



RAIC 2024 Conference on Architecture

**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:

Sheraton Vancouver Wall Centre
1000 Burrard Street
Vancouver, BC V6Z 2R9

EXHIBITOR MOVE-IN:

Tuesday, May 14, 2024 12:00 pm – 5:00 pm

EXHIBITION DATES:

Tuesday, May 14, 2024 6:30 pm – 10:00 pm
Wednesday, May 15, 2024 9:00 am – 5:00 pm

EXHIBITOR MOVE-OUT:

Wednesday, May 15, 2024 5:00 pm – 8:00 pm

BOOTH EQUIPMENT:

Each booth space includes the following:

- 8' high drapery backwall – black
- 3' high drapery sidewall – black
- 1 (One) 6' x 2' skirted table – black
- 2 (Two) fabric 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.

EXHIBITION FLOOR:

The flooring will be carpeted with standard 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 23, 2024**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=8779>

- 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 7, 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

Quick Facts continued...



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QUICK FACTS

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 9, 2024 – May 7, 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)

RAIC 2024 Conference on Architecture
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 14, 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)

RAIC 2024 Conference on Architecture
Exhibiting Company Name & Booth # ____
Sheraton Vancouver Wall Centre
c/o Levy Show Service, Inc.
1000 Burrard Street
Vancouver, BC V6Z 2R9

LOADING DOCK RESTRICTIONS:

The Sheraton Wall Centre 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.

FREIGHT ELEVATOR:

Elevator dimensions are 9' high x 5'10" wide x 8' deep with a weight capacity of 5,000 lbs. The elevator door dimensions are 7' high x 4' wide. 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 8:00 pm on May 15, 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.