



CANADIAN ORTHOPAEDIC ASSOCIATION ANNUAL MEETING

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:

Tuesday, June 10, 2025 After 1:00 pm
larger booths by appointment only
Wednesday, June 11, 2025 8:00 am – 4:00 pm

EXHIBITION DATES:

Wednesday, June 11, 2025 6:30 pm – 8:30 pm
Thursday, June 12, 2025 10:00 am – 4:30 pm
Friday, June 13, 2025 10:00 am – 4:30 pm

EXHIBITOR MOVE-OUT:

Friday, June 13, 2025 4:30 pm – 8:00 pm

BOOTH EQUIPMENT:

Each 10' x 10' & 10' x 20' booth space includes the following:

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

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.

EXHIBIT FLOOR:

The exhibit floor will be carpeted with standard ballroom grade carpet.

ELECTRICAL, RIGGING & CLEANING SERVICES:

Electrical, rigging & cleaning 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 **May 21, 2025**.

LEVY ONLINE ORDERING:

To access our online ordering system please visit
<https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=9524>

- 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 **June 3, 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.

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



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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 **May 6, 2025 – June 3, 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. Please note that the advance warehouse will be closed on **May 19, 2025** for the Victoria Day holiday.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the exhibitor kit)

CANADIAN ORTHOPAEDIC ASSOCIATION ANNUAL MEETING
Exhibiting Company Name & Booth # ____
c/o Levy Show Service, Inc.
150 – 2060 Viceroy Place
Docks #5 - 8
Richmond, BC V6V 1Y9

All **DIRECT** shipments should not arrive prior to **8:00 am on June 11, 2025**. 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)

CANADIAN ORTHOPAEDIC ASSOCIATION ANNUAL MEETING
Exhibiting Company Name & Booth # ____
Vancouver Convention Centre - East
c/o Levy Show Service, Inc.
via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, BC V6C 3C1

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 6'6" wide x 16'11" deep x 9'10" high with a weight limit of 20,000 lbs. There is also a smaller freight elevator with dimensions of 4'2" wide x 8'4" deep x 7'11" high with a weight limit of 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 8:00 pm on June 13, 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.





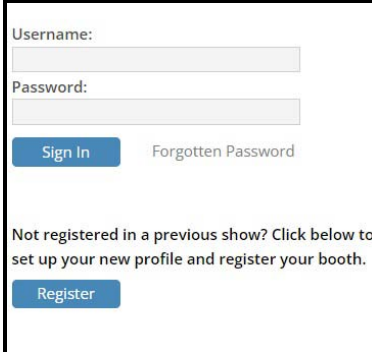
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ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for the **CANADIAN ORTHOPAEDIC ASSOCIATION ANNUAL MEETING**. This system is designed to assist in fulfilling your exposition needs simply and securely.

Our online ordering links are unique to every show. To access online ordering for your show, please click on the link provided in the Quick Facts document of this Exhibitor Kit. If you have any difficulties, please do not hesitate to contact our Operations Department at operations@levyshow.com.

1. Follow the show specific online ordering link located in the Quick Facts document.
2. Once you have accessed the online ordering portal, you will be prompted to either log in using your Username and Password or "Register". Your email address must be used as your Username. 
3. If you have not registered for an account before, please click on "Register". You will then be prompted to fill in your company information. If you do not yet have a booth number, please enter your booth number as "0". 
4. Once you have logged in, you will be directed to the Welcome Page of our online ordering portal. You can access the Exhibitor Kit and Show Facts documents on the left hand menu. To begin ordering services online please click on the "Order Booth Services" tab.
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.

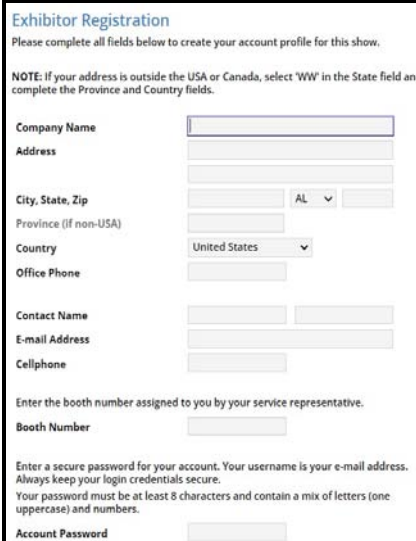


Username:

Password:

[Forgotten Password](#)

Not registered in a previous show? Click below to set up your new profile and register your booth.



Exhibitor Registration
Please complete all fields below to create your account profile for this show.

NOTE: If your address is outside the USA or Canada, select 'WW' in the State field and complete the Province and Country fields.

Company Name

Address

City, State, Zip AL

Province (if non-USA)

Country United States

Office Phone

Contact Name

E-mail Address

Cellphone

Enter the booth number assigned to you by your service representative.
Booth Number

Enter a secure password for your account. Your username is your e-mail address. Always keep your login credentials secure.
Your password must be at least 8 characters and contain a mix of letters (one uppercase) and numbers.

Account Password

ONLINE ORDERING