



e-Health 2024 Conference and Tradeshow

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: JW Marriott Parq Vancouver – Parq Grand Ballroom, Level 4
 39 Smithe Street
 Vancouver, BC V6B 0R3

EXHIBITOR MOVE-IN: Saturday, May 25, 2024 after 2:00 pm
****by appointment only****
 Sunday, May 26, 2024 ****see target move-in plan****

EXHIBITION DATES: Monday, May 27, 2024 9:30 am – 4:15 pm
 Tuesday, May 28, 2024 9:00 am – 3:45 pm

EXHIBITOR MOVE-OUT: Tuesday, May 28, 2024 5:30 pm – 10:00 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) fabric chairs
- One (1) wastebasket
- One (1) booth number sign
- One (1) 7” x 44” booth ID 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.

BOOTH RIGGING: Please note that above booth rigging is NOT permitted.

EXHIBIT CARPET: The exhibit floor will be carpeted in ballroom grade carpeting.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **May 3, 2024**.

LEVY ONLINE ORDERING: To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=8670>

- 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 20, 2024**

QUICK FACTS

Quick Facts Continued...



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QUICK FACTS

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 19, 2024 – May 17, 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)

e-Health 2024 Conference and Tradeshow
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 **your target move-in time on Sunday, May 26, 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)

e-Health 2024 Conference and Tradeshow
Exhibiting Company Name & Booth # ____
JW Marriott Parq Vancouver
c/o Levy Show Service, Inc.
39 Smithe Street
Vancouver, BC V6B 0R3

LOADING DOCK RESTRICTIONS:

The JW Marriott Parq loading docks can NOT accommodate any transport vehicles larger than 18' high. Please note that the road entrance maximum clearance is 15' high. Utilization of a pup or 53' trailer is NOT recommended for this venue. We highly suggest sending all tradeshow materials to the Advance Warehouse.