



# AME ROUNDUP 2023

Version 2

# QUICK FACTS

**SERVICE CONTRACTOR CONTACT:**

LEVY SHOW SERVICE INC.  
210 – 12011 Riverside Way  
Richmond, BC V6W 1K6  
Tel: 604 277 1726 Fax: 604 277 1736  
Email: operations@levyshow.com

**LOCATION:**

Vancouver Convention Centre – East  
via East Truck Route (at the foot of Howe Street)  
999 Canada Place  
Vancouver, BC V6C 3C1

**EXHIBITION DATES:**

Monday, January 23, 2023	9:00 am – 4:00 pm
Tuesday, January 24, 2023	9:00 am – 4:00 pm
Wednesday, January 25, 2023	9:00 am – 4:00 pm
Thursday, January 26, 2023	9:00 am – 2:30 pm

**4 DAY & 2 DAY (MON/TUES) EXHIBITOR MOVE-IN:**

Sunday, January 22, 2023	9:00 am – 6:00 pm
Monday, January 23, 2023	7:00 am – 9:00 am

**2 DAY (WED/THURS) EXHIBITOR MOVE-IN:**

Wednesday, January 25, 2023	7:00 am – 9:00 am
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**2 DAY (MON/TUES) EXHIBITOR MOVE-OUT:**

Tuesday, January 24, 2023	4:00 pm – 7:00 pm
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**4 DAY & 2 DAY (WED/THURS) EXHIBITOR MOVE-OUT:**

Thursday, January 26, 2023	2:30 pm – 10:00 pm
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**EXHIBITOR BOOTH EQUIPMENT:**

Each 10' x 10' standard booth space includes the following:

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

**NOTE:** Hall B and C is NOT carpeted (concrete flooring). Please refer to CARPET, PADDING & DRAPE RENTAL ORDER FORM on page 20 for booth carpet options.

\*\*For Core Shack, Prospectors' Tent and Project Generators' Hub Please refer to your confirmation email from Brenin, [bnobleman@amebc.ca](mailto:bnobleman@amebc.ca).

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s) and submit with completed credit card authorization form and full payment.

*Quick Facts continued...*



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**DISCOUNT PRICE DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **December 30, 2022**.

**LEVY ONLINE ORDERING:**

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=7797>

- you will be prompted to either register as a new exhibitor OR sign in as a returning exhibitor
- if you do not know your booth number please enter "0" (zero)
- online ordering available until **January 17, 2023**

**MATERIAL HANDLING:**

To expedite the move-in process, all materials must be sent to the Levy Advance Warehouse.

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

**WAREHOUSE HOLIDAY HOURS:**

Please note the following closures over the holidays for the advance warehouse:

**December 23, 2022 – closed**  
**December 26, 2022 – closed**  
**December 30, 2022 – closed**  
**January 2, 2023 – closed**

**SHIPPING:**

All **ADVANCE WAREHOUSE** shipments should arrive between **December 19, 2022 – January 16, 2023**. Shipments arriving before or after these dates will incur an early/late surcharge.

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

AME ROUNDUP 2023  
Exhibiting Company Name & Booth # \_\_\_\_  
YRC (Yellow) c/o Levy Show Service, Inc.  
3985 Still Creek Avenue  
Burnaby, BC V5C 4E2

**DO NOT SHIP DIRECT to the Vancouver Convention Centre – East. Shipments sent directly to the Convention Centre may be refused OR subject to material handling charges.**

Only exhibits brought by the exhibitor in their personal vehicles, no larger than a standard size SUV, will be accepted at the Vancouver Convention Centre – East loading zone.

For additional shipping questions, please refer to the exhibitor kit provided by AME.

**LOADING DOCK RESTRICTIONS:**

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



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**RESCUED FREIGHT:** All freight left on the show floor after 10:00 pm on Thursday, January 26, 2023 will be rescued by the official carrier.

We wish you a successful show! If we can be of assistance, please contact the Levy Show Service Exhibitor Services Department at 604 277 1726 or email [operations@levyshow.com](mailto:operations@levyshow.com).