



AME ROUNDUP 2025

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

EXHIBITION DATES:

Monday, January 20, 2025	9:00 am – 4:00 pm
Tuesday, January 21, 2025	9:00 am – 4:00 pm
Wednesday, January 22, 2025	9:00 am – 4:00 pm
Thursday, January 23, 2025	9:00 am – 2:00 pm

Note: Exhibit Hall Happy Hour is on Monday to Wednesday from 4:00 pm to 5:00 pm and on Thursday from 1:15 pm to 2:00 pm

4 DAY & 2 DAY (MON/TUES)

EXHIBITOR MOVE-IN:

Sunday, January 19, 2025	9:00 am – 6:00 pm
Monday, January 20, 2025	7:00 am – 9:00 am

2 DAY (MON/TUES)

EXHIBITOR MOVE-OUT:

Tuesday, January 21, 2025	5:00 pm – 7:00 pm
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2 DAY (WED/THURS)

EXHIBITOR MOVE-IN:

Wednesday, January 22, 2025	7:00 am – 9:00 am
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4 DAY & 2 DAY (WED/THURS)

EXHIBITOR MOVE-OUT:

Thursday, January 23, 2025	2:30 pm – 10:00 pm
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EXHIBITOR

BOOTH EQUIPMENT:

Each 10' x 10' in-person booth space includes the following:

- Drape (8' high black backwall & 3' high black sidewall)
- 750-watt power outlet (provided by Vancouver Convention Centre)
- 2' x 6' covered and skirted table (1)
- Padded chairs (2)
- 7" x 44" booth identification sign (1)

For Core Shack, Prospectors' Tent and Project Generators' Hub, please refer to your confirmation email from Jasmine at jlal@amebc.ca.

NOTE: Hall A is carpeted with standard ballroom grade carpet (booths #71 – 427). Halls B and C are NOT carpeted and have concrete flooring (booths #500 – 1726). Please refer to CARPET, PADDING & DRAPE RENTAL ORDER FORM on page 20 for booth carpet options.

Quick Facts continued...



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QUICK FACTS

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.

ELECTRICAL SERVICES: Additional electrical services are to be ordered through and supplied by the Vancouver Convention Centre:
<https://www.vancouverconventioncentre.com/services/exhibitor-services>

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **December 27, 2024**.

LEVY ONLINE ORDERING: To access our online ordering system please visit
<https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=9236>

- 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 **January 10, 2025**
**see online ordering instructions form for more details*

MATERIAL HANDLING: To expedite the move-in process we highly recommend sending all materials to the Levy Advance Warehouse.

WAREHOUSE HOLIDAY HOURS: Please note the following closures over the holidays for the Advance Warehouse:

December 24, 2024 – open from 8:00 am to 12:00 pm
December 25, 2024 – closed
December 31, 2024 – open from 8:00 am to 12:00 pm
January 1, 2025 – closed

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 **December 13, 2024 - January 10, 2025**, 9:00 AM to 3:00 PM Monday through Friday, Holidays excluded. 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)

AME ROUNDUP 2025
Exhibiting Company Name & Booth #
Aerostream c/o Levy Show Service, Inc.
18391 McCartney Way
Richmond, BC V6W 0A1

DO NOT SHIP DIRECT to the Vancouver Convention Centre – East. Shipments sent directly to the Convention Centre may be refused OR subject to material handling charges.

For additional shipping questions, please refer to the exhibitor kit provided by AME.



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VEHICLE RESTRICTIONS: The Vancouver Convention Centre – East loading zone can only accommodate exhibits delivered by the exhibitor in their personal vehicles (no larger than a standard size SUV).

A pup or 53' trailer will not have access to the loading docks. Should you have any questions or concerns, please contact operations@levyshow.com.

RESCUED FREIGHT: All freight left on the show floor after 10:00 pm on Thursday, January 23, 2025 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.