



# THE OUTDOOR ADVENTURE & TRAVEL SHOW 2024

# 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

**EXHIBITOR MOVE-IN:**

Friday, March 1, 2024 Scheduled Move-in

**EXHIBITION DATES:**

Saturday, March 2, 2024 10:00 am – 6:00 pm  
Sunday, March 3, 2024 10:00 am – 5:00 pm

**EXHIBITOR MOVE-OUT:**

Sunday, March 3, 2024 5:00 pm – 11:00 pm

**BOOTH EQUIPMENT:**

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

- 8' high drapery backwall – blue
- 3' high drapery sidewall – blue

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.

**AISLE CARPET:**

The aisles will be carpeted.

**DISCOUNT PRICE  
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **February 9, 2024**.

**LEVY ONLINE ORDERING:**

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=8672>

- 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 **February 23, 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 **January 26, 2024 – February 23, 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)

THE OUTDOOR ADVENTURE & TRAVEL SHOW 2024  
Exhibiting Company Name & Booth # \_\_\_\_  
Levy Show Service, Inc.  
150 – 2060 Viceroy Place  
Docks #5 - 8  
Richmond, BC V6V 1Y9

**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.

**RESCUED FREIGHT:**

All freight left on the show floor after 11:00 pm on March 3, 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](mailto:operations@levyshow.com).