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CONNECT
FOOD + DRINK + LODGING
 October 18 - 19, 2015
 Vancouver Convention Centre - West
 Vancouver, BC

REQUEST FOR SET-UP BY EXHIBITOR APPOINTED CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labour. Levy Show Service Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labour should be made through Levy Show Service Inc. in advance whenever possible. Official labour 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 Show Service Inc. no later than October 2, 2015.** 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 contact with service contractors of its lease with the Vancouver Convention Centre - West. 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 Show Service Inc. with **Certificates of Insurance naming Levy Show Service Inc., 0961511 B.C. Ltd. (CONNECT Show) and CONNECT FOOD + DRINK + LODGING as additional insured's by October 2, 2015.** These Certificates or Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the October 2, 2015. If this form and the certificate or insurance from the non-official contractor is not received by October 2, 2015, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service 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: _____ Prov/State: _____ PC/Zip: _____

Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____