

**EANGUS 52<sup>nd</sup> Annual Conference**

August 13 – 16, 2023  
Mayo Civic Center  
Rochester, MN

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **EANGUS 52<sup>nd</sup> Annual Conference**.

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](mailto:operations@levyexpo.com). We will be happy to assist you in any way possible to ensure that you have a successful experience at the **EANGUS 52<sup>nd</sup> Annual Conference**

Thank you and we look forward to servicing your needs at the **EANGUS 52<sup>nd</sup> Annual Conference** in **Rochester, MN**.

Sincerely,

Levy Exposition Services, Inc.

**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](mailto:operations@levyexpo.com)

**LOCATION:** Mayo Civic Center  
30 Civic Center Drive SE  
Rochester, MN 55904

**EXHIBITOR MOVE-IN: EXHIBITION DATES:**

Saturday, August 12, 2023	8:00 am – 5:00 pm
Sunday, August 13, 2023	10:00 am – 4:00 pm
Monday, August 14, 2023	8:00 am – 4:00 pm
Tuesday, August 15, 2023	8:00 am – 2:00 pm

**EXHIBITOR MOVE-OUT:** Tuesday, August 15, 2023 2:00 pm – 6:00 pm

**\*\*Please note that all exhibit materials must be removed from the exhibit Facility by 6:00 pm on Tuesday, August 15, 2023.**

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

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

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

**HALL CARPET:** The exhibit hall will be carpeted in ballroom grade carpeting.

**CEILING HEIGHT:** The ceiling height in the exhibit hall is 32' 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 **July 21, 2023**.

**LEVY ONLINE ORDERING :** To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=154&s=8361>

- you will be prompted to register as a new exhibitor (please use your email address as a username)
- if you do not know your booth number please enter "0" (zero)
- online ordering available until **August 4, 2023**.

**ELECTRICAL:** Please follow the link below to order Electrical Services:  
<https://exhibitors.venueops.com/exhibitorStore/account-1706-A/exhibition-1313-A>

**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 July 10, 2023 – August 7, 2023. Shipments arriving before or after these dates will incur an early/late surcharge.

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

EANGUS CONFERENCE  
Exhibiting Company Name  
Booth # \_\_\_\_  
Levy Exposition Services, Inc.  
c/o Liberty CFS NV, Inc.  
12400 Dupont Avenue S  
Burnsville, MN 55337

All **DIRECT** shipments should not arrive prior to 8:00 am on **Saturday, August 12, 2023**. 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)

EANGUS CONFERENCE  
Exhibiting Company Name  
Booth # \_\_\_\_  
Mayo Civic Center  
c/o Levy Exposition Services, Inc.  
30 Civic Center Drive SE  
Rochester, MN 55904

**DISMANTLE AND  
MOVE-OUT  
INFORMATION:**

All exhibitor materials **MUST** be removed from the facility by **6:00 pm** on **Tuesday, August 15, 2023**. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than **4:00 pm** on **Tuesday, August 15, 2023**. In the event that 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.

## **SAFETY RULES**

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.



## **ROCHESTER UNION REGULATIONS**

Union laborers are responsible for: floor layout, carpet, drapes, rental furniture, decorating rental items, masking, aisle signs, hanging special signs, and aisle carpeting, unloading and reloading freight, delivery of material to the exhibit booth, installation and dismantling of booths, and rigging.

Individual exhibitors who wish to install and dismantle their own booths can do so if they: use company personnel, do not attempt to bring in "pick-up labor," comply with local and state fire, safety and insurance regulations and rules set by Exposition Management.

Exhibitors also may handle their own freight subject to the following conditions: if material can be hand-carried to and from the booth via accepted freight entrances, or if transport of larger items can be done using two-wheeled hand trucks or four-wheeled mover-type dollies, both provided by the Exhibitor. Unions claim jurisdiction under all other circumstances.

## EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

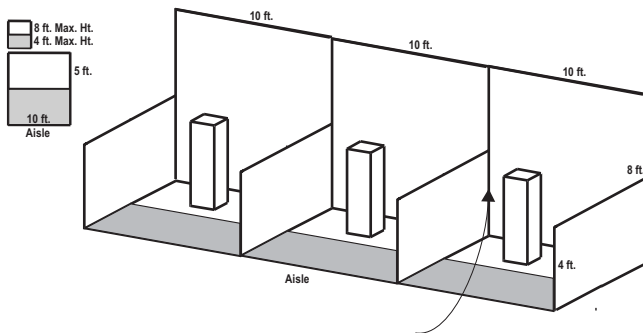
### STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

**Dimensions:** Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

**Use of Space:** Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

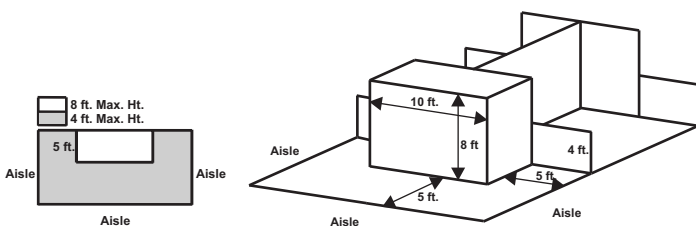
**Note:** Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

### PENINSULA END-CAP BOOTH

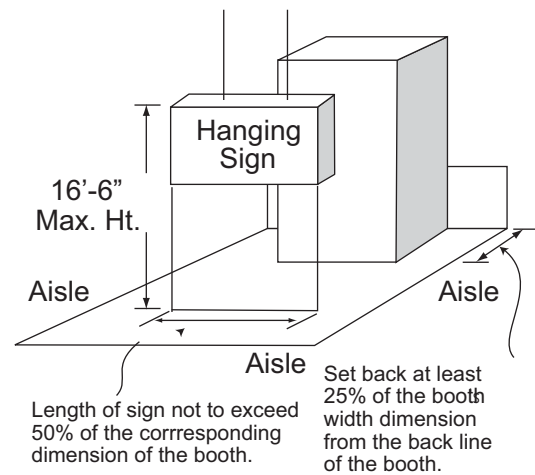
An end cap booth is exposed to aisles on three sides and composed of two booths.

**Dimensions:** End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



### HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



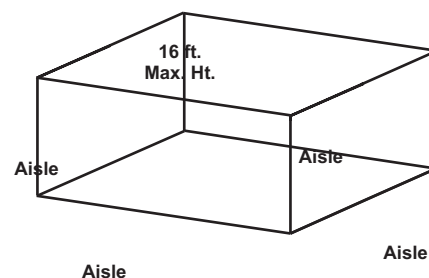
\*\*All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.\*\*

### ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions:** An Island Booth is 20'x30' or larger, although it may be configured differently.

**Use of Space:** The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



Please note that the ceiling height in the Exhibit Hall is 32 feet.

## THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	<b>Deadline Date July 21, 2023</b>
ADDRESS <small>street city state/province zip/postal code country</small>		
PHONE <small>FAX</small>	PURCHASE ORDER NUMBER	<i>All orders are regulated by LES Payment Terms &amp; Conditions as well as Material Handling Terms &amp; Conditions.</i>
AUTHORIZED CONTACT SIGNATURE <b>X</b>	AUTHORIZED CONTACT - PLEASE PRINT DATE	

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

### EXHIBITING FIRM

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE/PROVINCE ZIP/POSTAL CODE \_\_\_\_\_

PHONE FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

### THIRD PARTY

THIRD PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE/PROVINCE ZIP/POSTAL CODE \_\_\_\_\_

PHONE FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

**ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:**

\_\_\_\_\_

\_\_\_\_\_

### EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY PROV. / STATE \_\_\_\_\_

POSTAL/ZIP CODE COUNTRY \_\_\_\_\_

TODAY'S DATE MONTH / DAY / YEAR

CARD NUMBER

VISA  MASTERCARD  AMEX  CHECK

EXPIRY DATE     CVCC

CARDHOLDER NAME  
(PLEASE PRINT)

SIGNATURE \_\_\_\_\_



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

**EANGUS 52<sup>nd</sup> Annual Conference**  
**August 13 - 16, 2023**  
**Mayo Civic Center**  
**Rochester, MN**

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER		<b>All orders are regulated          by LES Payment Terms          &amp; Conditions as well as          Material Handling Terms          &amp; Conditions.</b>	
ADDRESS		street	city	state/province	zip/postal code		country
PHONE	FAX	PO #	E-MAIL				
AUTHORIZED CONTACT SIGNATURE <b>X</b>		AUTHORIZED CONTACT - PLEASE PRINT		DATE			

### CREDIT CARD AUTHORIZATION

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

**Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment.** You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

### CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
Motor Vehicle Escort Order Form.....	\$	
<b>FULL PAYMENT IN US FUNDS</b>	<b>\$</b>	

**To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.**

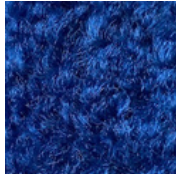
Charge my credit card in the amount of \$

Check no.  Dated  in the amount of \$

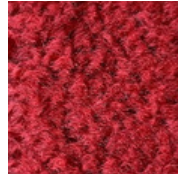


# CARPET and DRAPE

## Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

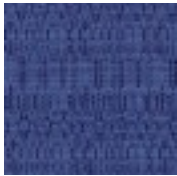


Purple



Black

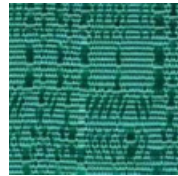
## Drape color options



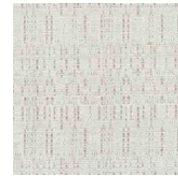
Blue



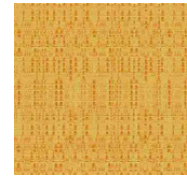
Red



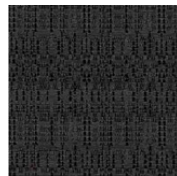
Teal



White



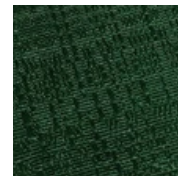
Gold



Black



Purple



Green



Grey



Burgundy

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

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

[operations@levyexpo.com](mailto:operations@levyexpo.com)

[www.levyexpo.com](http://www.levyexpo.com)



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

EANGUS 52<sup>nd</sup> Annual Conference  
 August 13 - 16, 2023  
 Mayo Civic Center  
 Rochester, MN

## CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

### COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	275.00	355.00	
10 ft. X 20 ft.	550.00	825.00	
10 ft. X 30 ft.	825.00	1,045.00	
10 ft. X 40 ft.	1,100.00	1,375.00	
Custom cut size. Calculate sq. ft. x price per sq. ft.  Size _____ ft. x _____ ft. = _____ sq. ft.	3.95	5.14	

Blue  Red  Teal  Grey  Burgundy  Purple  Black

### DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.25/ft	\$10.65/ft	
_____ lin. ft. of 8' high drape	\$11.50/ft	\$14.95/ft	

Blue  Red  Teal  White  Gold  Black  
 Purple  Green  Grey  Burgundy

### CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.95	2.50	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.00	1.30	

### COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	32.00	41.60	
	Chrome coat tree	131.30	170.50	
	Aluminum easel	55.00	68.00	
	Chrome sign holder 22" X 28"	143.50	190.00	
	Chrome stanchions	35.00	45.50	
	Velvet stanchion ropes - blue	35.00	45.50	

### SPECIAL INSTRUCTIONS

---

---

---

---

---

---

---

---

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

BOOTH# \_\_\_\_\_

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.13% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**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 **July 21, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

# CUSTOM CARPET

## Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



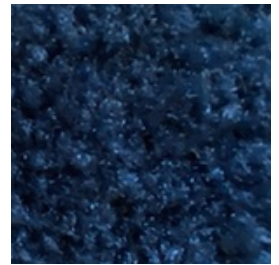
Beige



Charcoal



Key Lime



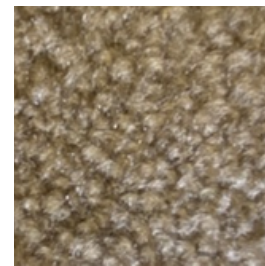
Navy



Cobalt



White



Silky Beige

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

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

[operations@levyexpo.com](mailto:operations@levyexpo.com)

[www.levyexpo.com](http://www.levyexpo.com)

**CUSTOM CARPET ORDER FORM**

**Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit**

- |                                       |                                      |                                   |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black        | <input type="checkbox"/> Red         | <input type="checkbox"/> Nu Blue  |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige       | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime     | <input type="checkbox"/> Navy        | <input type="checkbox"/> Cobalt   |
| <input type="checkbox"/> White        | <input type="checkbox"/> Silky Beige |                                   |

(CHECK BOX OF COLOR DESIRED)  
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.  
 Orders must be received by **July 21, 2023** to guarantee availability.

	DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size    ____ ft. x ____ ft. = ____ sq. Ft. at	\$6.50 per sq. ft.	\$7.25 per sq. ft. =\$ ____
Carpet Pad    ____ ft. x ____ ft. = ____ sq. Ft. at	\$1.95 per sq. ft.	\$2.50 per sq. ft. =\$ ____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

**SPECIAL INSTRUCTIONS**

---



---



---

**EXHIBITOR INFORMATION**

COMPANY	
CONTACT	<b>BOOTH#</b>

**COST SUMMARY**

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.13% SALES TAX		
<b>TOTAL US DOLLARS</b>		

**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 **July 21, 2023**. We reserve the right to adjust orders calculated incorrectly.

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

# TABLES & CHAIRS

## Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table

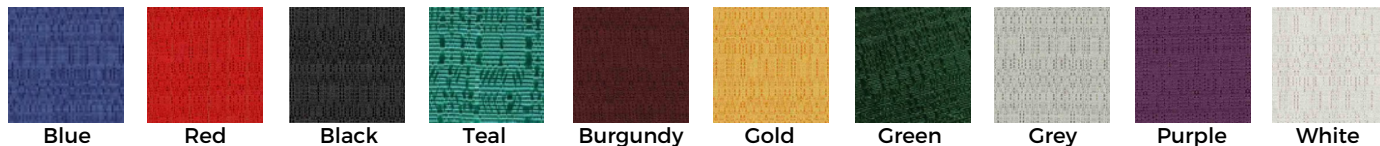


6' x 2' skirted table



8' x 2' skirted table

## Skirt color options



Blue

Red

Black

Teal

Burgundy

Gold

Green

Grey

Purple

White

## Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

## Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

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

Do you have questions?


We would be pleased to help. Contact us at: 253 437 0031


operations@levyexpo.com


www.levyexpo.com

## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
8' x 2' Skirted		225.00	292.50	
6' x 2' Skirted		215.00	279.50	
4' x 2' Skirted		205.00	266.50	
Fourth side of table skirted		64.50	83.30	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		80.90	105.10	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 40" COUNTER HEIGHT</b>				
8' x 2' Skirted		279.30	363.10	
6' x 2' Skirted		240.00	311.90	
4' x 2' Skirted		216.50	280.40	
Fourth side of table skirted		64.50	83.30	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		91.40	118.70	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>GREY PEDESTAL TABLE - 30" DIAMETER</b>				
30" Table height		188.00	244.30	
40" Counter height		226.00	293.00	

### SPECIAL INSTRUCTIONS

---



---



---

### EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.13% SALES TAX		
<b>TOTAL US DOLLARS</b>		

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


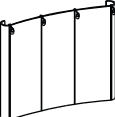




\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **July 21, 2023**. We reserve the right to adjust orders calculated incorrectly.




**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

### DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		152.50	204.80	
 <b>POP-UP BOOTH</b> 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,215.00	2,880.20	
 <b>BLACK UPRIGHT LITERATURE RACK</b> 6 pockets for 8.5" x 11" material		131.30	170.50	
 <b>PLEXIGLASS BROCHURE HOLDER</b> 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		41.00	52.70	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		55.00	68.00	
 <b>CHROME SIGN HOLDER</b> 22" x 28"		143.50	190.00	

### ACCESSORIES

	<b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall	77.00	100.00	
	<b>CHROME BAG HOLDER OR CLOTHING STAND</b>	131.30	170.50	
	<b>CHROME COAT TREE</b>	131.30	170.50	

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.13% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**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 **July 21, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

# RENTAL EXHIBITS

## 10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

### Package A1 Base



### Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package B1 Base

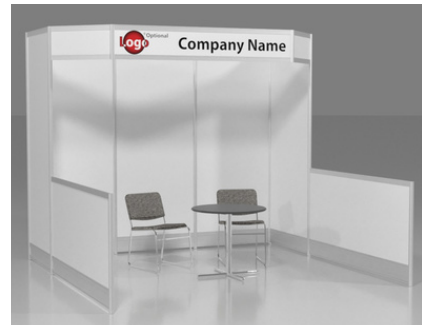
- Curved header - block letters - black (logo extra)
- Curved front display counter



### Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

### Package C1 Base

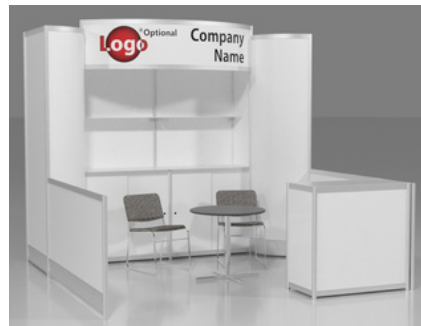


### Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



### Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

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

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com



# RENTAL EXHIBITS

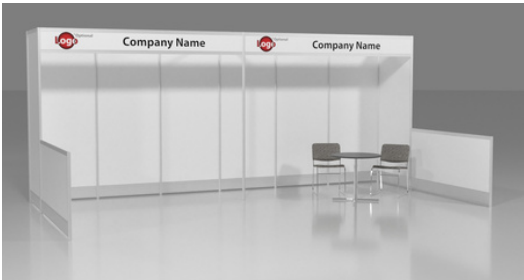
## 10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

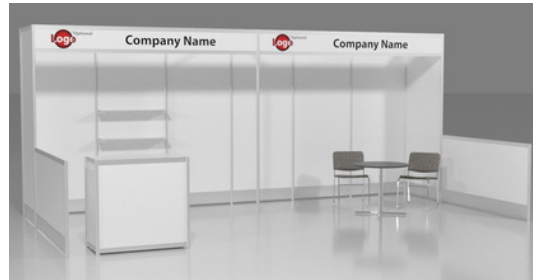
### Package E1 Base

- Straight headers (x2)



### Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



### Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



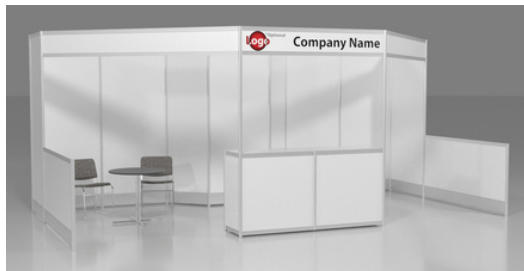
### Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



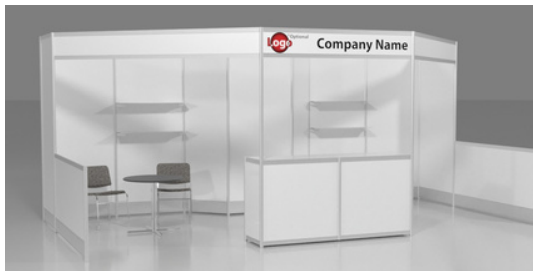
### Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



### Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



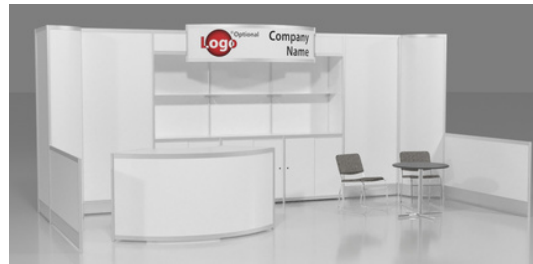
### Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



### Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)



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

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com



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

**EANGUS 52<sup>nd</sup> Annual Conference**  
**August 13 - 16, 2023**  
 Mayo Civic Center  
 Rochester, MN

## RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

### 10' x 10' BOOTH PACKAGES - *Please contact customer service for GRAPHIC UPGRADES*

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
<b>PACKAGE A1 Basic</b> - Base package with header		3,888.50	5,054.00	
<b>PACKAGE A2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,250.00	5,565.00	
<b>PACKAGE B1 Basic</b> - Corner base package booth with curved counter, 1 curved header sign		4,428.00	5,650.00	
<b>PACKAGE B2 Deluxe</b> - Base package + enclosed corner counter, (2) 10" deep shelves		4,650.00	5,750.00	
<b>PACKAGE C1 Basic</b> - Base package with header		4,069.00	5,675.00	
<b>PACKAGE C2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,560.00	5,960.00	
<b>PACKAGE D1 Basic</b> - Base package with oversized header, (2) built-in back counters		4,584.00	5,865.00	
<b>PACKAGE D2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,950.00	6,543.00	

### 10' x 20' BOOTH PACKAGES - *Please contact customer service for GRAPHIC UPGRADES*

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
<b>PACKAGE E1 Basic</b> - Base package with headers		5,832.00	7,580.00	
<b>PACKAGE E2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,345.00	7,995.00	
<b>PACKAGE F1 Basic</b> - Base package with headers, storage and drape door, (2) built-in counters		6,252.00	8,127.00	
<b>PACKAGE F2 Deluxe</b> - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		6,750.00	8,750.00	
<b>PACKAGE G1 Basic</b> - Base package with header, (1) built-in counter		6,624.00	8,615.00	
<b>PACKAGE G2 Deluxe</b> - Base package + (2) 10" deep shelves		6,995.00	8,995.00	
<b>PACKAGE H1 Basic</b> - Base package with oversized curved header, (3) built-in back counters		7,416.00	9,640.00	
<b>PACKAGE H2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) curved front counter		7,995.00	9,995.00	

### OPTIONS & INFORMATION

**HARDWALL PANEL (non fabric) SELECTION**

White

**CARPET COLOR SELECTIONS**

Grey  Red  Teal  Blue  Black  Burgundy  Purple

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

Header One

Header Two

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		58.00	75.40	
1 meter Shelves		49.00	63.70	
Spot Lights (For use with rental unit)		64.00	83.20	
Literature Pockets 8 1/2" x 11"		26.00	33.80	
Nylon Loop Fabric Panel per sq.ft. <small>**contact for available color options</small>		\$4.25 sq.ft.	5.53 sq.ft.	

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.13% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

## 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 **July 21, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled 2 weeks prior to install. If full service has been provided then 100% of original fee will be applied.  
 xpo21\_rentalexhibits

# 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.



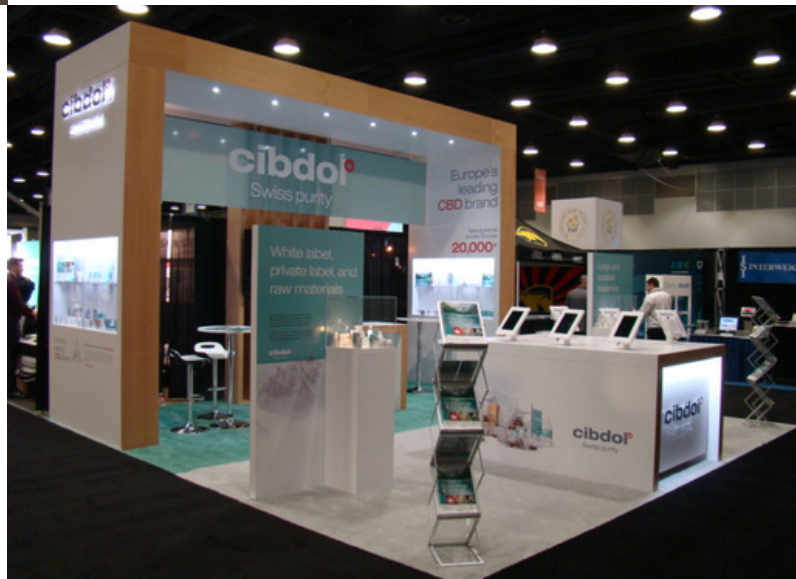
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

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.**



# CABINETS

## Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting  
\*Jewelry Case or Show Case
- Branding - graphic panels



**Cabinet "A"**

1 meter cabinet with doors  
39" long x 20" deep x 40" high



**Cabinet "B"**

1 meter Jewelry Case with doors  
39" long x 20" deep x 40" high



**Cabinet "C"**

1 meter Show Case with doors  
39" long x 20" deep x 40" high



**Cabinet "D"**

2 meter cabinet with doors  
80" long x 20" deep x 40" high

## Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



**Cabinet "E"**

1 meter curved cabinet  
61" long x 20" deep x 40" high

**Cabinet "F"**

1 meter curved cabinet with door  
61" long x 20" deep x 40" high

\*\*Same as cabinet "E" but with door

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

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

## CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		650.00	850.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		825.00	1,080.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		750.00	975.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		875.00	1,125.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		880.00	1,150.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		930.00	1,250.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,195.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,250.00	1,550.00	
CABINET "E"	1 meter Curved cabinet (open back)		770.00	970.00	
	Curved cabinet + custom graphic panel		1,095.00	1,350.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		850.00	995.00	
	Curved cabinet w/ doors + custom graphic panel		1,125.00	1,425.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

### EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.13% SALES TAX		
<b>TOTAL US DOLLARS</b>		

## 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 **July 21, 2023**. We reserve the right to adjust orders calculated incorrectly.

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

## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

### DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.  
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.  
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 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. (Mounted on Foamcore w/ Matte Laminates)	\$19.50	\$29.00	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### INDICATE YOUR SIGN COPY HERE

### ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

#### CHOOSE YOUR LAYOUT

 Vertical

 Horizontal

Levy Exposition Services Inc.  
to design layout

Vertical

Horizontal

#### LETTER COLOR SELECTIONS

Blue  Red  Green  Teal  Black  Purple  
 Black lettering will be provided unless otherwise specified.

### SPECIAL INSTRUCTIONS

---



---



---

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.13% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

## 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 **July 21, 2023**. We reserve the right to adjust orders calculated incorrectly.

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





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

**EANGUS 52<sup>nd</sup> Annual Conference**  
**August 13 - 16, 2023**  
**Mayo Civic Center**  
**Rochester, MN**

# 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 Exposition Services 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 Exposition Services Inc.

**THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

## RATES

DESCRIPTION	STANDARD RATE	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$238.00 per Hour	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$129.00 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$325.00 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$196.00 per Hour	

## ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (1/2) hour increments.  Date Required _____ Start Time _____
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours	\$238.00 per Hour	\$_____ Total	
<b>OVERTIME</b> _____ Forklift _____ Hours	\$325.00 per Hour	\$_____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (1/2) hour increments.  Date Required _____ Start Time _____
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours	\$238.00 per Hour	\$_____ Total	
<b>OVERTIME</b> _____ Forklift _____ Hours	\$325.00 per Hour	\$_____ Total	

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
8.13% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**\*PLEASE ADD 25% FOR ORDERS PLACED AFTER JULY 21, 2023.**

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

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

**A 25% CANCELLATION FEE** will be applied to all orders received then canceled. 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

**EANGUS 52<sup>nd</sup> Annual Conference**  
**August 13 - 16, 2023**  
**Mayo Civic Center**  
**Rochester, MN**

## SIGN & BANNER HANGING ORDER FORM & INVOICE

### TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS MUST BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and **must be confirmed with a signed work order** at the Levy Exposition Services Inc. service desk.

A sign hanging crew consists of two men and a boom lift.

### LABOR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:30 PM Monday to Friday	Boom lift and two man crew - \$590.00 per Hour/ <b>minimum 2 hours</b> Additional Rigger(s) - \$129.00 per Person per Hour / <b>minimum 2 hours</b>
<b>OVER TIME</b>	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift and two man crew - \$760.00 per Hour/ <b>minimum 2 hours</b> Additional Rigger(s) - \$196.00 per Person per Hour/ <b>minimum 2 hours</b>

### ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$590.00 per Hour Additional Rigger(s) - \$129.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$760.00 per Hour Additional Rigger(s) - \$196.00 per Person per Hour	\$ _____ Total

### ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$590.00 per Hour Additional Rigger(s) - \$129.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$760.00 per Hour Additional Rigger(s) - \$196.00 per Person per Hour	\$ _____ Total

All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

**NOTE:** Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation

**\*PLEASE ADD 25% TO ORDERS PLACED AFTER JULY 21, 2023.**

### SPECIAL INSTRUCTIONS

---



---



---



---

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
8.13% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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

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



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

**EANGUS 52<sup>nd</sup> Annual Conference**  
**August 13 - 16, 2023**  
**Mayo Civic Center**  
**Rochester, MN**

# LABOR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN                       MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **50% Surcharge** will be added to the labor rates below for this professional supervision.

### EXHIBITOR SUPERVISED

MOVE IN                       MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

## LABOR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:30 PM Monday to Friday	\$129.00 per Hour
<b>OVER TIME</b>	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$196.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$129.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$196.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$129.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$196.00 per Hour	\$ _____ Total	

## INBOUND FREIGHT INFORMATION **\*\*BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL\*\***

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

## EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

**\*PLEASE ADD 25% FOR ORDERS PLACED AFTER JULY 21, 2023.**

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
<b>TOTAL US DOLLARS</b>		

**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 labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

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

## OUTBOUND SHIPPING - BOOTH I&D LABOR

<b>Exhibitor Name:</b>	<b>Tel. #:</b>	<b>Booth #</b>
<b>Billing Address:</b>	<b>Fax #:</b>	
<b>City / State / Zip:</b>	<b>Auth. by:</b>	

### 1 Outbound Shipping Instructions

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

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:  
 If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

**Company / Show:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City / State / Zip:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

Select Carrier

Ship via carrier of exhibitor's choice

**Name of Carrier:** \_\_\_\_\_

Ship via official show freight carrier

Select shipping method  Ground  Air **Select Service Provider:** \_\_\_\_\_

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

### Please review the Quick Facts for the Carrier Check-in time

### 2 Billing Information

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

*Bill Shipping Charges to (if different from above):*

**Shipper (signature):** \_\_\_\_\_ **Shipper (print name):** \_\_\_\_\_

**Freight Charges Billed To (Company/Show):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City / State / Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Attention:** \_\_\_\_\_

# 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. In case of cancellation, a one-hour “per person, per hour” charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is 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 places 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 STATE OF MINNESOTA. 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



# MOTORIZED VEHICLE ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

## FIRE REGULATIONS

Vehicle may only be displayed in accordance with local fire regulations and prior approval of Show Management

## DELIVERY DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## RATE

# Vehicle: \_\_\_\_\_ x \$300.00 round trip = \$ \_\_\_\_\_ (subtotal)

### Information

- Any vehicle brought into the exhibit hall will be escorted from the landing ramp to the booth.
- Escort fees are \$300.00 round trip.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.

## TERMS / ORDER ESTIMATE

- Vehicles must have ¼ tank of gas or less
- Once positioned in the display area, the battery must be disconnected
- Gas caps must be locked or taped closed
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

Total Estimate: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_



# 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 rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). 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.
- Next, select the category that best describes your shipment. There are three categories of freight:

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

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

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

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

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

**EANGUS 52<sup>nd</sup> Annual Conference**  
**August 13 - 16, 2023**  
**Mayo Civic Center**  
**Rochester, MN**

# MATERIAL HANDLING ORDER FORM & INVOICE

## MATERIAL HANDLING SERVICES

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

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

**Small Package Shipment:** a small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

**Late to Warehouse:** shipment(s) received at the Advance Warehouse prior too **July 10, 2023** and after **August 7, 2023**.

**Off Target:** shipment(s) received at the **Mayo Civic Center** prior to 8:00 am on **Saturday, August 12, 2023**.

**Dedicated Delivery from Advance Warehouse:** Any freight received at the Advance Warehouse after **August 7, 2023** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight.

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.  
**Straight Time:** 8:00 A.M. To 4:30 P.M. Monday through Friday.

**Overtime:** 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**PLEASE be advised that overtime surcharges will be applied for the move-in and move-out due to the unloading schedule of the event.**

DESCRIPTION	CWT Price	Minimum
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 136.00	\$ 272.00
Special Handling Shipment.....	177.00	354.00
Small Package Shipment (shipments less than 30 lbs.).....	70.00	70.00
Late to Warehouse (In Addition to Base Rate).....	45.00	45.00
Dedicated Delivery from Advance Warehouse (in addition to late to warehouse fees)	650.00 flat fee	
<b>Showsite Shipment</b>		
Crated or Skidded Shipment.....	\$ 132.00	\$ 264.00
Special Handling Shipment.....	172.00	344.00
Small Package Shipment (shipments less than 30 lbs.).....	60.00	60.00
Off Target.....	45.00	90.00
<b>Overtime Charge (Inbound) (In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 35.00	\$ 70.00
Special Handling Shipment.....	35.00	70.00
<b>Overtime Charge (Outbound) (In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 35.00	\$ 70.00
Special Handling Shipment.....	35.00	70.00

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

**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.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS ÷ 100 = 12		\$136.00	\$1,632.00
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
8.625% SALES TAX				
<b>TOTAL U. S. DOLLARS</b>				

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

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

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

## SHIPPING INSTRUCTIONS

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

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

### ADVANCE RECEIVING

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

Advance receiving includes the following:

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

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

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

**EANGUS CONFERENCE**  
**COMPANY NAME & BOOTH #**  
**Levy Exposition Services Inc.**  
**c/o Liberty CFS NV, Inc.**  
**12400 Dupont Avenue S.**  
**Burnsville, MN 55337**

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 one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **July 10, 2023** and no later than **August 7, 2023**. **Shipments that arrive prior to July 10, 2023 or after August 7, 2023 will incur a surcharge of \$45.00 per hundred weight surcharge with at \$90.00 minimum.**

**ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER AUGUST 7, 2023 THAT REQUIRES A DEDICATED TRUCK TO DELIVER FREIGHT WILL INCUR A CHARGE OF \$650.00 IN ADDITION TO LATE TO WAREHOUSE FEES.**

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



## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **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.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

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

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

**EANGUS CONFERENCE**  
**COMPANY NAME & BOOTH #**  
Mayo Civic Center  
c/o Levy Exposition Services Inc.  
30 Civic Center Drive SE  
Rochester, MN 55904

**PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE MAYO CIVIC CENTER PRIOR TO 8:00 AM ON SATURDAY, AUGUST 12, 2023.**

**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 MAY APPLY.**

### **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 STATE OF MINNESOTA 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 ROCHESTER, MINNESOTA.
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)

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

BOOTH # \_\_\_\_\_

Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
12400 Dupont Avenue S.  
Burnsville, MN 55337

Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
12400 Dupont Avenue S.  
Burnsville, MN 55337

EVENT NAME:

**EANGUS CONFERENCE**

EVENT NAME:

**EANGUS CONFERENCE**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

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 #** \_\_\_\_\_

**Mayo Civic Center  
c/o Levy Exposition Services Inc.  
30 Civic Center Drive SE  
Rochester, MN 55904**

**EVENT NAME:**

**EANGUS CONFERENCE**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**



## SHOW SITE

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

**BOOTH #** \_\_\_\_\_

**Mayo Civic Center  
c/o Levy Exposition Services Inc.  
30 Civic Center Drive SE  
Rochester, MN 55904**

**EVENT NAME:**

**EANGUS CONFERENCE**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**

The above labels are provided for your convenience.  
Place one on each piece shipped to the SHOW SITE.  
*If more labels are needed, copies are acceptable.*



"Delivering Freedom®"



# MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON  
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



## Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



## Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

**Dedicated to delivering safely and on time every time.**

**100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.**



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092  
email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

**LAS VEGAS | TORONTO**





# LibertyCFS NV, Inc.

A Veteran Owned Company  
Delivering Freedom


[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs	Freight Only	Customs Only	Return Only
-------------------	--------------	--------------	-------------

**2a** **PICK-UP LOCATION**

Company Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email \_\_\_\_\_ IRS/Tax ID# \_\_\_\_\_

**3** **DELIVERY TO ADDRESS**

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Show Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**2b** **SERVICES**

P/U Date _____	Hours _____	From _____	To _____
Dlvy Date _____	Hours _____		
Express	Economy LTL 7 - 10 Days	Int'l	
Inside	Liftgate	Dock	
Other _____			

**4** **RETURN TO**

Check Box if the Return address is the same as 2a

Shipper \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_

**5** **PACKAGE INFO**

Carton(s)/Box	PCS	DIMENSIONS (L x H x W)	WGT
Vinyl Case(s)/Color			
Wooden Crate(s)			
Trunk(s) / On Wheels			
Skid(s) - to contain # _____ of pieces			
	<b>TOTAL PIECES</b>	<b>TOTAL WEIGHT</b>	

**6** **VALUE**




**Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

**Exclusion: Does not include TV(s)/Monitor(s)**

**DECLARED VALUE**

**7** **PAYMENT**

Credit Card Information / Billing Address

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date MM / YYYY \_\_\_\_\_

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address \_\_\_\_\_ Signature \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Comments: Include any additional comments that will be helpful for the movement of freight and contents



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

**EANGUS 52<sup>nd</sup> Annual Conference**  
**August 13 - 16, 2023**  
**Mayo Civic Center**  
**Rochester, MN**

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than July 21, 2023.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **Mayo Civic Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., Enlisted Association of the National Guard US, EANGUS 52nd Annual Conference, and the Mayo Civic Center as additional insured's by July 21, 2023.** 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 July 21, 2023. If this form and the certificate of insurance from the non-official contractor is not received by July 21, 2023, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY  
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contracting Company Name: \_\_\_\_\_

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Sign & Print Name)