

ASRS 44th Annual Scientific Meeting

July 15 - 18, 2026
Montréal Convention Centre
Montréal, QC

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **ASRS 44th Annual Scientific Meeting**.

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. Essential services such as electrical, cleaning and rigging will be ordered through us and the order forms can be found in this Exhibitor Services Manual.

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

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

Thank you and we look forward to servicing your needs at the **ASRS 44th Annual Scientific Meeting in Montréal, QC**.

Sincerely,

Levy Exposition Services, Inc.



ASRS 44th Annual Scientific Meeting

QUICK FACTS

SERVICE CONTRACTOR CONTACT: LEVY EXPOSITION SERVICES INC.
14900 Interurban Ave. S, Suite 271
Seattle, WA 98168
Tel: 253 437 0031 Fax: 253 437 0032

LOCATION: Montréal Convention Centre
163, Saint-Antoine Street West
Montréal, QC H2Z 1X8

EXHIBITOR MOVE-IN: Monday, July 13, 2026 12:00 pm – 10:00 pm
Tuesday, July 14, 2026 8:00 am – 10:00 pm
Wednesday, July 15, 2026 7:00 am – 11:00 am

EXHIBITION DATES: Wednesday, July 15, 2026 12:15 pm – 3:40 pm
Thursday, July 16, 2026 7:15 am – 3:15 pm AND
4:45 pm – 5:45 pm
Friday, July 17, 2026 7:15 am – 3:25 pm
Saturday, July 18, 2026 7:15 am – 4:45 pm

EXHIBITOR MOVE-OUT: Saturday, July 18, 2026 5:15 pm – 12:00 am

****The exhibit schedule is subject to change****

*****Please note all exhibit materials must be removed from the facility by 12:00 am on Saturday, July 18, 2026. Dismantling of exhibits is strictly prohibited during general session hours*****

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

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

BOOTH CARPET: To maintain a consistent and professional appearance on the show floor, ASRS 44th Annual Scientific Meeting show rules **require** that all exhibitor booths have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options and ordering.

CEILING HEIGHT: The ceiling height in the exhibit hall is 31 feet.

AISLE CARPET: The aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **June 24, 2026**.

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

EXHIBITOR APPOINTED CONTRACTOR: If you intend to hire an outside contractor that requires access to your booth space, you must complete the EAC Form on **page 23**. The EAC must provide a valid certificate of insurance by **June 24, 2026** and adhere to the rules and regulations of the event.

**AUDIO VISUAL &
INTERNET SERVICES:**

The Montréal Convention Centre is the official Service Provider for Audio Visual and Internet services. To order services please follow this link:
<https://congresmtl.com/en/services/client-portal/>

**LEAD RETRIEVAL
SERVICES:**

CONEXSYS is the official service provider for Lead Retrieval services. To order services, please see **pages 71 - 72**.

SHIPMENTS:

Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be Checked in by 10:00 pm on Saturday, July 18, 2026. If your carrier is not checked in by this time the shipment(s) will be re-routed via the official show carrier, Liberty Convention Freight.

SHIPMENTS:

All **ADVANCE** air and ground shipments should arrive at the advance warehouse between June 8, 2026 – July 6, 2026 and should be consigned as follows:

ASRS 44th Annual Scientific Meeting
Company Name & Booth #
Levy Exposition Services, Inc.
c/o LibertyCFS
555 Autoroute 13
Laval, QC H7W 5N4

Please note that the Advance Warehouse will be closed on Friday, July 3, 2026 for the Independence Day holiday.

All **DIRECT** air and ground shipments should not arrive prior to 8:00 AM on Monday, July 13, 2026 and should be consigned as follows:

ASRS 44th Annual Scientific Meeting
Company Name & Booth #
Montréal Convention Centre
c/o Levy Exposition Services, Inc.
163, Saint-Antoine Street West
Montréal, QC H2Z 1X8

**DISMANTLE AND
MOVE-OUT INFORMATION:**

All exhibitor materials **MUST** be removed from the exhibit facility by 12:00 am on Saturday, July 18, 2026. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 10:00 pm on July 18, 2026.

**POST SHOW SHIPPING
PAPERWORK:**

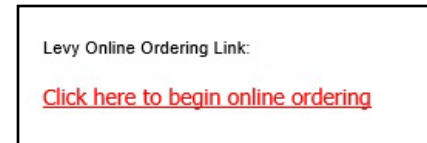
Our customer service center, which will be located in the exhibit hall, will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services bills of lading **MUST** be filled out and turned into the service center once your materials are packed for all 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 forwarder company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

ONLINE ORDERING INSTRUCTIONS

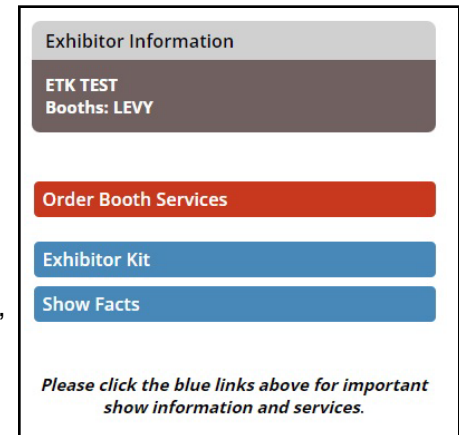
We are pleased to offer online ordering for the **ASRS 44th Annual Scientific Meeting**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

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

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. →
NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.



2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. →
3. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
4. To complete your purchase click on the "Proceed to Checkout" button.
5. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.



OTHER HELPFUL INFORMATION:

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

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.

RULES AND REQUIREMENTS FOR EVENT INSTALLATIONS PALAIS DES CONGRÈS DE MONTRÉAL

2024



Palais
des congrès
de Montréal



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1. SUBJECT

This document outlines the rules and requirements for setting up temporary event installations at the Palais des congrès de Montréal. Its purpose is to protect clients, staff, and the building, and to maintain and keep the property in good working order.

2. SCOPE

This document is intended for tenants, promoters, exhibitors, and suppliers. It must be read and applied by all Palais staff. At any time, the Palais des congrès Security and Prevention Department, Event and Client Experience Department, Property Management Department and the Montreal Fire Department may refuse any installation that does not comply with these rules and requirements.

3. COMPLIANCE WITH LAWS AND REGULATIONS

All layout plans must be approved by the Palais Security and Prevention Department and should contain all the information required for review.

All parties involved (tenants, exhibitors, promoters, and suppliers) must use the rented spaces in compliance with current laws and regulations, and in accordance with ordinances and resolutions on public safety and emergency preparedness, including but not limited to:

A. The City of Montréal:

- City of Montréal Fire Department Regulations
- Montréal Urban Community Police Department

B. The governments of Québec and Canada:

- Québec Building Management (*Régie du bâtiment du Québec*) (514-873-0976 or 1-800-361-0761)
- Québec Building Code, Chapter V – *Electricity*
- Tobacco Control Act – Québec
- National Building Code of Canada 2020
- National Fire Code of Canada 2020
- Firearms Act (S.C. 1995, c. 39) – Canada.

C. The Société du Palais des congrès de Montréal :

- Regulations Governing the Installation of Audiovisual and Scenic Equipment at Palais des congrès de Montréal
- Emergency plans
- Evacuation measures

If food samples will be offered to the public, they must comply with current regulations to prevent food poisoning or an outbreak:

- A. The Food Inspection Division of the Montreal Environment Service
- B. The Québec Department of Agriculture, Fisheries and Food (*Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec – MAPAQ*)

4. REQUIREMENTS

A. ROOM LAYOUT

1. Booths, exhibits and other installations must not limit or obstruct:
 - Access to all exits and their visibility
 - The width of all exits and aisles
 - The visibility of emergency exit signs and fire equipment
 - Access to fire equipment, with a minimum clearance of 1 meter (3 feet and 3 inches)
 - Access to connection points of temporary sprinklers (present on Level 2 only)
 - Access to the premises, electrical panels, service conduits, fire hose cabinets, service hatches and dry standpipes
 - Movement behind the booths
 - Exit doors: must never be obstructed or locked (even during setup and dismantling) without prior approval from the Palais des congrès Security and Prevention Department.
2. Tenants, promoters, exhibitors and suppliers must note the location of firehose stations, emergency exits, emergency signage, manual fire alarm boxes and sprinkler connection points when designing the exhibits. Under no circumstances may they be removed, relocated, made inaccessible or concealed behind curtains or other obstructions. The location of portable extinguishers must be clearly identified.
3. Passageways in prefunction corridors must have a minimum width of 3.65 meters (12 feet).
4. Dead-end passageways must not exceed 6 meters (20 feet) in length.
5. For **exhibitions open to the general public**, the minimum width of aisles between booths, vehicles, equipment and exhibit displays must be 3 meters (10 feet). All exit doors must be in line with an aisle allowing access to at least one other exit. At every junction of an aisle, a choice of 2 opposite directions by which to reach an exit door must be provided. The distance from any point to an exit door must not exceed 45 meters (150 feet). A minimum clearance of 3 meters (10 feet) is required in front of each entry or exit door.

6. For **exhibitions open exclusively to commercial vendors**, the minimum width of aisles between booths, vehicles, equipment, and exhibit displays must be 2.4 meters (8 feet). All exit doors must be in line with an aisle allowing access to at least one other exit. At every junction of an aisle, a choice of 2 opposite directions by which to reach an exit door must be provided. The distance from any point to an exit door must not exceed 45 meters (150 feet). A minimum clearance of 3 meters (10 feet) is required in front of each entry or exit door.

7. For **theatre-style setups**:
 - Seats must have backrests and be arranged in rows, with a minimum clearance of 40 centimeters (16 inches) between rows.
 - When the number of chairs in a room exceeds 200, they must be attached together in groups of 8 chairs.
 - One row of chairs may not contain more than 16 chairs and must have an aisle at least 1.2 meters (4 feet) in width on either side.
 - One row of 8 or fewer chairs may have only one aisle at least 1.2 meters (4 feet) in width.
 - The clearance between a stage or platform and the first row of chairs must be at least 1.2 meters (4 feet).

8. For **banquet-style setups**:
 - The space between round tables must be at least 1.4 meters (4 feet and 7 inches).
 - One group of round tables may not contain more than 6 tables arranged in one direction.
 - In the event of a food and beverage function, the space between the tables of the center aisle must be a minimum of 4.5 meters (15 feet).
 - In the event of a meeting without food service, the space between tables of the center aisle must have a minimum of 2.4 meters (8 feet).
 - Perimeter aisles offering at least 1.2 meters (4 feet) of unobstructed clearance are also required (this clearance must take into account side tables or other objects that may be arranged along the walls).*
 - A clearance of 1.8 meters (6 feet) must be provided around dance floors.
 - The clearance between a stage or platform and the first row of chairs must be at least 1.2 meters (4 feet).

**Based on the room set-up, maximum capacity and usage, the minimum clearance required of 1.2 meters (4 feet) may be reduced.*

9. For **classroom-style setups**:
 - The space between tables must be at least 1 meter (3 feet 3 inches).
 - One row of tables may not have more than 15 chairs and must have an aisle at least 1.2 meters (4 feet) in width on either side.
 - One row of tables with 8 or fewer chairs may have only one aisle with a minimum width of 1.2 meters (4 feet) and may not exceed 6 meters (20 feet) in length.
 - The clearance between a stage or platform and the first row of tables must be at least 1.2 meters (4 feet).

B. ROOM CAPACITY

1. Maximum room capacity will be approved by the Palais des congrès Security and Prevention Department using one of the following two criteria: the maximum capacity of the floor area (depending on overall usage), or the evacuation capacity. Both criteria are set by the National Building Code and the National Fire Code.
2. All rooms intended to accommodate **60 persons or more** must have at least 2 emergency exits located at opposite ends from each other. Exits must be clearly marked and unobstructed.
3. The maximum capacity permitted by the Palais des congrès Security and Prevention Department must be respected at all times (including during setup and dismantling). The Palais des congrès will temporarily close access to a room if it is over capacity.

C. BOOTH CONSTRUCTION

1. **General:** Booths must be made of:
 - Non-combustible or fire-resistant materials
 - Wood with a standard thickness of more than 0.6 centimeters (1/4 inches) (if the wood does not have the thickness required, it must be coated in CAN/ULC-S102-M compliant fire-retardant paint, with supporting documents provided)
 - Fire-retardant fabric in accordance with CAN/ULC-S109-M (Flame Tests of Flame-Resistant Fabrics and Films). Certificates of compliance issued by an accredited body must be presented upon request to the Palais des congrès Security and Prevention Department. The tenant is responsible for re-applying fire-retardant treatments as needed to ensure the materials comply with NFPA 701. The Palais des congrès Security and Prevention Department reserves the right to test the materials at any time to ensure they are fire-resistant (the fabric will be exposed to direct flame for 12 seconds, and must extinguish itself within 2 seconds once the flame is removed). Note: wallpaper is permitted if it is securely adhered to the wall.
2. **Decoration** - The following materials must be fire-resistant if they are intended for decoration:
 - Artificial plants and flowers.
 - Curtains, fabric, drapery, carpets and other decorations must be non-combustible or fire-resistant according to standards CAN/ULC-S109-3 or NFPA 705-2009. Certificates of compliance must be presented upon request.
3. **Prohibited materials:** The following materials are prohibited:
 - Coroplast (unless it is used for display purposes only and constitutes 10% or less of the booth surface) or any corrugated plastic panel.
 - Foamcore plastic foam panels (formally banned starting in January 2025).
 - Any metal foil that is not tightly adhered to an appropriate backing.
 - Styrene, styrofoam, polystyrene.
 - Paperboard, corrugated cardboard, sonotube.

- Burlap, straw, hay, packing chips, mulch, wood chips, peat moss, sphagnum moss.
- Decorations consisting of dried trees or vegetation are prohibited. Natural trees are permitted only if they have roots and must be kept in earthenware pots and watered every day.

4. Ceilings and stories:

- Any installation with a ceiling, rigid roof, lining, fabric or other material whose surface area exceeds 28 m² (300 square feet) must be protected by an NFPA 13-compliant sprinkler system. Only Smoke Out fabric is accepted by the Montreal Fire Department.
- A booth or group of booths with ceilings that do not require sprinklers must be separated by at least 3 meters (10 feet) if the total roof area exceeds 28 m² (300 square feet).
- Multistory booths with a ceiling on the highest level (regardless of surface area) must be protected by an NFPA 13-compliant sprinkler system.
- Documentation for multistory structures must be signed and sealed by a structural engineer who is a member in good standing of the Professional Order of Engineers of Québec (*Ordre professionnel des ingénieurs du Québec*). All plans authorized and approved by the engineer must be provided upon request.

5. Flooring and walls:

- It is forbidden to paint, lacquer, or apply any other adhesive coating to the floors or walls of the building.
- It is forbidden to nail, screw, or staple to the floors or walls of the building.
- Only cloth tape (single-sided or double-sided) may be used on exhibition area floors. No other tape may be used. Authorized floor tape products include: Polyken 105c LDPE, Scapa 274004, DC-W002A.
- Only 3M Scotch wall mounting tabs may be used on walls of the building.
- For floor protections underneath vehicles: See article G11.
- For floor protections underneath transformers, see article L4.
- A neoprene mat must be placed under all floor coverings (such as stone, brick or concrete tiles) to protect the existing flooring.
- The edges of raised floors must be clearly marked or designed to prevent falls.

6. Miscellaneous:

- All enclosed booths must be equipped with an ABC portable extinguisher and emergency lighting in case of a power outage.
- All enclosed rooms that may be darkened at certain times must be fitted with illuminated exit signs connected to an independent power source.
- Furniture and accessories must **never** obstruct or reduce the required clearance width near an exit.

D. STORAGE

1. Items may not be stored in or around the booths in the exhibition halls.

2. Merchandise for sale or distribution are permitted in the exhibition halls, as long as they can be distributed in a single day.
3. Boxes, crates (empty or full), pallets (e.g. wood pallets), trash or any equipment used to transport merchandise are prohibited in the exhibition halls. They must be kept in the designated storage or disposal areas.
4. Storage of flammable liquids, gases or combustible fuels is prohibited without written approval from the Montreal Fire Department.
5. Storage of propane tanks must be requested and approved by the Palais des congrès Security and Prevention Department.

E. STAGES

Items may not be stored underneath stages, used for performances, shows or speeches, that exceed 28m² (300 square feet), nor may this area be used as a place for people to congregate. If they are being used for these purposes, they must be protected by an NFPA 13 compliant sprinkler system.

F. TENTS (INCLUDING BIG TOPS)

1. Tents must display one of the following three certifications:
 - A label confirming that the fabric is NFPA 701 certified
 - A label confirming that the vinyl is CPAI-84 certified
 - A certificate from an accredited company indicating that the material is flame-retardant.
2. Tents with a ceiling area of more than 28 m² (300 square feet) must be protected by an NFPA 13-compliant sprinkler system for the duration of the event.
3. Open flames are prohibited inside the tents.

G. VEHICLES AND OTHER COMBUSTION ENGINES / BOATS

1. Fuel caps must be locked or sealed with tape to prevent access and emission of fumes.
2. Fuel tanks should not be more than a quarter (1/4) full or contain more than 38 litres (10 gallons) of fuel.
3. Batteries must be disconnected. If the engine does not have a battery, the spark plug must be removed.
4. Anti-theft devices and other accessories cannot be powered by the standard ignition battery; they must be powered by an external source that cannot be used to power the engine.

5. Starter batteries for gas and hybrid vehicles must be disconnected.
6. Starter batteries for electric vehicles do not need to be disconnected.
7. Gas or hybrid vehicles may not be started during exhibition hours.
8. Gas tanks may not be filled or emptied in or around the Palais des congrès.
9. Recreational vehicles, trailers, boats, and other similar products with a ceiling area exceeding 9.3 m² (100 square feet) must be equipped with a smoke alarm with a minimum sound level of 90 decibels.
10. Propane tanks used in recreational, commercial, and other vehicles must be empty and sealed before entering the exhibition halls.
11. Upon request by the Palais, waterproof barriers or pads must be placed underneath the vehicles to protect the underlying flooring and structures.

H. POOLS

1. Pool capacity may not exceed 30,000 litres (6,600 imperial gallons or 7,900 US gallons) or 14.36 kilopascals (300 pounds/square foot). For additional weight restrictions, see article 5A. The Palais Security and Prevention Department may require constant supervision outside of exhibit hours depending on overflow risk.
2. A seamless pool liner must be installed on each pool. Pools must be kept in a containment basin exceeding 30 centimeters (12 inches) on all sides. This containment basin must be at least 30 centimeters (12 inches) in height and fitted with a seamless pool liner. It must be equipped with a drain (attached to the side wall) with a minimum diameter of 50 millimeters (2 inches) and connected to a floor drain in a conduit. The diameter and number of drains required will be evaluated by the Palais Property Management Department based on pool capacity.
3. Pools are not allowed in Rooms 210 and 230 and in Room 220A. Prefabricated spas do not have location restrictions.
4. In all cases, exhibitors must be vigilant not to spill water on the floors.

I. FIRE, FLAMES, PYROTECHNICS AND SMOKE MACHINES

1. Use of **candles and kerosene lamps** must be approved by the Palais des congrès Security and Prevention Department. Approval will only be given in exceptional situations and under certain conditions, including:

- Items must be secured in non-combustible holders and protected so as to prevent accidental contact of the flame with combustible materials.
 - Candles must not be accessible to the public.
 - The booth must be under constant supervision.
 - A portable extinguisher must be kept in the booth.
2. Performances featuring **fire eaters** are prohibited without the approval of the Montreal Fire Department, who must ensure they do not endanger the safety of the public or the building or impede the functioning of fire protection equipment and ventilation systems. The Security and Prevention Department will require certain information prior to authorizing a request of this nature.
 3. **Pyrotechnic performances featuring flames or fireworks** are prohibited without the approval of the Montreal Fire Department, who must ensure they do not endanger the safety of the public or the building or impede the functioning of fire protection equipment and ventilation systems. The Security and Prevention Department will require certain information prior to authorizing a request of this nature.
 4. For the rules regarding open flames in tents, see article F3.
 5. Food and beverages may be flambéed but only at the location they are being served. The surrounding surfaces must be non-combustible and at a safe distance from carpeting and tablecloths.
 6. The use and installation of smoke machines must be approved by the Palais des congrès Security and Prevention Department. The smoke must be kept in a defined space at ground level. An extinguisher must be installed nearby. Smoke machines that use oil particles are not permitted.

J. COOKING AND HEATING DEVICES

1. **Cooking appliances:**
 - Only electrical cooking appliances and gel heating devices (Sterno) are permitted.
 - Use of cooking appliances must be approved by the Palais des congrès Security and Prevention Department.
 - Cooking appliances must be kept at a distance of 1.2 meters (4 feet) from clients, 60 centimeters (2 feet) from combustible materials, and 60 centimeters (2 feet) from other cooking appliances.
 - Cooking appliances must be securely attached to a non-combustible surface.
 - The maximum surface area for cooking equipment is limited 0.19 m² (295 square inches).
 - Cooking appliances must be approved by a CSA (Canadian Standards Association) certified body.
 - An extinguisher with a 40 BC capacity must be available near each cooking appliance.
2. **Flambéed food and beverages:** see article I5.

3. **Portable cooking equipment:** Portable cooking equipment using charcoal, or another combustible fuel is prohibited.
4. **Fryers:** Open fryers are prohibited. Fryers with an airtight cover may be permitted but must be approved by the Palais des congrès Security and Prevention Department.
5. **Heating devices:** Solid, liquid or gas fueled heating devices are prohibited.

K. PROPANE, HELIUM AND AEROSOLS

1. Unless empty and sealed, propane tanks are not permitted inside exhibition halls.
2. For propane tanks in recreational vehicles, boats, or other vehicles, see article G.
3. For the rules regarding propane tank storage, see article D5.
4. A single helium tank is permitted inside a booth if securely and safely attached with a chain to a cart.
5. A single container of any pressurized product, such as an aerosol, may be displayed if its capacity does not exceed 500 ml (16 ounces). Additionally, for each product classified as a flammable liquid, only one spray-bottle container not exceeding 500 ml (16 ounces) may be displayed in a booth.

L. ELECTRICITY

1. Only power supplies compliant with the Québec Building Code, Chapter V – *Electricity* (most recent edition) are permitted.
2. All connected equipment must display CSA certification. If CSA certification is not available, please provide equivalent documentation for approval.
3. Only extension cords with a grounded connection are permitted.
4. Converters and electrical ballasts must be placed on an insulated plate if the floor is carpeted.
5. A clearance of 1 meter (3 feet and 3 inches) is required in front of electrical panels.
6. A clearance of 1 meter (3 feet and 3 inches) is required in front of electrical transformers.
7. All electrical connections and installations are subject to inspection and approval by the Master Electrician of the Palais des congrès de Montréal.
8. Emergency lighting must never be turned off or concealed with filters.

M. PLUMBING

1. It is prohibited to dispose of solid waste or toxic liquids in the conduits, including floor drains.
2. Portable toilets may not be connected to floor drains or conduits.
3. For pool requirements, see article H.

N. SPRINKLERS

1. Installations and booths must have a vertical clearance of at least 45 centimeters (18 inches) from the sprinkler heads.
2. Sprinklers are required for certain installations: see articles C4 and E.
3. It is not permitted to hang any materials from the sprinkler heads and pipes.
4. Ladders and other items may not be propped up against sprinkler pipes.
5. All installations requiring a sprinkler system (see articles C4 and E) must be located less than 20 meters (65 feet) from a temporary sprinkler connection.
6. Upon request by the Montreal Fire Department, temporary sprinkler systems may be subject to inspection or additional approval.

O. WELDING AND METAL CUTTING

Welding and metal cutting work must be approved by the Palais des congrès Security and Prevention Department. A request must be made in writing. Once approved, the requester must obtain a hot work permit from the Palais des congrès Security and Prevention Department. In some cases, the Security and Prevention Department may require the presence of a security agent and the installation of an extinguisher on site throughout the duration of the work.

P. MERCHANDISE SALES

1. Fabric, paper, and other combustible merchandise for sale do not need to be flameproofed, but only one sample of each product may be displayed. Each sample must have a different colour, dimension, texture, or weave. However, if the merchandise is incorporated as part of the structure of the booth, it must be flameproofed.

2. For the rules regarding the storage of merchandise, see article D4.

Q. FIREARM EXHIBITIONS

Firearm exhibitions are subject to the Firearms Act (S.C. 1995, c. 39). The requirements associated with this type of exhibition must be approved by the Palais des congrès Security and Prevention Department.

R. DRONES

Drones may not be used in a space occupied by clients. In some cases, special permission may be granted by the Palais Security and Prevention Department under certain conditions.

Drone pilots must have a valid drone pilot certificate with them at all times when operating the device. A valid drone pilot certificate is a printed or electronic document issued by Transport Canada. No other form of certification will be accepted by the Palais Security and Prevention Department.

The following documents will also be required:

- A copy of the drone registration issued by Transport Canada
- A copy of the operator's insurance
- A copy of the operator's emergency plan
- A flight plan or the specific flight times and flight locations

5. FLOOR WEIGHT RESTRICTIONS

A. EQUIPMENT WEIGHT

The installation of equipment weighing more than 2,268 kg (5,000 lb) must be evaluated by the Department of Property Management, which may request the expertise of a structural engineer if necessary.

B. FLOOR LOAD BEARING CAPACITY

- Level 1 – Shopping Promenade and Riopelle Hall: 4.79 kilopascals (100 lbs/square foot)
- Level 2 – Exhibition halls: 14.36 kilopascals (300 lbs/square foot)
- Level 2 – Prefunction areas, Viger Hall and Esplanade: 4.79 kilopascals (100 lbs/square foot)
- Level 5 – all rooms: 4.79 kilopascals (100 lbs/square foot)
- Level 7 – Room 710 and Terrace 710: 4.79 kilopascals (100 lbs/square foot)
- Level 7 – Terrace 720 and Tent: 2.39 kilopascals (50 lbs/square foot)



Palais
des congrès
de Montréal

6. ELECTRICITY RESTRICTIONS

To assess the feasibility of an event with significant or unusual electrical needs, the Property Management Department must receive and take into consideration all electrical requirements submitted for the event. After completing its review, it may reduce or reject some requests based on the available electrical capacity.

At any time, the Palais des congrès Security and Prevention Department, Event and Client Experience Department, Property Management Department and the Montreal Fire Department may refuse any installation that does not comply with these rules and requirements.

UNION REGULATIONS

To assist you in planning your participation in your upcoming event, we are certain you will appreciate knowing in advance that union labour may be required for certain aspects of your exhibit handling. To help you understand the union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

We currently we have an agreement with the Labourer's International Union of North America Local 506 (LIUNA) to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this Local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 506. Labour can be ordered in advance by returning the Display Labour order form, or on showsite at the Levy service desk.

MATERIAL HANDLING

Exhibitors and full time employees of the exhibiting company may hand-carry their own materials into the exhibit facility. The use of dollies, pump trucks and other mechanical equipment, however, is not permitted. Levy will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING / GRATUITIES

Tipping is expressly prohibited. Our employees are paid at an excellent wage scale denoting a professional status, this applies to all Levy employees. This includes such practices as giving money, merchandise or other special consideration for services rendered. For liability reasons, please do not extend any additional hours to the times actually worked on an installation and/or dismantling order. Any attempt to solicit a gratuity should be brought to the attention of a Levy representative at the Levy service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY & EQUIPMENT

Standing on chairs, tables or rental equipment is prohibited. This equipment is not engineered to support your weight. Levy cannot be responsible for injuries in assembling your booth, please order labour on the Display Labour form and the necessary ladders and/or tools will be provided.

Ladder Safety: In accordance with the Workplace Safety & Prevention Services, please note that labourers are not permitted to stand any higher than the third run from the top of a step ladder. The maximum height of our ladders is 12'

Tools: Please note that labourers do not carry standard tools (other than a box cutter). When ordering display labour, please indicate on the order form any tools that may be required to perform the work (such as drills and bits, screwdrivers, hammers, ratchets, pry bars, ladders, etc.),

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.

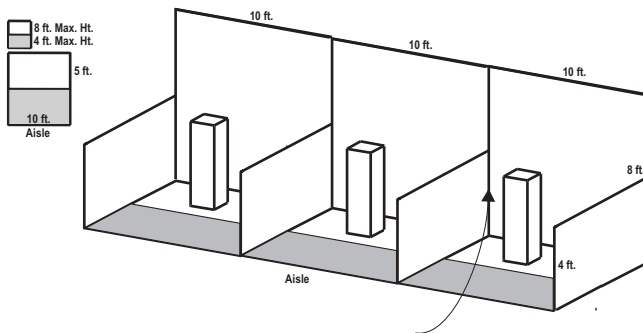
STANDARD BOOTH

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.

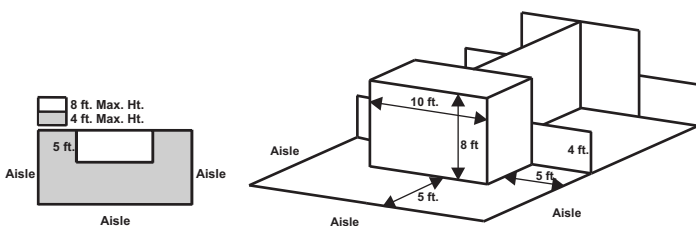
Note: Booth drape is set at 8 ft max.

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

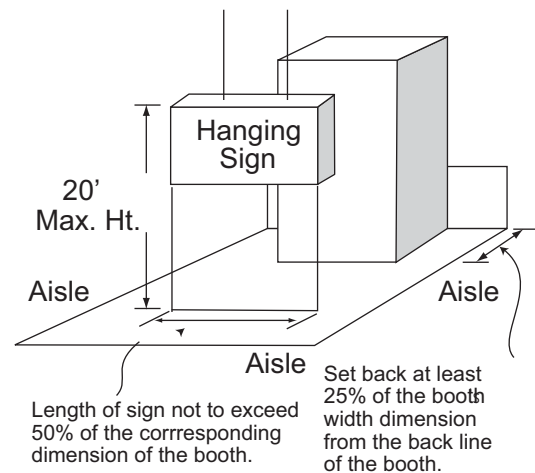
An end cap booth is exposed to aisles on three sides and composed of two booths.

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.

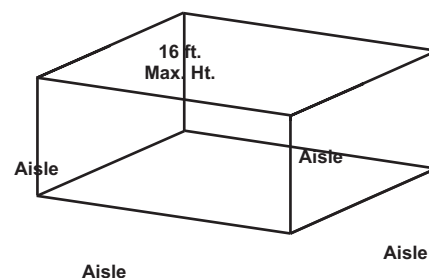


ISLAND BOOTH

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

Dimensions: An Island Booth is 20' x 20' 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 30 feet.

THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	Deadline Date June 24, 2026
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 & Conditions as well as Material Handling Terms & Conditions.</i>
AUTHORIZED CONTACT SIGNATURE X	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 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	CARD NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> CHECK EXPIRY DATE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> CVCC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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

ASRS 44th Annual Scientific Meeting
 July 15 - 18, 2026
 Montréal Convention Centre
 Montréal, QC

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 June 24, 2026.** 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 **Montréal Convention Centre.** 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., American Society for Retina Surgery, ASRS 44th Annual Scientific Meeting and the Montréal Convention Centre as additional insured's by June 24, 2026.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than June 24, 2026. If this form and the certificate of insurance from the non-official contractor is not received by June 24, 2026, 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)



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

ASRS 44th Annual Scientific Meeting
July 15 - 18, 2026
Montréal Convention Centre
Montréal, QC

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

Please complete the REQUIRED order forms and submit them along with the Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card, ACH, wire transfer, or check; however, a valid credit card authorization must be kept on file with LES. For your convenience, this authorization will be used to charge your card for any additional amounts incurred as a result of on-site orders placed by your representative for this event.
Please note: A 2% fee will apply to all credit card payments.

CALCULATION OF ORDER FORMS

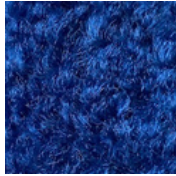
TOTAL FROM EACH ORDER FORM

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.....	\$	
Plant & Flower Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
FULL PAYMENT IN US FUNDS		\$
Charge my credit card in the amount of		\$

For payments by ACH, wire transfer, or check please contact our office at 253-437-0031 or email operations@levyexpo.com.

CARPET and DRAPE

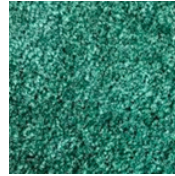
Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

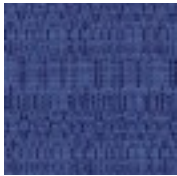


Purple



Black

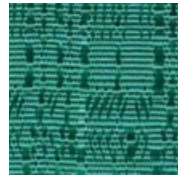
Drape color options



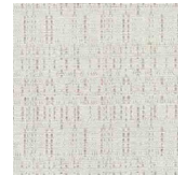
Blue



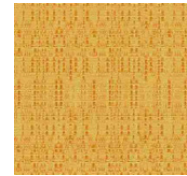
Red



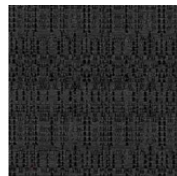
Teal



White



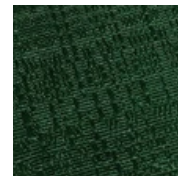
Gold



Black



Purple



Green



Grey



Burgundy

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

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ASRS 44th Annual Scientific Meeting
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CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	375.00	435.50	
10 ft. X 20 ft.	670.00	871.00	
10 ft. X 30 ft.	1,005.00	1,306.50	
10 ft. X 40 ft.	1,340.00	1,742.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	5.75	6.44	

Blue Red Teal Grey Burgundy Purple Black

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$10.00/ft	\$13.35/ft	
_____ lin. ft. of 8' high drape	\$14.25/ft	\$18.00/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.	2.75	3.58	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.50	1.95	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	36.00	46.85	
	Chrome coat tree	156.50	203.50	
	Aluminum easel	62.00	80.50	
	Chrome sign holder 22" X 28"	156.50	203.50	
	Chrome stanchions	36.00	46.85	
	Velvet stanchion ropes - blue	36.00	46.85	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **June 24, 2026**. 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



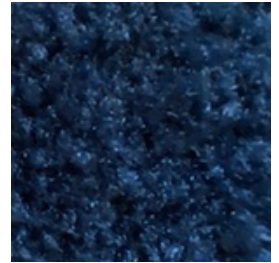
Beige



Charcoal



Key Lime



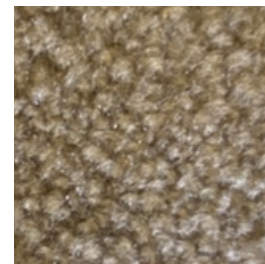
Navy



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

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 **June 24, 2026** to guarantee availability.

	DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size ____ ft. x ____ ft. = ____ sq. Ft. at	\$7.25 per sq. ft.	\$9.43 per sq. ft. =\$ ____
Carpet Pad ____ ft. x ____ ft. = ____ sq. Ft. at	\$2.75 per sq. ft.	\$3.58 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	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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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

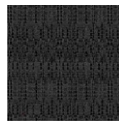
Skirt color options



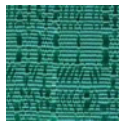
Blue



Red



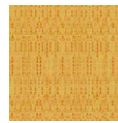
Black



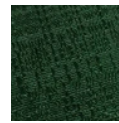
Teal



Burgundy



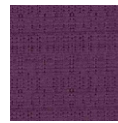
Gold



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*

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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
TABLES 30" HEIGHT				
8' x 2' Skirted		286.00	371.80	
6' x 2' Skirted		258.05	355.57	
4' x 2' Skirted		237.90	309.27	
Fourth side of table skirted		102.10	133.51	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		140.00	182.00	
<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
TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		324.50	416.65	
6' x 2' Skirted		296.10	384.93	
4' x 2' Skirted		282.10	366.73	
Fourth side of table skirted		102.70	133.51	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		160.00	208.00	
<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
GREY PEDESTAL TABLE - 30" DIAMETER				
30" Table height		179.00	232.70	
40" Counter height		219.00	284.70	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM






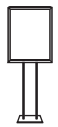
ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **June 24, 2026**. 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
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		144.00	187.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		160.00	208.00	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,173.50	2,825.50	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		46.00	59.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		62.00	80.50	
 CHROME SIGN HOLDER 22" x 28"		156.50	203.50	

ACCESSORIES

 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		72.50	93.75	
 <input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER		156.50	203.50	
 CHROME COAT TREE		156.50	203.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **June 24, 2026**. We reserve the right to adjust orders calculated incorrectly.

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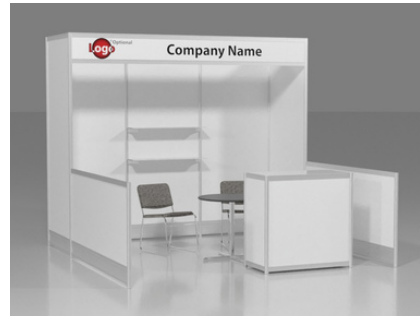
RENTAL EXHIBITS

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

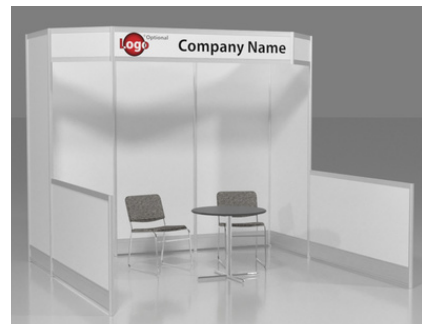
- Curved header - block letters - black (logo extra)
- Curved front display counter



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

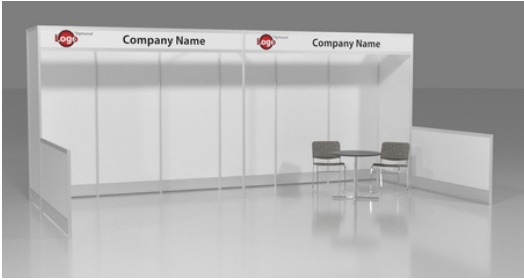
10' x 20' Hardwall Rental Exhibit Booths

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)



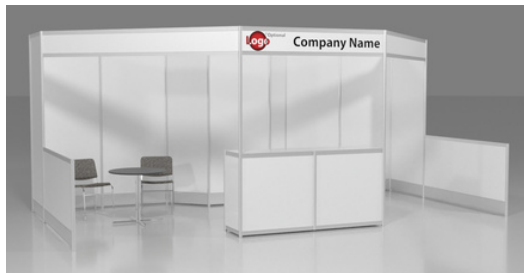
Package F2 Deluxe

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



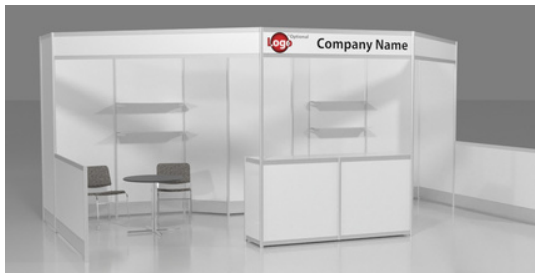
Package G1 Base

- 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)



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Do you have questions?

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

operations@levyexpo.com

www.levyexpo.com

RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

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

Description	Qty	Discount Rate	Standard Rate	Total
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.				
PACKAGE A1 Basic - Base package with header		4,796.00	6,235.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,181.00	6,736.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		5,324.00	6,922.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		5,621.00	7,308.00	
PACKAGE C1 Basic - Base package with header		4,950.00	6,435.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,555.00	7,222.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		5,714.00	7,494.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,028.00	7,837.00	

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

Description	Qty	Discount Rate	Standard Rate	Total
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.				
PACKAGE E1 Basic - Base package with headers		8,019.00	10,425.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		8,725.00	11,342.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		8,597.00	11,176.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		9,653.00	12,549.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		9,108.00	11,841.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		9,619.00	12,504.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		10,197.00	13,257.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		10,994.00	14,292.00	

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		80.00	104.00	
1 meter Shelves		70.00	91.00	
Spot Lights (For use with rental unit)		90.00	117.00	
Literature Pockets 8 1/2" x 11"		40.00	52.00	
Nylon Loop Fabric Panel per sq.ft. <small>**contact for available color options</small>		\$5.25 sq.ft.	6.83 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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 **February 27, 2026**. 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.

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*

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)		760.00	988.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		935.00	1,216.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		910.00	1,183.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,035.00	1,346.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		990.00	1,287.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,080.00	1,404.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		980.00	1,274.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,350.00	1,755.00	
CABINET "E"	1 meter Curved cabinet (open back)		890.00	1,154.00	
	Curved cabinet + custom graphic panel		1,215.00	1,580.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		965.00	1,255.00	
	Curved cabinet w/ doors + custom graphic panel		1,310.00	1,703.00	

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	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL US DOLLARS		

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

STANDARD RATE will be applied to all orders not received and paid in full by **June 24, 2026**. 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"	32.00	41.25	
	7" x 44"	38.25	49.50	
	11" x 14"	48.50	62.75	
	14" x 22"	64.90	84.50	
	22" x 28"	81.50	106.25	
	28" x 44"	116.50	151.50	

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)	3.75	4.85	
	Easel back on sign (Up to 22" x 28")	5.00	6.45	
	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 Laminat)	\$20.10	\$29.90	

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

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		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	72.00	93.60	
	Boston fern	84.00	109.20	
	Hanging green plant	84.00	109.20	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	110.40	143.04	
	4' - 5' tall floor plant	136.00	176.80	
	6' tall floor plant	160.80	209.04	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	246.00	319.80	
	Large floral arrangement	312.00	405.90	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Prices above include container, installation and removal at the end of show.

All orders will be subject to a \$25.00 delivery fee.

Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
\$25.00 DELIVERY FEE (non taxable)		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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

ASRS 44th Annual Scientific Meeting
July 15 - 18, 2026
Montréal Convention Centre
Montréal, QC

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	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$375.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$225.00 per Hour	
OVERTIME 4:30 PM - 8:00 am Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and Holidays	\$495.00 per Hour	
OVERTIME 4:30 PM - 8:00 am Monday to Friday, (Foreman) All day Saturday, Sunday, and Holidays	\$385.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
STRAIGHT TIME _____ Forklift _____ Hours	\$375.00 per Hour	\$_____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVERTIME _____ Forklift _____ Hours	\$495.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
STRAIGHT TIME _____ Forklift _____ Hours	\$375.00 per Hour	\$_____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVERTIME _____ Forklift _____ Hours	\$495.00 per Hour	\$_____ Total	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

***PLEASE ADD 25% FOR ORDERS PLACED AFTER JUNE 24, 2026.**

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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Fax: 253 437 0032
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 E-mail: operations@levyexpo.com

ASRS 44th Annual Scientific Meeting
July 15 - 18, 2026
Montréal Convention Centre
Montréal, QC

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.
****THE SIGN ASSEMBLY LABOR ORDER FORM FOLLOWING THIS FORM MUST BE COMPLETED AND SUBMITTED WITH SIGN ASSEMBLY INSTRUCTIONS****

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.

All pricing for sign hanging is for items 50 lbs or less. Anything over 50 lbs must be quoted after submitting your specifications. For more details please see the following pages.

SIGN & BANNER HANGING LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	Boom lift + two person crew - \$1,100.00 per Hour / minimum 2 hours Additional Rigger(s) - \$225.00 per Person per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift + two person crew - \$1,350.00 per Hour / minimum 2 hours Additional Rigger(s) - \$385.00 per Person per Hour / minimum 2 hours

ESTIMATED SIGN HANGING INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,100.00 per Hour Additional Rigger(s) - \$225.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,350.00 per Hour Additional Rigger(s) - \$385.00 per Person per Hour	\$ _____ Total

ESTIMATED SIGN HANGING DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,100.00 per Hour Additional Rigger(s) - \$225.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,350.00 per Hour Additional Rigger(s) - \$385.00 per Person per Hour	\$ _____ Total

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 JUNE 24, 2026****

****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****

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

EXHIBITOR SUPERVISED

LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL US DOLLARS		

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. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.



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

ASRS 44th Annual Scientific Meeting
July 15 - 18, 2026
Montréal Convention Centre
Montréal, QC

SIGN ASSEMBLY LABOR ORDER FORM & INVOICE

TERMS & CONDITIONS

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.

PLEASE NOTE: It is required to include sign assembly instructions when submitting your order.

****THIS SERVICE IS FOR SIGN ASSEMBLY ONLY. FOR GENERAL LABOR, PLEASE REFER TO THE LABOR ORDER FORM****

SIGN ASSEMBLY LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$225.00 per Person per Hour / minimum 2 hours
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$385.00 per Person per Hour / minimum 2 hours

****two person crew is required for sign assembly labor****

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$225.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$385.00 per Person per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$225.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$385.00 per Person per Hour	\$ _____ Total	

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

EXHIBITOR SUPERVISED

LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

****PLEASE ADD 25% TO ORDERS PLACED AFTER JUNE 24, 2026****

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.

SIGN & BANNER HANGING OVER 50 POUNDS

THE FOLLOWING INFORMATION MUST APPEAR ON SIGN ASSEMBLY PLAN. INFORMATION MUST BE RECEIVED IN ORDER TO GET A PRICE FROM LEVY 30 DAYS PRIOR TO MOVE-IN.

- Rigging points in the room (reflective ceiling)
- Positions of motors and chain hoists
- Positions of trusses and all suspended structures Note: no truss section shall have unsupported ends
- Types of equipment used (sound, lighting, etc.)
- The total load of the suspended structure
- The load by rigging point in lbs or kg
- A notice if the structural load is not evenly distributed
- Rigging point required for cable pick for cables over 22.7 kg (50 lbs) Note: concentrated loads must be positioned

MANDATORY PLAN VALIDATION

- All installations are conditional upon validation of plans. Non-compliance with this regulation could result in delays and extra charges, or even interrupt a set-up. GES advisors will provide you with expert assistance in validating rigging plans. Any plan that does not comply with building specifications is subject to change.
- Validation is free if the plan is received at least ten (10) calendar days before the start of the event. Afterward, charges of \$150.00 per hour will apply. The validated plan will be returned to you within five (5) working days.
- For compatibility purposes, use « Autocad » format (.dwg or .dxf). Otherwise, please provide us with measurements to scale. Building master plans are available on demand at no charge.



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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 35% (**\$50.00 minimum**) **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 (½) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$225.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.	\$385.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$225.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$385.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$225.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$385.00 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 _____	BOOTH# _____

PLEASE ADD 25% FOR ORDERS PLACED AFTER JUNE 24, 2026

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 35% (\$50.00 min.)		
ADDITIONAL 25% LATE ORDER		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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

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

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, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. 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



SOLO RATE

ONE RATE. ONE FEE.

LEVY
EXPOSITION SERVICES INC.



THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy's official carrier.



MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



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ASRS 44th Annual Scientific Meeting
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 Montréal Convention Centre
 Montréal, QC

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE MONTREAL CONVENTION CENTER, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for the ASRS 44th Annual Scientific Meeting. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse *between June 8, 2026 and July 6, 2026.*

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior to June 8, 2026 or after July 6, 2026.* Shipments received at show site prior to, or after the posted exhibitor move-in day(s) / time(s).

Show Site Receiving: Shipment(s) shipped to and received at the **Montréal Convention Centre**. Shipments cannot be received at the **Montréal Convention Centre** prior to **8:00 am on Monday, July 13, 2026.**

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **July 6, 2026** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price Per lb.
Advance Warehouse & Show Site Receiving Rate	\$3.90
Early/Late to Warehouse & Off Target Rate.....	\$4.75
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$750.00 (flat fee)

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

Description	Weight in LBS	Price Per lb.	Estimated Total Charges
Advance Receiving - 1 crate, 2 boxes	298	\$3.90	\$968.50

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

RATE ADJUSTMENT (OFFICE USE ONLY)			
SUBTOTAL			
5.0% GST			
9.975% GST			
2.0% CREDIT CARD FEE			
TOTAL	US DOLLARS		

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:

ASRS 44th Annual Scientific Meeting
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o LibertyCFS
555 Autoroute 13
Laval, QC H7W 5N4

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 **June 8, 2026** and no later than **July 6, 2026**. **Shipments that arrive prior to June 8, 2026 or after July 6, 2026 will be subject to the rate of \$4.75 per pound.** Shipments must include an official weight ticket or bill of lading.

ANY SHIPMENTS RECEIVED AT THE ADVANCE WAREHOUSE AFTER JULY 6, 2026 COULD INCUR A \$750.00 DELIVERY FEE IF A DEDICATED TRUCK IS REQUIRED TO DELIVER FREIGHT TO SHOW SITE.

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:

ASRS 44th Annual Scientific Meeting
COMPANY NAME & BOOTH #
Montréal Convention Centre
c/o Levy Exposition Services Inc.
163, Saint-Antoine Street West
Montréal, QC H2Z 1X8

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE MONTRÉAL CONVENTION CENTRE PRIOR TO 8:00 AM ON MONDAY, JULY 13, 2026. ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT ARRIVES WITHOUT APPROPRIATE PAPER WORK, IT WILL BE WEIGHED ON SITE AND AN ADDITIONAL FEE OF \$0.25 PER POUND WILL BE ASSESSED.

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 WASHINGTON 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 SEATTLE, WASHINGTON.
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 LibertyCFS
555 Autoroute 13
Laval, QC H7W 5N4

Levy Exposition Services Inc.
c/o Liberty CFS
555 Autoroute 13
Laval, QC H7W 5N4

EVENT NAME:

**ASRS 44th Annual
Scientific Meeting**

EVENT NAME:

**ASRS 44th Annual
Scientific Meeting**

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 # _____

**Montréal Convention Centre
c/o Levy Exposition Services Inc.
163, Saint-Antoine Street West
Montréal, QC H2Z 1X8**

EVENT NAME:

**ASRS 44th Annual
Scientific Meeting**

NO. _____ # of _____ PCS.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Montréal Convention Centre
c/o Levy Exposition Services Inc.
163, Saint-Antoine Street West
Montréal, QC H2Z 1X8**

EVENT NAME:

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Scientific Meeting**

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



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- Full Load
- International Freight Forwarding
- Customs Brokerage Services
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email: exhibitorservices@libertycfs.us - www.libertycfs.us


LAS VEGAS | TORONTO





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

<p>2a PICK-UP LOCATION</p> <p>Company Name _____</p> <p>Address1 _____</p> <p>Address2 _____</p> <p>City _____ State _____ ZipCode _____</p> <p>Contact _____ Phone # _____</p> <p>Email _____ IRS/Tax ID# _____</p>	<p>3 DELIVERY TO ADDRESS</p> <p>Exhibiting Company Name _____ Booth # _____</p> <p>Show Name _____</p> <p>Address1 _____</p> <p>Address2 _____</p> <p>City _____ State _____ ZipCode _____</p> <p>Onsite Contact _____ Cell Phone # _____</p>
---	--

<p>2b SERVICES</p> <p>P/U Date _____ Hours _____ From _____ To _____</p> <p>Dlvy Date _____ Hours _____</p> <p>Express Economy LTL 5-7 Days Int'l</p> <p>Inside Liftgate Dock</p> <p>Other _____</p>	<p>4 RETURN TO</p> <p><input type="checkbox"/> Check Box if the Return address is the same as 2a</p> <p>Consignee: _____</p> <p>Address1 _____</p> <p>Address2 _____</p> <p>City _____ State _____ ZipCode _____</p> <p>Contact _____ Phone # _____</p> <p>PU Date _____ Arrive by _____</p>
---	---

<p>5 PACKAGE INFO</p> <p>Carton(s)/Box _____</p> <p>Vinyl Case(s)/Color _____</p> <p>Wooden Crate(s) _____</p> <p>Trunk(s) / On Wheels _____</p> <p>Skid(s) - to contain # _____ of pieces</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 70%;">DIMENSIONS (L x W x H)</th> <th style="width: 20%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT</td> </tr> </tbody> </table>	PCS	DIMENSIONS (L x W x H)	WGT																									TOTAL PIECES		TOTAL WEIGHT
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TOTAL PIECES		TOTAL WEIGHT																													




6 **Declared Value - Full Value Coverage:** *The declared value will be defined as commercial value of the goods for new cargo or actual cash value or replacement value for used items plus 10%*

The following are not eligible for Full Value coverage: *Televisions/monitors, Concealed Damages and concealed shortages, Loss arising from wear, tear, gradual deterioration, depreciation, or inherent vice, Any mechanical, electrical, electronic, digital breakdown or derangement unless caused by an accident during the coverage period*

COST of COVERAGE: *Minimum Charge \$150, \$5.00 per \$100 of coverage, up to \$50,000* **VALUE COVERED**

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

ASRS 44th Annual Scientific Meeting
July 15 - 18, 2026
Montréal Convention Centre
Montréal, QC

ELECTRICAL SERVICES ORDER FORM & INVOICE

ELECTRICAL SERVICE

Description	Qty	Discount Rate	Standard Rate	Total
15A-120V (1500W) - Standard Outlet		345.35	449.00	
15A-208V - SINGLE PHASE		651.40	846.90	
15A-208V- THREE PHASE		651.40	846.90	
20A-120V - SINGLE PHASE		481.10	625.35	
20A-208V - SINGLE PHASE		882.40	1,147.20	
30A-208V - SINGLE PHASE		1,224.30	1,591.60	
30A-208V - THREE PHASE		1,224.30	1,591.60	
60A-208V - THREE PHASE		1,463.40	1,902.50	
100A-208V - THREE PHASE		1,997.00	2,596.10	
200A-208V - THREE PHASE		2,463.10	3,202.00	
CEILING OUTLET - Price on demand		720.70	937.00	
Extension Cord		79.70	103.60	
Power Bar		53.75	69.85	
3 spots rail 75W		205.10	266.50	
75 watt Black Arm-Clamp Spotlight		130.25	169.30	

SPECIAL INSTRUCTIONS: _____

MISCELLANEOUS NOTES: _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
\$25.00 DELIVERY FEE (non taxable)		
5.0% GST		
9.975% QST		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

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

STANDARD RATE will be applied to all orders not received and paid in full by **June 24, 2026**. 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.

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



PARAMOUNT STOOL



GHOST STOOL



PLEXI CRYSTAL STOOL



TOLIX STOOL



EAMES MESH



CHROME RING STOOL

DECO BARSTOOL



CHAMELEON CHAIR



GHOST CHAIR



TOLIX CHAIR



EAMES LEATHER

**additional items available upon request

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



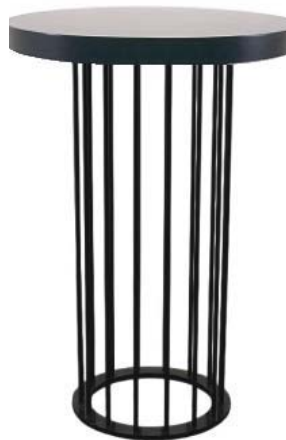
26" L X 26" W X 40"
TRUMPET CRUISER TABLE



PRESIDENTIAL SQUARE COCKTAIL TABLE
**AVAILABLE IN CRUISING HEIGHT



PRESIDENTIAL ROUND COCKTAIL TABLE
**AVAILABLE IN CRUISING HEIGHT



BIRD BRUSHED CRUISER TABLE



26" L X 26" W X 40"
CAPITAL CRUISER TABLE



30" x 30" W X 40"
GRAMERCY HIGH TABLE



30" x 30" W X 30"
GRAMERCY LOW TABLE

**additional items available upon request

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



LC2 ARMCHAIR



MONDRIAN 3 SEATER



MONDRIAN 3 SEATER



**additional items available upon request

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



REGENCY CORNER



REGENCY MIDDLE



REGENCY CORNER



MAXWELL OTTOMAN



18" LX 18" W X 18" H
CUBE OTTOMAN



36" X 36" X 18"
OPUS OTTOMAN



72" X 18" X 18"
CONTINENTAL BENCH



36" ROUND
COSMO OTTOMAN



**additional items available upon request

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



EDEN 2 SEATER M



EDEN MIDDLE



EDEN SOFA LOUNGER L



EDEN SOFA LOUNGER R



EDEN OTTOMAN



EDEN 2 SEATER L



EDEN 2 SEATER R



NADI GREY SOFA CORNER



NADI GREY SOFA MIDDLE



NADI GREY SOFA CORNE



NADI GREY OTTOMAN



MOOD SOFA CORNER



MOOD SOFA MIDDLE



MOOD 2 SEATER

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



BARCELONA CHAIR



BARCELONA 3 SEATER



**additional items available upon request

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



36" LX 36" W X 30" H
COFFEE TABLE



18" L X 18" W X 18" H
MERCER END TABLE



72" X 18" X 18"
CLIFT COFFEE TABLE



36" x 36" x 18"
NOBLE COFFEE TABLE

**additional items available upon request

SPECIALTY FURNITURE OPTIONS

all plexi can be branded



CHELSEA MIRROR
42" X 96"



WHITE PILLAR
12" X 12" X 42"



ILLUMINATED CUBE
30" X 30"



BEACON TOWER
24" X 24" 60"



RIALTO TOWER
24" X 24" 120"



SPECIALTY FURNITURE OPTIONS



PASCHA CHAIR - CREME
**cushion available in many colours



PASCHA CHAIR - TRANSPARENT
**cushion available in many colours



PASCHA CHAIR - SMOKE
**cushion available in many colours

**additional items available upon request

SPECIALTY FURNITURE RENTAL ORDER FORM & INVOICE

All Furniture Subject to Availability

Terms & Conditions:

Payments: Payment terms - 100% Payment due prior to delivery.

Cancellation Fee: A 25% cancellation fee will be applied to all orders received and cancelled 3 weeks prior to install. If full service has been provided, then 100% of the original fee will be applied.

Standard Rate: Standard Rate will be applied to all orders not received and paid in full by **June 24, 2026**. We reserve the right to adjust orders calculated incorrectly.

Delivery Fee: A 75\$ Delivery Fee will be applied to all orders.

Credit Card Fee: A 2% Fee will be applied to all credit card payments.

Late Fee: Show Site orders will be based on availability and charged a 30% Late Fee.

	Colour	Item Name	Dimensions	Discount	Standard	Qty.	Total
STOOLS							
	Black or White	Paramount Barstool	18"L x 18"W x 35"H	\$276.00	\$358.80		\$
	Transparent	Charles Ghost Stool	24" DIA x 30"H	\$256.00	\$332.80		\$
	Transparent	Plexi Crystal Stool		\$260.00	\$338.00		\$
	Black	Tolix Stool	18"L x 18"W x 29.5"H	\$247.00	\$321.10		\$
	Black	Deco Barstool		\$235.00	\$305.50		\$
	Black	Chrome Ring Stool		\$187.00	\$243.10		\$
CHAIRS							
	White	Tolix Chair		\$145.00	\$188.50		\$
	Black	Delano Chair		\$145.00	\$188.50		\$
	White	Chameleon Chair		\$145.00	\$188.50		\$
	Transparent	Ghost Chair		\$235.00	\$305.50		\$
	White	Eames Leather Chair		\$476.00	\$618.80		\$
	Black	Eames Mesh Chair		\$476.00	\$618.80		\$
	Black or White	Barcelona Chair		\$493.00	\$640.90		\$
	White or Smoke or Transparent	Pascha Chair	38.5" x 28" x 29.5"	\$420.00	\$546.00		\$
SOFAS & SECTIONALS							
	Black or White	Barcelona 3 Seater		\$803.00	\$1,043.90		\$
	Black or White	LC2 Armchair	28" x 26" x 28"	\$585.00	\$760.50		\$
	Black or White	Mondrian 3 Seater		\$877.00	\$1,140.10		\$
	Black or White	Mondrian Loveseat		\$837.00	\$1,088.10		\$
	Black or White	Regency Corner		\$588.00	\$764.40		\$
	Black or White	Regency Middle		\$581.00	\$755.30		\$
	Black or White	Maxwell Ottoman		\$625.00	\$812.50		\$
	Black or White	Cube Ottoman	18"L x 18"W x 18"H	\$300.00	\$390.00		\$
	Black or White	Opus Ottoman	36"L x 36"W x 18"H	\$481.00	\$625.30		\$
	Black or White	Continental Bench	72"L x 18"W x 18"H	\$372.00	\$483.60		\$
	Black or White	Cosmo Ottoman	36" Round	\$372.00	\$483.60		\$
	Cream	Eden 2 Seater		\$700.00	\$910.00		\$
	Cream	Eden Middle		\$448.00	\$582.40		\$
	Cream	Eden Lounger		\$695.00	\$903.50		\$
	Cream	Eden Ottoman		\$372.00	\$483.60		\$
	Grey	Nadi Corner		\$515.00	\$669.50		\$
	Grey	Nadi Middle		\$448.00	\$582.40		\$
	Grey	Nadi Ottoman		\$372.00	\$483.60		\$
	White	Mood Corner		\$588.00	\$764.40		\$
	White	Mood Middle		\$581.00	\$755.30		\$
	White	Mood 2 Seater		\$700.00	\$910.00		\$
TABLES							
	Chrome	Carleton Coffee Table	36" L x 36" W x 30" H	\$460.00	\$598.00		\$
	Chrome	Mercer End Table	18" L x 18" W x 18" H	\$312.00	\$405.60		\$
	Chrome	Clift Coffee Table	72" L x 18" W x 18" H	\$395.00	\$513.50		\$
	Chrome	Noble Coffee Table	36" L x 36" W x 18" H	\$390.00	\$507.00		\$
	Chrome	Capital Cruiser Table	26" L x 26" W x 40" H	\$246.00	\$319.80		\$
	Chrome	Gramercy Table Low	30" L x 30" W x 30" H	\$299.00	\$388.70		\$
	Chrome	Gramercy Table High	30" L x 30" W x 40" H	\$356.00	\$462.80		\$
	Black or White	Trumpet Cruiser Table	26" L x 26" W x 40"	\$372.00	\$483.60		\$
	Black	Presidential Square Cocktail Table		\$372.00	\$483.60		\$
	Black	Presidential Square Round Table		\$372.00	\$483.60		\$
	Black or White	Bird Brushed Cruiser Table		\$372.00	\$483.60		\$
TOWERS							
	White	White Pillar	12" L x 12" W x 42" H	\$359.00	\$466.70		\$
	Black or White	Beacon Tower	24" L x 24" W x 60" H	\$600.00	\$780.00		\$
	White	Rialto Tower	24" L x 24" W x 120" H	\$700.00	\$910.00		\$
	White	Illuminated Cube	30" x 30"	\$460.00	\$598.00		\$
	Black	Chelsea Mirror	42" x 96"	\$510.00	\$663.00		\$

Best Waste Management Practices



In order to adopt the best waste management practices during your event, it is important to communicate your expectations to your partners ahead of time and to assist them in planning their activities

→ The key concepts of waste **REDUCTION** are:

RETHINK



Think about your practices

REDUCE



Avoid wasting

REUSE



Reuse an item as many times as possible

RECYCLE



Can it be recycled?

Throw it out or reuse it: make the right choice!

Type of materials	Construction waste	Take these items with you or reuse them
Posters: foam core boards	X	
Carpets (rolls or tiles)	X	X
Floating floor	X	X
Plants		X
Bricks, paving stone	X	X
Furniture or equipment in good condition		X
Furniture or equipment in bad condition	X	X
Banners (e.g., in vinyl)	X	X
Excess brochures		X

Recycling or ultimate waste?

Type of materials	Recycling	Ultimate waste
Plastic films	X	
Plastic containers (#1,2,3,4,5,6)	X	
Cardboard, paper	X	
Plastic bags	X	
Posters: Corrugated plastic (Coroplast) and corrugated cardboard	X	
Wood, pallets	X	
Styrofoam	X	
Metal, aluminium	X	
Helium balloons*		X
Électroniques	X	

* Think about it before using this item that is difficult to recycle and harmful to the environment.

DONATE EQUIPMENT

Before thinking about making a donation, focus on not generating excess items, or take these items with you and reuse them.

If not, certain items could be donated to an organization when the event is over.

We can give you a list of organizations that may want to use your leftover items. Don't hesitate to speak to your Event Manager.

Whenever possible, the organizer must, while planning the event, provide a list of items that they plan to donate after the event. This person is responsible for identifying these items, and a donation form, to be completed with the Palais, must be filled out before, during or after the event.

These items can be donated to an organization:

- Bags, lanyards and gifts for guest speakers
- Decorations and accessories
- Clothes (sweaters, scarves, etc.)
- Construction timber
- Furniture (chairs, tables, etc.)
- Stationery



Palais
des congrès
de Montréal



