



iTECH – Vancouver’s Leading IT Conference & Exhibition

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 – West Ballrooms
via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3

EXHIBITOR MOVE-IN:

Wednesday, November 30, 2022 12:00 pm – 4:00 pm

EXHIBITION DATES:

Thursday, December 1, 2022 7:30 am – 5:00 pm

EXHIBITOR MOVE-OUT:

Thursday, December 1, 2022 5:00 pm – 7:00 pm
**times subject to change*

BOOTH EQUIPMENT:

Each 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

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.

DISCOUNT PRICE DEADLINE:

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **November 10, 2022**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=7826>

- 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 **November 25, 2022**

MATERIAL HANDLING:

To expedite the move-in process we highly recommend sending all materials to the Levy Advance Warehouse.

Please note that overtime rates will be charged to Material Handling services where applicable.

QUICK FACTS

Quick Facts continued...



iTECH – Vancouver’s Leading IT Conference & Exhibition

QUICK FACTS

SHIPPING:

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

All **ADVANCE WAREHOUSE** shipments should arrive between **October 27, 2022 – November 24, 2022**. 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)

iTECH – Vancouver’s Leading IT Conference & Exhibition -
Exhibiting Company Name & Booth # ____
YRC (Yellow) c/o Levy Show Service, Inc.
3985 Still Creek Avenue
Burnaby, BC V5C 4E2

All **DIRECT** shipments should not arrive prior to **12:00 pm on November 30, 2022**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of the exhibitor kit)

iTECH – Vancouver’s Leading IT Conference & Exhibition -
Exhibiting Company Name & Booth # ____
Vancouver Convention Centre - West
c/o Levy Show Service, Inc.
via Waterfront Road Truck Route
1055 Canada Place
Vancouver, BC V6C 0C3

FREIGHT ELEVATOR:

Elevator dimensions are 9’8” wide x 22’ deep x 8’ high with a weight limit of 20,000 lbs. There is also a smaller service elevator option with dimensions of 5’ wide x 8’4” deep x 7’ high with a weight limit of 5,000 lbs. Please note these specifications prior to sending shipments. Please call our Exhibitor Services department with any concerns.

RESCUED FREIGHT:

All freight left on the show floor after 7:00 pm on December 1, 2022 will be rescued by the official carrier, Levy Logistics.

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.