

**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:**

Saturday, May 11, 2024 08:00 – 22:00 *\*\*space stands only\*\**  
 Sunday, May 12, 2024 07:00 – 15:00 *\*\*all stands\*\**

**EXHIBITION DATES:**

Sunday, May 12, 2024 18:30 *\*\*Opening Reception\*\**  
 Monday, May 13, 2024 07:45 – 17:00  
 Tuesday, May 14, 2024 08:15 – 17:00  
 Wednesday, May 15, 2024 08:15 – 17:00

**EXHIBITOR MOVE-OUT:**

Wednesday, May 15, 2024 17:15 – 23:00

**BOOTH EQUIPMENT:**

Each 10' x 10' (3m x 3m) Hardwall Booth Package includes the following:



- 8' high (2.5m) sintra backwall - white
- 8' high (2.5m) sintra sidewalls - white
- One (1) fascia with standard "black" lettering for company name
- Three (3) 15 watt LED arm lights (power not included)
- 10' x 10' (3m x 3m) carpet – bluejay

Each 12' x 10' (4m x 3m) Hardwall Booth Package includes the following:



- 8' high (2.5m) sintra backwall – white
- 8' high (2.5m) sintra sidewalls – white
- One (1) fascia with standard “black” lettering for company name
- Four (4) 15 watt LED arm lights (power not included)
- 12' x 10' (4m x 3m) carpet – bluejay

***\*\* If you are unsure of your booth size, please contact Show Management to confirm \*\****

*Quick Facts Continued...*

# QUICK FACTS

**BOOTH EQUIPMENT  
CONTINUED:**

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.

**DISCOUNT PRICE  
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **April 19, 2024**.

**LEVY ONLINE ORDERING:**

To access our online ordering system please visit <https://www.expotookit.com/expotools/webforms/login.aspx?c=151&s=8783>

- 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 3, 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\*\**

**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 5, 2024 – May 3, 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)

INS 2024 - 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 Saturday, May 11, 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)

INS 2024 - Exhibiting Company Name & Booth # \_\_\_\_  
Vancouver Convention Centre – East  
Via East Truck Route (at the foot of Howe Street)  
c/o Levy Show Service, Inc.  
999 Canada Place  
Vancouver, BC V6C 3C1

*Quick Facts Continued...*

**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.

**FREIGHT ELEVATOR:**

Elevator dimensions are:

**Large freight elevator**

- 6'6" wide 16'11" deep 9'10" high
- 20,000 lbs

**Small freight elevator**

- 4'2" wide 8'4" deep 7'11" high
- 10,000 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 23:00 on Wednesday, May 15, 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](mailto:operations@levyshow.com).