



NACAC International Universities Fair - Vancouver

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 – West Hall A via Waterfront Road Truck Route 1055 Canada Place Vancouver, BC V6C 0C3
EXHIBITOR MOVE-IN:	Friday, April 26, 2024 3:00 pm – 5:00 pm Saturday, April 27, 2024 11:00 am – 12:30 pm
EXHIBITION DATES:	Saturday, April 27, 2024 1:00 pm – 4:00 pm
EXHIBITOR MOVE-OUT:	Saturday, April 27, 2024 4:01 pm – 9:00 pm
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none">• 8' high drapery backwall – blue/white/white/blue• 3' high drapery sidewall – blue• 1 – 6' x 2' skirted table – blue• 2 – chairs• 1 – wastebasket• 1 – 7" x 44" booth identification sign with NACAC logo <p>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.</p>
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order must be received by April 5, 2024 .
LEVY ONLINE ORDERING:	To access our online ordering system please visit https://www.expokit.com/expokitools/webforms/login.aspx?c=151&s=8776 <ul style="list-style-type: none">• 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 April 19, 2024
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 continued...



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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. Charges will apply to ALL freight sent to the Levy Advance Warehouse.

All **ADVANCE WAREHOUSE** shipments should arrive between **March 25, 2024 – April 22, 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)

NACAC International Universities Fair - Vancouver
Exhibiting Company Name & Booth # ____
Levy Show Service, Inc.
150 – 2060 Viceroy Place
Docks #5 - 8
Richmond, BC V6V 1Y9

All **DIRECT** shipments should not arrive prior to **3:00 pm on April 27, 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)

NACAC International Universities Fair - Vancouver
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 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 9:01 pm on April 27, 2024 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.

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