



**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  
via Waterfront Road Truck Route  
1055 Canada Place  
Vancouver, BC V6C 0C3

**EXHIBITOR MOVE-IN:**

Wednesday, May 24, 2023 2:00 pm – 8:00 pm

**EXHIBITION DATES:**

Thursday, May 25, 2023 9:30 am – 7:30 pm  
Friday, May 26, 2023 9:30 am – 7:30 pm  
Saturday, May 27, 2023 9:30 am – 7:30 pm

**EXHIBITOR MOVE-OUT:**

Saturday, May 27, 2023 7:30 pm – 10:00 pm

**BOOTH EQUIPMENT:**

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

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

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 **May 4, 2023**.

**LEVY ONLINE ORDERING:**

To access our online ordering system please visit <https://www.expotookit.com/expotools/webforms/login.aspx?c=151&s=8129>

- 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 **May 18, 2023**

**VCC ONLINE ORDERING:**

Online ordering for additional exhibitor services such as rigging, booth cleaning, housekeeping and electrical provided by the Vancouver Convention Centre are available through the following link: <https://www.vancouverconventioncentre.com/services/exhibitor-services/online-ordering>

**AUDIO VISUAL SERVICES:**  
2/8/2023

Proshow Audiovisual is the official provider of Audio Visual Services.

**BALLROOM CARPET:** The ballroom will be carpeted.

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

*\*\*In the event that a forklift is not available on show site for this particular exhibition, additional fees will apply if a forklift is required for your materials.\*\**

**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 **April 20, 2023 – May 18, 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)

LASA 2023 - 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 **2:00 pm on May 24, 2023**. Shipments arriving prior to this time will be refused.

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

LASA 2023 - 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 22'0" deep x 8' high with a weight limit of 20,000 lbs. There is also a smaller service elevator with dimensions 5' wide x 8'4" deep x 7' high. 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 10:00 pm on May 27, 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).