parties par les présentes confirment leur volonté expresse que la présente convention soit rédigée en langue anglaise.

Cargo Insurance Coverage Information – Subject to the terms and conditions of Cargo Policy #819218

Transportation Floater Form – All Risks

Subject to: Replacement Cost, 100% Co-insurance, Locked Vehicle Warranty, Canadian Funds; Used or Damaged Goods subject to: Domestic Transportation Floater – "Named Perils" and settlement is subject to Actual Cash Value

Geographical Limits: Ports and/or places in Canada, USA, Europe and Asia. Excluding: Afghanistan, Angola, Cuba, Ethiopia, former Yugoslavia, former Soviet Union, Iran, Iraq, Lebanon, Nicaragua, Nigeria, Somalia, Uganda and any other country where their local legislation decrees insurance must be effected locally, unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

Excluding: Jewellery, precious metals, bank notes, securities, works of art, valuable papers, dangerous goods, antiques, glass, fresh and frozen foods, tobacco, tobacco products, alcohol or alcoholic beverages, confectionery, asbestos tiles, furs, live animals, bulk commodities, perishable goods, microprocessor chips, cellular phones, computer parts and other similar items unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

IMPORTANT NOTICE: As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning various risk characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. It is agreed that the information contained herein shall be the basis of the contract. The above information is intended to be descriptive only all terms and conditions are subject to the actual policy wording (available on request).

CLAIMS AGAINST CARRIERS: It is strongly recommended that, when you receive cargo from the carrier in a damaged condition, NOTICE OF CLAIM be filed with the carrier in writing at the time of accepting the goods, or if the damage is not apparent, then within three days. This notice of claim may be (a) in the form of endorsement on the delivery receipts or (b) by letter. The notice in writing need not be given if joint survey is held AT TIME OF DELIVERY (i/e/ surveyor for carrier and consignee being present.) When the actual loss or damage is later determined from an examination of the Filing claims against the carrier:

- 1) DOES NOT affect the claim on your policy;
- 2) WILL protect any rights you have under the Bill of Lading
- 3) CAN reduce your premium, since good recoveries make for better claims experience



CANADA CUSTOMS BROKERAGE

As the official contractor for the **HAC 31st Annual Conference and Tradeshow** we understand that planning a successful event begins long before you step onto the show floor. International shipping can be daunting but we are here to help. We will facilitate all your customs clearance needs.

Here are some of the best reasons why Levy Logistics will provide you with peace of mind when it comes to customs clearance.

- Assistance with shipping and customs documentation by our experienced logistics specialists
- Streamlined integration with our shipping service
- Knowledgeable staff providing 24 hour / 7 day support for your event
- On-site customer service during move-in and move-out

Call us today 604 277 1726 or email acheng@levyshow.com and will get you started on the right track by helping you plan your international shipping stress free! We want your event to be a great success!

***for qualified shipments*



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

Page
of
de

1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada yyyy/mm/dd	
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)	
		10. Currency of settlement - Devises du paiement	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
			15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - Brut	
		17. Invoice total Total de la facture	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation	
		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse) ABC Company Ltd. 123 Foster St. San Diego, CA USA 123409		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 2015/10/27															
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur) Show name															
4. Consignee (name and address) - Destinataire (nom et adresse) ABC Comp. (Your company name) Show Name c/o Levy Show Facility Address City, Province Postal Code		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) Same.															
		6. Country of transshipment - Pays de transbordement N/A															
		7. Country of origin of goods Pays d'origine des marchandises USA	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.														
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada Levy Show		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) Trade Show Goods Returning															
		10. Currency of settlement - Devises du paiement USD															
11. Number of packages Nombre de colis 5	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité) Display Booth Advertising Brochures - give-aways Plastic key chains - give-aways Computer Monitor	13. Quantity (state unit) Quantité (précisez l'unité) 1 1000 50 2 2	<table border="1"><thead><tr><th colspan="2">Selling price - Prix de vente</th></tr><tr><th>14. Unit price Prix unitaire</th><th>15. Total</th></tr></thead><tbody><tr><td>5,000.00</td><td>5,000.00</td></tr><tr><td>0.10</td><td>100.00</td></tr><tr><td>0.50</td><td>25.00</td></tr><tr><td>1,000.00</td><td>2,000.00</td></tr><tr><td>500.00</td><td>1,000.00</td></tr></tbody></table>	Selling price - Prix de vente		14. Unit price Prix unitaire	15. Total	5,000.00	5,000.00	0.10	100.00	0.50	25.00	1,000.00	2,000.00	500.00	1,000.00
Selling price - Prix de vente																	
14. Unit price Prix unitaire	15. Total																
5,000.00	5,000.00																
0.10	100.00																
0.50	25.00																
1,000.00	2,000.00																
500.00	1,000.00																
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale ☐		16. Total weight - Poids total Net Gross - Brut 300															
		17. Invoice total Total de la facture 8,125.00															
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) ABC Company Ltd. 123 Foster St. San Diego, CA USA 123409															
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case ☒															
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation	24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation	25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises															

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



HAC 31ST ANNUAL CONFERENCE AND TRADESHOW

POST EVENT INFORMATION

Post Event Shipping with Levy Logistics

We offer outbound shipping, customs clearance, as well as local cartage services.

- Pre-arranged: Kindly complete the Logistics Information and Order Form provided in the exhibitor kit. Please start at section “Destination Information AFTER SHOW” and submit the completed form to acheng@levyshow.com.
- On Show Site: Please visit the Levy Customer Service Desk and complete a Material Handling Agreement (MHA). We will require delivery information to ensure your freight reaches its final destination.

Post Event Short Term Storage (long term storage available upon request)

Short term storage is available for all exhibitors. Our logistics team will arrange local cartage services from the event venue direct to our warehouse, at the exhibitor's expense.

- Pre-arranged: Please send an email to our Levy Logistics Department at acheng@levyshow.com requesting post event storage services.
- On Show Site: Please visit the Levy Customer Service Desk and complete a MHA.
- Post Event Storage Information:
 - Please allow a minimum of one business day for availability of freight at the Levy Warehouse
 - Levy will send an email to the contact person on file with release details (i.e. pick up date and time, warehouse address, etc.)
 - We will require your carrier information to arrange a proper warehouse release
 - The exhibitor is responsible for providing the carrier bill of lading or courier labels(s) prior to the release of shipment from our storage facility
 - The exhibitor is responsible for making all transportation arrangements once the shipment is released from the Levy Warehouse

Rescued Freight

All exhibitors must move out of the **HAC 31st Annual Conference and Tradeshow** as per the move-out schedule. Any materials left at the venue past the scheduled time will be considered **RESCUED** by Levy Logistics and forwarded to the Levy warehouse at the exhibitor's expense.

Charges

Material handling and shipping charges will be invoiced to the exhibitor directly. A completed Credit Card Authorization Form is required in order to process your post show shipping and storage requests.

Further Information

For more information please feel free to contact our Levy Logistics team at 604 277 1726 or by email at acheng@levyshow.com.

CARPET and DRAPE

STANDARD Carpet Colour Options



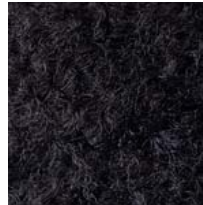
Blue



Granite / Grey



Red



Black

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	645.70	839.40	
10 ft. X 20 ft. + Pad	1,291.40	1,678.70	
20 ft. X 20 ft. + Pad	2,582.80	3,357.20	

☐ Blue ☐ Red ☐ Black ☐ Granite / Grey

PADDING & POLY OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.75	3.58	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.54	2.00	

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	370.70	481.90	
10 ft. X 20 ft.	741.40	963.80	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	3.71	4.82	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	4.84	6.29	

☐ Blue ☐ Red ☐ Black ☐ Granite / Grey

A surcharge may be applied for damages incurred after installation.

SPECIAL INSTRUCTIONS

****PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES****

****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****

STANDARD RATE will be applied to all orders not received and paid in full by **October 14, 2026**. We reserve the right to adjust orders calculated incorrectly.

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 CARPET-PADDING-DRAPE 2026 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



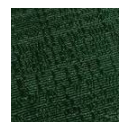
Silver



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



Folding Chair



Padded Bar Stool



Fabric Highback Stool

**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

TABLE AND SEATING RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
4' x 2' Skirted		151.70	197.20	
6' x 2' Skirted		176.00	228.80	
Fourth side of table skirted **available as an addition to orders for 6' skirted tables only**		66.80	86.80	
Unskirted table ☐ 6' ☐ 4'		115.30	149.80	
☐ Blue ☐ Red ☐ Silver ☐ White ☐ Black ☐ Hunter Green				

 TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		230.45	299.65	
6' x 2' Skirted		254.65	331.10	
Fourth side of table skirted **available as an addition to orders for 6' skirted tables only**		72.80	94.60	
Unskirted table ☐ 6' ☐ 4'		139.50	181.50	
☐ Blue ☐ Red ☐ Silver ☐ White ☐ Black ☐ Hunter Green				

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 17" H x 30"D Coffee Table				
White		145.50	189.20	
Black		145.50	189.20	
 27" H x 30"D Round Ped Table				
White		169.85	220.80	
Black		169.85	220.80	
 40" H x 30"D Round Ped Table				
White		181.95	236.50	
Black		181.95	236.50	
ROUND STRETCH SPANDEX COVER				
30"H ☐ Black		48.50	63.00	
40"H ☐ Black		48.50	63.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		101.90	132.45	
 FOLDING CHAIR		55.80	72.60	

STOOLS

Description	Qty.	Discount Rate	Standard Rate	Total
 PADDED BAR STOOL - BLACK		127.40	165.55	
 PADDED HIGH BACK STOOL		181.95	236.50	

****PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES****

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 2026.cdr

ACCESSORIES RENTAL ORDER FORM & INVOICE

ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers)		173.50	224.85	
 COAT TREE		115.30	149.80	
 CHROME BAG HOLDER		115.30	149.80	
 GARMENT ROLLING RACK		126.20	164.00	
 WASTE BASKET		44.20	57.50	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		126.20	164.00	

DISPLAY EQUIPMENT

Description	Qty.	Discount Rate	Standard Rate	Total
 CHROME SIGN HOLDER 22" x 28"		135.30	176.00	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides ☐ Horizontal (shown) ☐ Vertical		346.80	450.90	

COUNTER OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall ☐ Lock (\$21.00 each)		White 485.10	White 630.60	
		Black 600.40	Black 780.45	
COUNTER GRAPHIC PANEL UPGRADE		418.00	539.00	
 CURVED COUNTER Storage shelf (no doors) 1360 radius x 40" tall		490.90	638.20	
CURVED COUNTER GRAPHIC PANEL UPGRADE		660.00	825.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall ☐ Lock (\$21.00 each) ☐ Lights (\$21.00 each)		600.40	780.45	
 SHOW CASE Two shelves 20" x 40" x 40" tall ☐ Lock (\$21.00 each) ☐ Lights (\$21.00 each)		636.80	827.90	

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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

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HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

MODEL 110



image is based on 10' x 10' booth size

Model 110 includes:

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

Discount Rate:
\$2,787.85

Standard Rate:
\$3,624.20

☐ 10' x 10'

MODEL 120



image is based on 10' x 10' booth size

Model 120 includes:

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

Discount Rate:
\$3,315.10

Standard Rate:
\$4,309.80

☐ 10' x 10'

MODEL 210



image is based on 10' x 20' booth size

Model 210 includes:

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

Discount Rate:
\$4,117.60

Standard Rate:
\$5,352.90

☐ 10' x 20'

MODEL 220

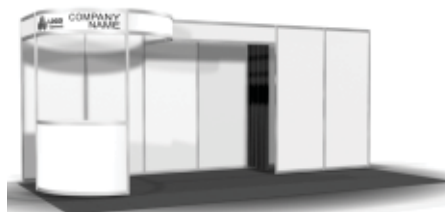


image is based on 10' x 20' booth size

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:
\$5,721.30

Standard Rate:
\$7,437.80

☐ 10' x 20'

HARDWALL UPGRADES & ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
LOGO upgrade		Call for Quote		
Wall shelf, .25m deep x 1m long		113.30	147.30	
Angled shelf, .25m deep x 1m long		147.20	191.30	
15 watt grey LED arm light, (power NOT included)		153.70	199.80	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		301.85/m	392.40/m	

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

****PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES****

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CARPET COLOUR SELECTIONS

☐ Blue ☐ Red ☐ Grey / Granite ☐ Black

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

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HARDWALL-RENTAL 2026.cdr

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.



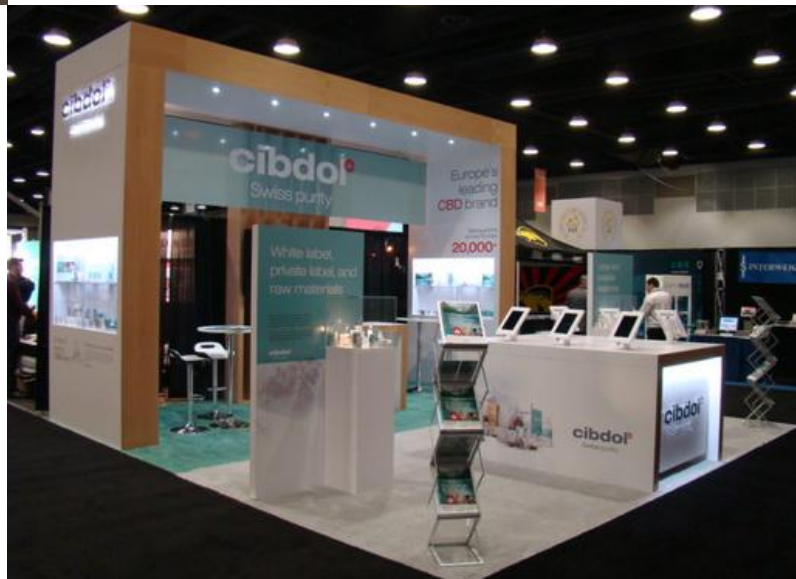
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

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.



GRAPHICS & SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	22" x 28"	145.65	189.30	
	28" x 44"	268.50	349.00	
	3' x 7' x 0.5" falconboard sign w/ plexi feet	1,179.65	1,533.50	

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	24.30	31.60	
	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 \$115.50 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.	41.80	53.90	
	Second side printing	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.

****PLEASE NOTE THAT ANY SHIPMENTS OR FURNISHINGS THAT REQUIRE DELIVERY OUTSIDE OF THE EXHIBIT HALL WILL INCUR LABOUR CHARGES****

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"	126.20	164.00	
	 Chrome sign holder 22" x 28"	135.30	176.00	
	Fabric system hardware	Quoted on Request		

FOR INTERNAL USE ONLY:

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
DIGITAL SET UP FEE	\$61.00	
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****

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

GRAPHICS - SIGN 2026.cdr

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers (seasonal)	96.50	125.40	
	Boston fern	118.50	154.00	
	Orchid in ceramic pot	170.60	221.80	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	173.50	225.50	
	4' - 5' tall floor plant	292.00	298.30	

COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	282.00	366.60	
	Large floral arrangement (seasonal)	308.60	401.20	
	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. Rental 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

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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 **October 14, 2026**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received and then cancelled 5 business days prior to install. If full service has been provided then 100% of original fee will be applied.

FLOWER 2026.cdr

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
100 Square Feet Minimum Order	X Total Number of Days	X \$1.20	=
☐ Prior To Show Opening	☐ Prior to Second Day	☐ Prior to Third Day	

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
100 Square Feet Minimum Order	X Total Number of Days	X \$1.50	=
☐ Prior To Show Opening	☐ Prior to Second Day	☐ Prior to Third Day	

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.

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

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

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

SPECIAL INSTRUCTIONS

Please indicate 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		
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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CLEAN 2026.cdr

LABOUR ORDER FORM & INVOICE

LEVY SHOW SERVICE INC. SUPERVISED LABOUR

☐ 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 LABOUR

☐ 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	157.60 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	212.30 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	271.70 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	157.60 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	212.30 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	271.70 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	157.60 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	212.30 per Hour	\$_____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	271.70 per Hour	\$_____ Total	

PLEASE NOTE: dismantle labour can start no earlier than 30 - 60 minutes after show close

SPECIAL SET UP INSTRUCTIONS

Please include set up plans, photos and install instructions for booth labour when submitting your order.

Are set up plans attached? ☐ Yes ☐ No

If no, please provide an email address for Levy to contact you regarding booth set up plans

Do you require any special tools? ☐ Yes ☐ No

please specify tools required

Do you require any ladders? ☐ Yes ☐ No

_____ (indicate number)

PLEASE NOTE: Exhibitors will be charged for unused time based off of their prepayment amount

****PLEASE ADD 25% FOR ORDERS PLACED AFTER OCTOBER 14, 2026.****

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		

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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

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

LABOUR 2026.cdr

OUTBOUND SHIPPING INSTRUCTIONS - BOOTH LABOUR

<u>Exhibitor Name:</u>	<u>Tel. #:</u>	Booth #
<u>Billing Address:</u>	<u>Fax #:</u>	
<u>City / Prov / State / Postal Code / Zip:</u>	<u>Auth. by:</u>	

1

Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor:

Exhibitor Outbound Shipping Instructions: At close of the show, exhibitor freight will be shipped to the address provided below.

If your freight is being forwarded to another show, be sure to include the name of show and your booth number

Company / Show: Booth #:

Address:

City / Prov / State / Postal Code / Zip:

Attention:

Select Carrier

☐ Ship via carrier of exhibitor's choice

Name of Carrier:

☐ Ship via official show freight carrier

Select shipping method
☐ Ground
☐ Air

Select Service Provider:

Please note:

- The exhibitor is responsible for arranging either a carrier of their choice or the official show freight carrier to pick up at the close of the show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

2

Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): Shipper (print name):

Freight Charges Billed To (Company/Show):

Address:

City / Prov / State / Postal Code / Zip:

Telephone: Attention:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Levy Show Service Inc. before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

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 **October 14, 2026**. 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., HAC and the HAC 31st Annual Conference and Tradeshow** as additional insured's by **October 14, 2026**. 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 October 14, 2026.

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: _____

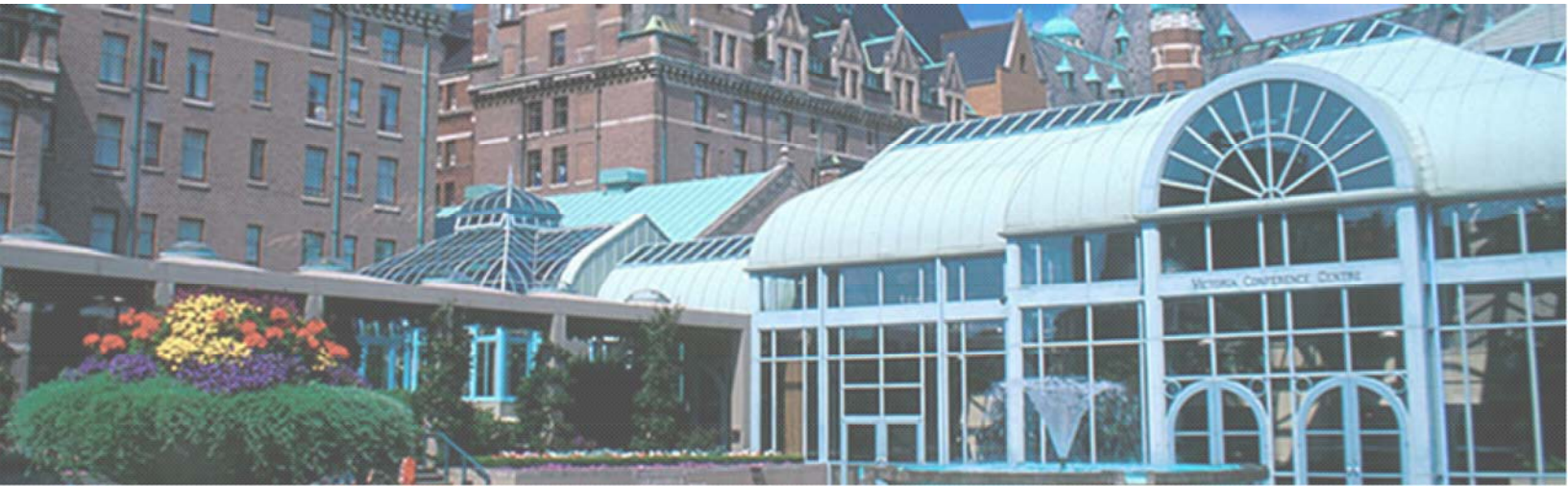
Estimated Arrival at Show _____ Number of Workers: _____

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

Date: _____ Signature: _____



Please forward completed form to:
 Disa Cameron, Account Executive
 613-818-2496
disa.cameron@encoreglobal.com



NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
HAC 31st Annual Conference & Trade Show		Nov 3, 2026	Nov 5, 2026	3
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		BILLING CITY & STATE		BILLING POSTAL CODE
DELIVERY DATE	PREFERRED DELIVERY WINDOW (3HRS)	PICKUP DATE	PICKUP TIME	
Nov 2, 2026		Nov 5, 2026	After 15:00	
ORDERED BY	EMAIL		PHONE	

Exhibitor order needs to be placed 10 business days or more before the show opening to avoid rush shipping and setup fees.
 Email the completed form to the Encore Representative listed above.
 Once this request form is submitted, the Encore Representative will contact you for an official order review and signature.
***Added labour charges, shipping fees, loss damage waiver, service charges, and regional sales tax will apply.**

PROJECTION	QUANTITY		RATE
LCD PROJECTOR (4,200 Lumens)			\$ 504.00
TRIPOD SCREEN (6FT TO 8FT SIZE)			\$ 87.25
25' HDMI CABLE			\$ 25.00
MONITOR	QUANTITY		RATE
24" MONITOR TABLETOP			\$ 156.00

43" MONITOR (REQUIRES STAND*)			\$ 448.75
55" MONITOR (REQUIRES STAND*)			\$ 705.50
70" MONITOR (REQUIRES STAND*)			\$ 898.25
75" MONITOR (REQUIRES STAND*)			\$ 1,028.25
90" MONITOR (REQUIRES STAND*)			\$ 2,616.75
*6FT CHROME FLOOR STAND			\$ 75.00
AUDIO	QUANTITY		RATE
PERSONAL COMPUTER SPEAKER			\$ 62.50
INTERNET	QUANTITY		RATE
SIMPLE WI-FI CONNECTION			Basic access included with the convention network
SUPERIOR WI-FI CONNECTION			\$ 26.00 each
CUSTOM WI-FI NETWORK/SSID			\$ 527.00
WIRED INTERNET CONNECTION			\$ 179.50 each
MISCELLANEOUS	QUANTITY		REGULAR RATE
LAPTOP			\$ 280.50
FLIPCHART (c/w: PAPER & MARKERS)			\$ 89.00
SIGNAGE EASEL			\$ 21.50

If You Are Experiencing Technical Difficulties onsite,
Please Contact Encore at: 1 (236) 333-4976 or 1 (250) 361-1095

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VICTORIA
CONFERENCE
CENTRE