



17th CANADIAN NEUROSCIENCE MEETING

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:

Westin Bayshore, Vancouver
1601 Bayshore Drive
Vancouver, BC V6G 2V4

EXHIBITOR MOVE-IN:

Sunday, May 19, 2024 12:00 pm – 5:00 pm

EXHIBITION DATES:

Monday, May 20, 2024 9:00 am – 6:00 pm
**Victoria Day Holiday*
Tuesday, May 21, 2024 9:00 am – 6:00 pm
Wednesday, May 22, 2024 9:00 am – 3:30 pm

EXHIBITOR MOVE-OUT:

Wednesday, May 22, 2024 3:30 pm – 5:00 pm

BOOTH EQUIPMENT:

Each booth space includes the following:

- 8’ high drapery backwall – black
- 3’ high drapery sidewall – black
- One (1) 6’ x 2’ skirted table – black
- Two (2) chairs

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.

EXHIBIT CARPET:

The exhibit floor will be covered in ballroom grade carpet.

DISCOUNT PRICE DEADLINE:

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **April 26, 2024**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=8650>

- 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 13, 2024**

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

Quick Facts continued...



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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 15, 2024 – May 13, 2024**. 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)

17th CANADIAN NEUROSCIENCE MEETING –
Exhibiting Company Name & Booth # ____
Aerostream c/o Levy Show Service, Inc.
1160 – 4871 Miller Road
Richmond, BC. V7B 1K6

All **DIRECT** shipments should not arrive prior to **12:00 pm on May 19, 2024**. 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)

17th CANADIAN NEUROSCIENCE MEETING –
Exhibiting Company Name & Booth # ____
Westin Bayshore, Vancouver
c/o Levy Show Service, Inc.
1601 Bayshore Drive
Vancouver, BC V6G 2V4

LOADING DOCK RESTRICTIONS:

The Westin Bayshore, Vancouver 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.

Outside roll up door - 119" wide x 116" tall
Inner door to ballroom - 92" wide x 116" tall

RESCUED FREIGHT:

All freight left on the show floor after 5:00 pm on May 22, 2024 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.