



**OMAIE 44th International Conference on Ocean,
Offshore & Arctic Engineering**

June 23 – 26, 2025

Vancouver Convention Centre - East
Vancouver, BC

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **OMAIE 44th International Conference on Ocean, Offshore & Arctic Engineering**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at the **OMAIE 44th International Conference on Ocean, Offshore & Arctic Engineering**.

Thank you and we look forward to servicing your needs at **OMAIE 44th International Conference on Ocean, Offshore & Arctic Engineering** in **Vancouver, BC**.

Sincerely,

Levy Exposition Services, Inc.



OMAE 44th International Conference on Ocean, Offshore & Arctic Engineering

SERVICE CONTRACTOR CONTACT: LEVY EXPOSITION SERVICES INC.
 14900 Interurban Avenue S., Suite 271
 Seattle, WA 98168
 T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com

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

EXHIBITOR MOVE-IN: Monday, June 23, 2025 9:00 am – 11:00 am

EXHIBITION DATES: Monday, June 23, 2025 12:00 pm – 7:00 pm
 Tuesday, June 24, 2025 10:00 am – 5:00 pm
 Wednesday, June 25, 2025 10:00 am – 5:00 pm
 Thursday, June 26, 2025 10:00 am – 3:30 pm

EXHIBITOR MOVE-OUT: Thursday, June 26, 2025 3:30 pm – 6:00 pm

****Please note that all exhibit materials must be removed from the exhibit Facility by 6:00 pm on Thursday, June 26, 2025.**

BOOTH EQUIPMENT: Each 10' x 10' booth space includes the following:

- 8' high drapery backwall – black
- 3' high drapery sidewall – black
- 1 – 6' x 2' skirted table – black
- 2 – chairs
- 1 – wastebasket
- 1 - 7" x 44" booth identification sign

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

EXHIBIT FLOOR: The exhibit floor will be carpeted in ballroom grade carpet.

CEILING HEIGHT: The ceiling height in the exhibit hall is 24' feet.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **June 2, 2025**.

LEVY ONLINE ORDERING (LOLO): The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

UTILITIES, BOOTH CLEANING & RIGGING SERVICES: Electrical, Internet, Booth Cleaning and Rigging Services are provided exclusively through the Vancouver Convention Centre. To order services please follow the link below:
<https://www.vancouverconventioncentre.com/services/exhibitor-services/online-ordering>

QUICK FACTS

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 May 16, 2025 – June 16, 2025. Shipments arriving before or after these dates will incur an early/late surcharge.

Please note that the Advance Warehouse will be closed on Monday, May 19, 2025 for the Victoria Day holiday.

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

OMAIE 2025
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Aerostream
18391 McCartney Way
Richmond, BC. V6W 0A1

All **DIRECT** shipments should not arrive prior to 10:00 am on **Monday, June 23, 2025**. 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 manual)

OMAIE 2025
Exhibiting Company Name
Booth # ____
Vancouver Convention Centre - East
c/o Levy Exposition Services, Inc.
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, BC V6C 3C1

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 6:00 pm on Thursday, June 26, 2025. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 5:00 pm on June 26th. If your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

POST SHIPPING PAPERWORK:

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **OMAE 44th International Conference on Ocean, Offshore & Arctic Engineering**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system. This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. →

NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.

2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. →

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.

OTHER HELPFUL INFORMATION:

1. To find your username and password, please click on the "My Profile/CC" tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the "My Invoice" tab on the menu at the top of the page.

Levy Online Ordering Link:

[Click here to begin online ordering](#)

Exhibitor Information

ETK TEST
Booths: LEVY

Order Booth Services

Exhibitor Kit

Show Facts

Please click the blue links above for important show information and services.



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 Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

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 Vancouver, BC

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE VANCOUVER CONVENTION CENTRE - EAST, 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 or any shipments received from Canada Post or USPS that exceed 2 lbs will 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 May 16, 2025 and June 16, 2025.*

Show Site Receiving: Shipment(s) shipped to and received at the **Vancouver Convention Centre - East.** Shipments cannot be received at the **Vancouver Convention Centre - East** prior to **10:00 am on Monday, June 23, 2025.**

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior to May 16, 2025 or after June 26, 2025.* Also, any shipments received at show site prior to **10:00 am on Monday, June 23, 2025.**

Small Package: Single piece shipment under 30 lbs.

Late to Warehouse Small Package: Single piece shipment under 30 lbs delivered to the Advance Warehouse *prior to May 19, 2025 or after June 16, 2025.*

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **June 19, 2025** will incur a \$495.00 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 & Show Site Receiving Rate	\$1.80
Early/Late to Warehouse & Off Target Rate.....	\$2.50
Small Package Rate (single piece shipment under 30 lbs).....	\$82.50
Late to Warehouse Small Package Rate.....	\$105.00
Dedicated Same-Day Delivery from Advance Warehouse (in addition to material handling rates)	\$495.00 (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 Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services 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	\$1.80	\$536.40

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

RATE ADJUSTMENT (OFFICE USE ONLY)		
SUBTOTAL		
G.S.T. 5%		
TOTAL USD 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 EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

The material handling services provided by LEVY EXPOSITION SERVICES 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:

OMAE 2025 - COMPANY NAME & BOOTH #
Aerostream c/o Levy Show Service Inc.
18391 McCartney Way
Richmond, BC V6W 0A1

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 **May 16, 2025** and no later than **June 16, 2025**. Shipments received before or after these dates will be subject to the rate of \$2.50 per pound (minimum 200lbs).

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

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JUNE 19, 2025 WILL INCUR A CHARGE OF \$495.00 IN ADDITION TO LATE TO WAREHOUSE FEES IF A DEDICATED TRUCK IS REQUIRED TO RETRIEVE YOUR SHIPMENT.

****Amazon shipments or shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted at the advance warehouse****

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 EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

The material handling services provided by LEVY EXPOSITION SERVICES 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:

OMAE 2025 - COMPANY NAME & BOOTH #
Vancouver Convention Centre - East
c/o Levy Show Service, Inc.
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, BC V6C 3C1

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE VENUE PRIOR TO 10:00 AM ON MONDAY, JUNE 23, 2025.

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 LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES 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. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES 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. LES 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. LES highly recommends the securing of security services for Facility or Show Management.
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. LES 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. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES 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.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES 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 LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES 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 LES 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 reported at show-site.
 - 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 LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF BRITISH COLUMBIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN VANCOUVER, BRITISH COLUMBIA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, 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 labor secured through LES, or the negligent supervision of such labor 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 U.S.A. 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 LES 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 LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES 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



ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Aerostream
c/o Levy Show Service Inc.
18391 McCartney Way
Richmond, BC V6W 0A1

EVENT NAME:
OMAE 2025

NO. _____ # of _____ PCS.

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Aerostream
c/o Levy Show Service Inc.
18391 McCartney Way
Richmond, BC V6W 0A1

EVENT NAME:
OMAE 2025

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.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

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

EVENT NAME:

OMAE 2025

NO. _____ # of _____ PCS.

****PLEASE NOTE:** The Vancouver Convention Centre - East loading docks can NOT accommodate any transport vehicles larger than a 5 ton truck. A pup or 53' trailer will not have access to the loading docks.

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.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

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

EVENT NAME:

OMAE 2025

NO. _____ # of _____ PCS.

****PLEASE NOTE:** The Vancouver Convention Centre - East loading docks can NOT accommodate any transport vehicles larger than a 5 ton truck. A pup or 53' trailer will not have access to the loading docks.



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: acheng@levyshow.com



Levy Exposition Services Inc. has been appointed the official service contractor for the **OMAE 44th International Conference on Ocean, Offshore & Arctic Engineering**. 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.

EXHIBIT TRANSPORTATION

LEVY LOGISTICS INFORMATION AND ORDER FORM

**Please accept this form as your authority to provide Shipping and/or Customs Services.
 We wish to use the following services:**

Shipping & Customs
 Shipping Only
 Customs Only
 Post Event Short Term Storage

SHIPPER INFORMATION

IF SHIPPING FROM ANOTHER SHOW PLEASE CONTACT US DIRECTLY

Company/Exhibitor		Booth #	Shipping from a show YES <input type="checkbox"/> NO <input type="checkbox"/>	Booth #
Facility/Business Picking Up From		Contact Name	Show Name	
City	Address			Floor
Country	Pr/St	Postal Code		
Phone	Fax	E-Mail		

* Tailgate PICK UP required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Loading Dock? <input type="checkbox"/> YES <input type="checkbox"/> NO	PICK UP Details: Other: (ie: Residential, Inside P/U) _____ Date: _____ Time: _____
---	---	--

DESTINATION INFORMATION AFTER SHOW

IF SHIPPING TO ANOTHER SHOW PLEASE FILL IN THIS SECTION

Company/Exhibitor		Shipping to a show YES <input type="checkbox"/> NO <input type="checkbox"/>	Booth #
Facility/Business Delivering To		Address / Floor	
City		Pr/St Postal/Zip Code	Move-In Date Move-In Times
Country	Contact	Show Contractor	Marshalling Yard YES <input type="checkbox"/> NO <input type="checkbox"/>
Phone	Fax	I will be shipping to the Advanced Warehouse YES <input type="checkbox"/> NO <input type="checkbox"/>	

* Tailgate DELIVERY required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Loading Dock? <input type="checkbox"/> YES <input type="checkbox"/> NO	DROP OFF Details: Other: (ie: Residential, Inside Delivery) _____ Date: _____ Time: _____
--	---	--

CUSTOMS INFORMATION

Customs Broker	Customs Broker contact	Customs Broker Phone	Customs paperwork attached <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ROUND TRIP	<input type="checkbox"/> REGULAR GROUND	<input type="checkbox"/> EXPEDITED GROUND

SHIPMENT INFORMATION

Description of Packages and Contents	# of pieces	Dimensions (L) X (W) X (H)	Weight lbs

DO YOU REQUIRE CARGO INSURANCE? YES NO ___(initial)

You must check one of these boxes above and initial. NOTE: if the request for cargo insurance is not indicated and initialed, your shipment will not be insured. If you have checked Yes, please continue to next page.

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

Trip	Deductible	Coverage Limit (In USD)	Rate *	Premium
<input type="checkbox"/> Inbound: One Way shipping into the event ** Maximum Standard Limit US\$50,000.00	US\$500.00/US\$250.00		.005	
<input type="checkbox"/> Outbound: One Way shipping out of the event ** Maximum Standard Limit US\$50,000.00	US\$500.00/US\$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 US\$50)		
		Administration Fee		US\$ 50.00
		Total Payable		

** Maximum Limit is US\$50,000.00.

Administrative Use	Cargo Policy Number 819218	Certificate Number:
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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



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: acheng@levyshow.com



CANADA CUSTOMS BROKERAGE

As the official contractor for the **OMAE 44th International Conference on Ocean, Offshore & Arctic Engineering** 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



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada <p style="text-align: center;">yyyy/mm/dd</p>	
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		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.
11. Number of packages Nombre de colis		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	
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)	Selling price - Prix de vente
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 <input type="checkbox"/>		14. Unit price Prix unitaire	15. Total
		16. Total weight - Poids total Net _____ Gross - Brut _____	
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 <input type="checkbox"/>	
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 <input type="checkbox"/> (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 <input type="checkbox"/>	

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

<p>1. Vendor (name and address) - Vendeur (nom et adresse) ABC Company Ltd. 123 Foster St. San Diego, CA USA 123409</p>		<p>2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 2015/10/27</p> <p>3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur) Show name</p>																			
<p>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</p>		<p>5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) Same.</p> <p>6. Country of transshipment - Pays de transbordement N/A</p>																			
<p>8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada Levy Show</p>		<p>7. Country of origin of goods Pays d'origine des marchandises USA</p> <p><small>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.</small></p> <p>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</p> <p>10. Currency of settlement - Devises du paiement USD</p>																			
<p>11. Number of packages Nombre de colis 5</p>	<p>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</p>	<p>13. Quantity (state unit) Quantité (précisez l'unité)</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">14. Unit price Prix unitaire</th> <th>15. Total</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: right;">5,000.00</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td></td> <td style="text-align: right;">0.10</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td></td> <td style="text-align: right;">0.50</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td></td> <td style="text-align: right;">1,000.00</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td></td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">1,000.00</td> </tr> </tbody> </table>	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
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<p>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 <input type="checkbox"/></p>		<p>16. Total weight - Poids total</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Net</td> <td style="width:50%;">Gross - Brut</td> </tr> <tr> <td></td> <td style="text-align: center;">300</td> </tr> </table>		Net	Gross - Brut		300														
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OMAE 44TH INTERNATIONAL CONFERENCE ON OCEAN, OFFSHORE & ARCTIC ENGINEERING

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 **OMAE 44th International Conference on Ocean, Offshore & Arctic Engineering** 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



Red



Bluejay



Black

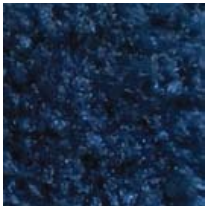


Tuxedo



Granite / Grey

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



Navy



Black



Charcoal

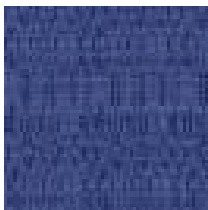


Silver Cloud



White

DRAPE Colour Options



Blue



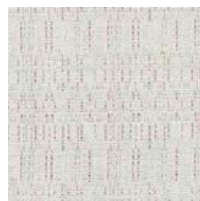
Red



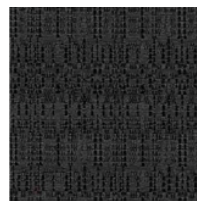
Silver



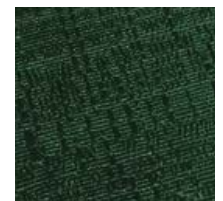
Burgundy



White



Black



Green

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

Do you have questions?

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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	557.10	724.20	
10 ft. X 20 ft. + Pad	1,114.30	1,448.50	
20 ft. X 20 ft. + Pad	2,247.00	2,921.10	

Blue Red Bluejay Black Tuxedo Granite / Grey

PADDING & POLY OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.40	3.10	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.30	1.70	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COLOURED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	320.90	417.20	
10 ft. X 20 ft.	641.80	834.30	
Other sizes in 10' x 10' increments only. Calculate sq. ft. X price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	3.30	4.30	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	4.20	5.50	

Blue Red Bluejay Black Tuxedo Granite / Grey

A surcharge may be applied for damages incurred after installation.

DRAPE

_____ lin. ft. of 3' high drape	\$11.80/ft	\$15.30/ft	
_____ lin. ft. of 8' high drape	\$16.20/ft	\$21.00/ft	

Blue Red Burgundy Silver White Black
 Hunter Green

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

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

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

COST SUMMARY

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

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

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 CARPET-PADDING-DRAPE 2025 10 x 10.cdr

TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height



4' x 2' skirted table



6' x 2' skirted table

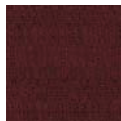
Skirt Colour Options



Blue



Red



Burgundy



Silver



White



Black



Hunter Green

Pedestal Tables

All pedestal tables are available in the below options:

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



Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Folding Chair



Fabric Steno Chair



Padded Bar Stool



Fabric Highback Stool

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

TABLE AND SEATING RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
TABLES 30" HEIGHT				
4' x 2' Skirted		131.30	170.70	
6' x 2' Skirted		152.30	198.00	
Fourth side of table skirted <i>**available as an addition to orders for 6' skirted tables only**</i>		57.80	75.10	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		99.80	129.70	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

TABLES 40" COUNTER HEIGHT				
4' x 2' Skirted		199.50	259.40	
6' x 2' Skirted		220.50	286.70	
Fourth side of table skirted <i>**available as an addition to orders for 6' skirted tables only**</i>		63.00	81.90	
Unskirted table <input type="checkbox"/> 6' <input type="checkbox"/> 4'		120.80	157.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

ROUND PEDESTAL TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
17" H x 30"D Coffee Table	White	126.00	163.80	
	Black	126.00	163.80	
27" H x 30"D Round Ped Table	White	147.00	191.10	
	Black	147.00	191.10	
40" H x 30"D Round Ped Table	White	157.50	204.80	
	Black	157.50	204.80	
ROUND STRETCH SPANDEX COVER 30"H <input type="checkbox"/> Black		42.00	54.60	
40"H <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Yellow		42.00	54.60	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
FABRIC SLED BASE CHAIR - GREY		88.20	114.70	
FABRIC ARMCHAIR - GREY		111.30	144.90	
FOLDING CHAIR		48.30	63.00	
FABRIC STENO CHAIR		127.10	165.20	

STOOLS

Description	Qty.	Discount Rate	Standard Rate	Total
PADDED BAR STOOL - BLACK		110.30	143.30	
PADDED HIGH BACK STOOL		157.50	204.80	

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COST SUMMARY

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








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 TABLE-CHAIR 2025.cdr

ACCESSORIES RENTAL ORDER FORM & INVOICE

ACCESSORIES

Description	Qty.	Discount Rate	Standard Rate	Total
 ALUMINUM FOLDING LITERATURE RACK (with clear plexi dividers)		150.20	195.30	
 COAT TREE		99.80	129.70	
 CHROME BAG HOLDER		99.80	129.70	
 GARMENT ROLLING RACK		109.20	142.00	
 WASTE BASKET		38.30	49.80	
 RETRACTABLE STANCHION (max belt length 6ft) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red		80.30 (each)	104.40 (each)	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		109.20	142.00	
MINI FRIDGE		276.20	359.10	
LARGE GLASS BOWL		64.10	83.30	

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EXHIBITOR INFORMATION

COMPANY





CONTACT

BOOTH#

DISPLAY EQUIPMENT

Description	Qty.	Discount Rate	Standard Rate	Total
 CHROME SIGN HOLDER 22" x 28"		117.10	152.30	
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		300.30	390.40	
 TALL CABINET SHOW CASE 3 shelves with lockable door 12" X 39" X 77" <input type="checkbox"/> Lights \$78.00		819.50	1,065.40	

COUNTER OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
 COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Graphic panel upgrade (\$362.00)		White 420.00	White 546.00	
		Black 519.80	Black 675.70	
 CURVED COUNTER Storage shelf (no doors) 1360 radius x 40" tall		425.00	552.50	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		519.80	675.70	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$21.00 each) <input type="checkbox"/> Lights (\$21.00 each)		551.30	716.60	

COST SUMMARY

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

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SPECIALTY FURNITURE

SOFT SEATING:



Toronto Single Chair



Toronto Loveseat



Toronto Sofa



Round Stage Chair

SECTIONAL SOFT SEATING:



Sectional Corner



Sectional Middle



Sectional Ottoman



Sectional Bench

BAR STOOLS & CRUISERS:



Equino Bar Stool



Pitt Bar Stool



Round Cruiser



Square Cruiser

COFFEE & END TABLES:



Round Coffee Table



Rectangle Coffee Table



Round End Table



Square End Table

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www.levyshow.com

SPECIALTY FURNITURE RENTAL ORDER FORM & INVOICE

SOFT SEATING				
Description	Qty.	Discount Rate	Standard Rate	Total
TORONTO SINGLE CHAIR - WHITE		513.40	667.42	
TORONTO LOVESEAT - WHITE		763.32	992.32	
TORONTO SOFA - WHITE		958.80	1,246.44	
ROUND STAGE CHAIR <input type="checkbox"/> Black <input type="checkbox"/> White		448.80	583.44	

BAR STOOLS & CRUISERS				
Description	Qty.	Discount Rate	Standard Rate	Total
EQUINO BAR STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		142.80	185.64	
PITT BAR STOOL <input type="checkbox"/> Black <input type="checkbox"/> White		130.92	170.20	
ROUND CRUISER <input type="checkbox"/> Black <input type="checkbox"/> White		187.00	243.10	
SQUARE CRUISER <input type="checkbox"/> Black <input type="checkbox"/> White		156.40	203.32	

SECTIONAL SOFT SEATING				
Description	Qty.	Discount Rate	Standard Rate	Total
SECTIONAL CORNER <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL MIDDLE <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL OTTOMAN <input type="checkbox"/> Black <input type="checkbox"/> White		363.80	472.94	
SECTIONAL BENCH <input type="checkbox"/> Black <input type="checkbox"/> White		357.00	464.10	

COFFEE & END TABLES				
Description	Qty.	Discount Rate	Standard Rate	Total
ROUND COFFEE TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		195.52	254.18	
RECTANGLE COFFEE TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		195.52	254.18	
ROUND END TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		149.60	194.48	
SQUARE END TABLE <input type="checkbox"/> Black <input type="checkbox"/> White		149.60	194.48	

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

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

COST SUMMARY	
RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
Transportation & Labour Fee 25% (per order)	
P.S.T. 7%	
G.S.T. 5%	
TOTAL USD GST#R103315057	

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 SPECIALTY-FURNITURE 2025.cdr

Cardero Cube Ottoman

Vinyl cube ottoman
19.7L x 19.7W x 17.0H



Cardero Rectangle Ottoman

Vinyl rectangle ottoman
39.4L x 19.7W x 17.0H



Cube Ottoman

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



Clark Office Chair

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



Madrid Bench

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



Madrid Chair

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



Globus Chair

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



Colburn Barstool

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



Main Barstool

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



Elliot Tub Chair White

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



Carrall Chair

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



Avenue 6' Bar

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



Strathcona Bar

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



Small Pillows

Approx. size 16"x16"



Large Pillows

Approx. size 20"x 20"



Area Rugs

Approx. size 7' x 10'



**PRESTIGE FURNITURE PACKAGE RENTAL
 ORDER FORM & INVOICE** SUBJECT TO AVAILABILITY

**OMAE 44th International Conference on
 Ocean, Offshore & Arctic Engineering
 June 23 - 26, 2025
 Vancouver Convention Centre - East
 Vancouver, BC**

Description	QTY	Discount Rate	Standard Rate	TOTAL
Cardero Cube Ottoman 19.7L x 19.7W x 17.0H 		170.20	221.20	
Cardero Rectangle Ottoman 39.4L x 19.7W x 17.0H 		306.20	398.10	
Cube Ottoman 17.5L x 17.5W x 17.0H 		146.20	190.10	
Clark Office Chair 19.5L x 23.0W x 44.0H 		349.30	454.10	
Madrid Bench 76.0L x 32.0W x 18.5H 		1,084.70	1,410.00	
Madrid Chair 33.0L x 30.5W x 29.0H 		377.30	490.50	
Globus Chair 30.0L x 28.0W x 29.0H 		582.20	756.90	
Colburn Barstool 15.0L x 17.0W x 0.0H 		284.80	370.20	
Main Barstool 21L x 20.5W x 44.5H 		126.90	165.10	
Elliot Tub Chair White 19.50L x 19.50W x 33.50H 		104.30	135.60	
Carrall Chair 36.0L x 36.0W x 42.0H 		827.60	1,075.90	
Avenue 6' Bar 72.0L x 30.0W x 40.0H 		1,330.50	1,729.60	
Strathcona Bar 55.0L x 20.5W x 41.3H 		1,220.30	1,586.40	

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

COST SUMMARY

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

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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 STANDARD RATE FOR ANY ORDERS
 PLACED LESS THAN 5 DAYS IN ADVANCE****

STANDARD RATES

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 We reserve the right to adjust orders calculated incorrectly

A 100% CANCELLATION FEE

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 install. If full service has been provided then 100% of the original fee will be applied.
 GST# R103315057

Sydney End Table

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



Sydney Coffee Table

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



L22 Plank End Table

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



L22 Plank Coffee Table

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



Wall Street Coffee Table

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



Wall Street End Table

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



Elliot Cafe Table

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



Girari Bar Table

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



L22 High Straight Bar Table

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



L22 Communal Table

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



8' Harvest Dining Table

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



8' Harvest Dining Table W/ Charging Unit

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





PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

**OMAE 44th International Conference on
 Ocean, Offshore & Arctic Engineering**
June 23 - 26, 2025
**Vancouver Convention Centre - East
 Vancouver, BC**

Description	QTY	Discount Rate	Standard Rate	TOTAL
Sydney End Table 26.0L x 26.0W x 18.0H  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		203.50	264.50	
Sydney Coffee Table 48.0L x 26.0W x 18.0H  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		271.30	352.70	
Plank End Table 18.0L x 18.0W x 17.5H  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		175.50	228.10	
L22 Plank Coffee Table 48.0L x 22.0W x 18.0H  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		349.30	454.10	
Wall Street End Table 22.0L x 15.8W x 18.5H  		203.50	264.50	
Wall Street Coffee Table 44.0L x 22.0W x 15.0H  		406.90	529.00	
Elliot Cafe Table 27.00L x 27.00W x 29.00H  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		236.30	307.20	
Girari Bar Table 30.0L x 30.0W x 39.0H  		268.60	349.20	
L22 High Straight Bar Table 72.0L x 18.0W x 40.0H  		563.30	732.30	

Description	QTY	Discount Rate	Standard Rate	TOTAL
L22 Communal Table 95.0L x 38.0W x 30.0H  		917.70	1,193.00	
8' Harvest Dining Table 96.0L x 35.0W x 30.0H  		870.80	1,132.00	
8' Harvest Dining Table W/ Charging Unit 96.0L x 35.0W x 30.0H  		1,003.00	1,303.90	

COST SUMMARY

Rate Adjustment (office use only)

25% Cancellation Fee (office use only)

Calculation of Order

Transportation & Labour Fee 25% (per order)

SUBTOTAL

P.S.T. 7%

G.S.T 5%

TOTAL USD

EXHIBITOR INFORMATION

Company

Contact

Booth#

PLEASE REFER TO THE PAYMENT & CREDIT CARD
CHARGE AUTHORIZATION FORM

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GST# R103315057

Georgia Chair

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



Georgia Sofa Powered

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



Georgia Sofa

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



Fleming Arm Chair

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



Fleming Sofa

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



Nova+ Side Chair

Armless chair with chrome base in vinyl.
27.5L x 33.0W x 35.0H



Nova+ Love Seat

Armless love seat with chrome base in vinyl.
55.0L x 33.0W x 35.0H



Nova+ Sofa

Armless sofa with chrome base in vinyl.
82.0L x 33.0W x 35.0H



Modular Seating

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

Wall Street Corner Chair

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



Wall Street Left Arm Chair

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



Wall Street Right Arm Chair

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



Wall Street Arm Chair

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



Wall Street Armless Chair









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



PRESTIGE FURNITURE PACKAGE RENTAL ORDER FORM & INVOICE

SUBJECT TO AVAILABILITY

**OMAE 44th International Conference on
 Ocean, Offshore & Arctic Engineering**
 June 23 - 26, 2025
 Vancouver Convention Centre - East
 Vancouver, BC






Description	QTY	Discount Rate	Standard Rate	TOTAL
Georgia Chair 37.0L x 31.0W x 33.0H 		1,154.40	1,500.70	
Georgia Sofa Powered 78.0L x 31.0W x 33.0H 		2,033.90	2,644.00	
Georgia Sofa 78.0L x 31.0W x 33.0H 		1,694.70	2,203.10	
Fleming Arm Chair 35.0L x 35.0W x 30.0H 		1,199.40	1,559.20	
Fleming Sofa 84.0L x 35.0W x 30.0H 		1,860.00	2,418.00	
Nova+ Side Chair 27.5L x 33.0W x 35.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		519.80	675.70	
Nova+ Love Seat 55L x 33.0W x 35.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		1,044.80	1,358.20	
Nova+ Sofa 82L x 33.0W x 35.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		1,569.80	2,040.70	

PLEASE REFER TO THE PAYMENT & CREDIT CARD
CHARGE AUTHORIZATION FORM

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

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

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

Description	QTY	Discount Rate	Standard Rate	TOTAL
Modular Seating				
Wall Street Left Arm Chair 27.0L x 28.0W x 31.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		678.00	881.40	
Wall Street Corner Chair 27.0L x 28.0W x 31.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		678.00	881.40	
Wall Street Right Arm Chair 27.0L x 28.0W x 31.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		678.00	881.40	
Wall Street Armless Chair 23.0L x 28.0W x 31.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		678.00	881.40	
Wall Street Arm Chair 27.0L x 28.0W x 31.0H <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 		678.00	881.40	

COST SUMMARY

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

EXHIBITOR INFORMATION

Company	
Contact	Booth#

STANDARD RATES

Will be applied to all orders not received and paid in full by **June 2, 2025**.
We reserve the right to adjust orders calculated incorrectly

A 100% CANCELLATION FEE

Will be applied to all orders received and then cancelled 10 business days prior to
install. If full service has been provided then 100% of the original fee will be applied.
GST# R103315057

Package A



Includes:

1 x Girari Bar Table

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

2 x Main Bar Stools

Formed plastic seat and chrome
base.

Package B



Includes:

1 x Sydney End Table

Stainless steel base and laminate
top.

2 x Wall Street Arm Chairs

Chrome base and white vinyl seat
w/buttons.

Package C



Includes:

1 x Plank Coffee Table

Metal base with enamel painted
top.

2 x Wall Street Loveseat

Chrome base and white vinyl seat
w/buttons.

Package D



Includes:

1 x Elliot Café Table

Laminate tabletop w/wood dowel
legs

4 x Elliot Arm Chairs

Molded PP chair w/wood dowel
legs.

**PRESTIGE FURNITURE PACKAGE RENTAL
ORDER FORM & INVOICE** SUBJECT TO AVAILABILITY

**OMAE 44th International Conference on
 Ocean, Offshore & Arctic Engineering
 June 23 - 26, 2025
 Vancouver Convention Centre - East
 Vancouver, BC**

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

Package A

				
		522.50	679.20	

Package C

				
		3,061.30	3,979.70	

Package D

				
		655.40	852.10	

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

Package B

				
		1,559.50	2,027.30	

COST SUMMARY

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

EXHIBITOR INFORMATION

Company	
Contact	Booth#

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

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

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

STANDARD RATES

Will be applied to all orders not received and paid in full by **June 2, 2025**. We reserve the right to adjust orders calculated incorrectly

A 100% CANCELLATION FEE

Will be applied to all orders received and then cancelled 10 business days prior to install. If full service has been provided then 100% of the original fee will be applied. GST# R103315057

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:
\$2,413.70

Standard Rate:
\$3,137.80

8' x 10' 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:
\$2,870.20

Standard Rate:
\$3,731.30

8' x 10' 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:
\$3,565.00

Standard Rate:
\$4,634.50

8' x 20' 10' x 20'

MODEL 220

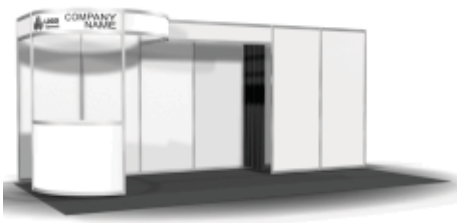


image is based on 10' x 20' booth size

- 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:
\$4,953.50

Standard Rate:
\$6,439.50

8' x 20' 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		98.10	127.50	
Angled shelf, .25m deep x 1m long		127.40	165.60	
15 watt grey LED arm light, (power NOT included)		133.00	172.90	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		261.30/m	339.70/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
 Bluejay Tuxedo

HEADER DETAILS

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

Header One

Header Two

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

COST SUMMARY

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

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 **June 2, 2025**. We reserve the right to adjust orders calculated incorrectly.

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

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.



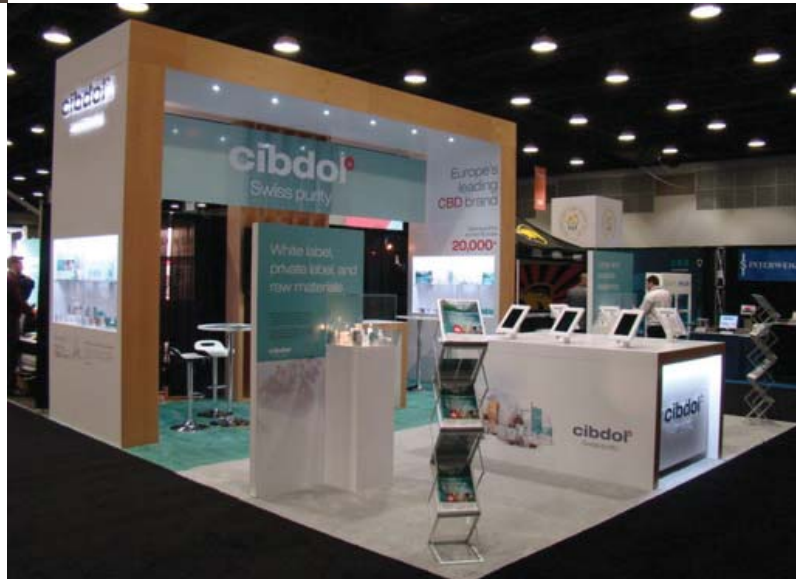
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

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"	126.10	163.90	
	28" x 44"	232.50	302.20	
	3' x 7' x 0.5" falconboard sign w/ plexi feet	1,021.30	1,327.70	

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Easel back on sign (Up to 22" x 28")	21.00	27.30	
	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 \$110.00 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.	36.20	47.10	
	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"	109.20	142.00	
	 Chrome sign holder 22" x 28"	117.10	152.30	
	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 USD	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 **June 2, 2025**. We reserve the right to adjust orders calculated incorrectly.

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

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers (seasonal)	83.50	108.60	
	Boston fern	102.60	133.40	
	Orchid in ceramic pot	147.70	192.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	150.20	195.30	
	4' - 5' tall floor plant	198.70	258.30	

COLOURFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement (seasonal)	244.20	317.50	
	Large floral arrangement (seasonal)	267.10	347.20	
	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

****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 USD	GST#R103315057	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

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 **June 2, 2025**. 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.

AUDIO VISUAL & COMPUTER RENTAL ORDER FORM & INVOICE

MONITORS & STANDS	QTY	DISCOUNT RATE PER DAY	STANDARD RATE PER DAY	# OF DAYS	TOTAL
32" Monitor		\$150.00	\$195.00		
43" Monitor		\$350.00	\$455.00		
50" Monitor		\$450.00	\$585.00		
55" Monitor		\$650.00	\$845.00		
70" Monitor		\$700.00	\$910.00		
75" Monitor		\$700.00	\$910.00		
86" Monitor		\$995.00	\$1293.50		
43" Touch Monitor		\$650.00	\$845.00		
Monitor Floor Stand		\$75.00	\$97.50		
Monitor Floor Stand w/ Shelf		\$100.00	\$130.00		

****FLOOR STANDS ARE ONLY COMPATIBLE WITH OUR RENTAL MONITORS****

If no floor stand is required, please indicate how your monitor will be displayed:

- Mounted to booth hardwall system Placed on a counter or table
(only permitted for monitors 43" or less)

What will your source be?

- HDMI Cable USB - Media Player (\$50/per day)

Contact Information for receiving equipment onsite:

NAME: _____

TELEPHONE: _____

AUDIO DISTRIBUTION	QTY	DISCOUNT RATE PER DAY	STANDARD RATE PER DAY	# OF DAYS	TOTAL
Monitor Sound Bar		\$50.00	\$65.00		
Individual Fostex Speaker		\$25.00	\$32.50		
Single Audio Booth System		\$250.00	\$325.00		

LAPTOPS & SOURCES	QTY	DISCOUNT RATE PER DAY	STANDARD RATE PER DAY	# OF DAYS	TOTAL
USB Media Player		\$50.00	\$65.00		
Laptop		\$225.00	\$292.50		
Music iPad		\$50.00	\$65.00		

RENTAL AGREEMENT

- Please submit payment in full with your order.
- The rented equipment will be delivered and installed in your booth towards the end of your move-in time.
- The equipment is the exhibitor's responsibility until picked up by a Levy Show Service Inc. representative. **DO NOT** leave equipment unattended in the exhibit booth once the show closes.

SUPPLEMENTARY CONDITIONS

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

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

GUARANTEES & RESPONSIBILITY LIMITATION - Levy Show Service Inc. is not responsible for software issues and will charge the customer should Levy Exposition Services Inc. respond to problems caused by the customer's software.

INSTALL / DISMANTLE & TRANSPORTATION LABOUR CHARGES

Basic installation cost for one item is **\$475.00**

Multiple items ordered will require a custom installation and dismantle quote. Please contact our Operations Department to obtain a quote.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
CALCULATION OF ORDER		
CABLES & CONSUMABLES (+15.0% on equipment)		
SPECIAL INSTALLATION CHARGES (on request)		
Basic Installation & Transportation Charges per item		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
TOTAL USD	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 **June 2, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received and then cancelled 10 business days prior to install. If full service has been provided then 100% of original fee will be applied.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

**OMAE 44th International Conference on
 Ocean, Offshore & Arctic Engineering**
 June 23 - 26, 2025
 Vancouver Convention Centre - East
 Vancouver, BC

IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible.

Levy Show Service Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event.

Evidence of the insurance described above shall be forwarded to Levy Show Service Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES (All rates include forklift and driver)

DESCRIPTION	DISCOUNT RATE	STANDARD RATE
REGULAR TIME 8:00 AM - 4:00 PM Monday to Friday	297.90 per hour	387.20 per hour
OVER TIME 4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	369.10 per hour	479.80 per hour
DOUBLE TIME All other hours including Sundays and Statutory Holidays	452.00 per hour	587.60 per hour

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	Discount Rate	Standard Rate	TOTAL	
REGULAR TIME _____ Forklifts _____ Hours	297.90 per hour	387.20 per hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME _____ Forklifts _____ Hours	369.10 per hour	479.80 per hour	\$ _____ Total	
DOUBLE TIME _____ Forklifts _____ Hours	452.00 per hour	587.60 per hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME _____ Forklifts _____ Hours	297.90 per hour	387.20 per hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME _____ Forklifts _____ Hours	369.10 per hour	479.80 per hour	\$ _____ Total	
DOUBLE TIME _____ Forklifts _____ Hours	452.00 per hour	587.60 per hour	\$ _____ Total	

****PLEASE NOTE that we do not provide attachments or straps/lifting equipment. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges.****

SPECIAL INSTRUCTIONS _____

DISCLAIMER: In Booth Forklift does not cover any Material Handling services; please refer to the Material Handling Order Form and Invoice.

COST SUMMARY

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

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

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 **June 2, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received and then cancelled 10 business days prior to install. If full service has been provided then 100% of original fee will be applied.

LABOUR ORDER FORM & INVOICE

LEVY SHOW SERVICE INC. SUPERVISED LABOUR

MOVE IN MOVE OUT

LEVY EXPOSITION SERVICES 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 Exposition Services 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	136.50 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday	183.80 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays	235.20 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	136.50 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	183.80 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	235.20 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	_____ Labourers	_____ Hours	136.50 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	_____ Labourers	_____ Hours	183.80 per Hour	\$ _____ Total	
DOUBLE TIME	_____ Labourers	_____ Hours	235.20 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 JUNE 2, 2025.****

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 USD 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.

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services 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 LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), 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 U.S. Funds and all checks must be drawn on a 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 LES except where specifically identified as a sale. All LES 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 labor, 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 EXHIBITOR'S responsibility to advise LES 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, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES 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 the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE PROVINCE OF BRITISH COLUMBIA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES 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 LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES 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 LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES 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 LES Safe Work Rules and/or Federal, State, County 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 EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

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 Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labour can be made through Levy Exposition Services 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 Exposition Services Inc. no later than **June 2, 2025**. 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 Exposition Services Inc. with Certificates of Insurance naming **Levy Exposition Services Inc., American Society Mechanical Engineers and the OMAE 44th International Conference on Ocean, Offshore & Arctic Engineering** as additional insured's by **June 2, 2025**. 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 Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the June 2, 2025.

**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: _____