



CIPHEX & Electrical Learning Expo West 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:	PNE Fairgrounds, Pacific Coliseum 2901 E Hastings St Vancouver, BC V5K 5J1
EXHIBITOR MOVE-IN:	Monday, November 3, 2025 By assigned schedule Tuesday, November 4, 2025 By assigned schedule
EXHIBITION DATES:	Wednesday, November 5, 2025 9:00 am – 6:00 pm Thursday, November 6, 2025 9:00 am – 4:00 pm
EXHIBITOR MOVE-OUT:	Thursday, November 6, 2025 4:00 pm – 10:00 pm Friday, November 7, 2025 8:00 am – 4:00 pm Note: Drivers must check in with the Levy Exhibitor Services Desk by 2:00 pm.
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none">• 8' high drapery backwall – black• 3' high drapery sidewall – black <p>Note: Island booths do not include drape. If you have ordered a turnkey hardwall booth with Show Management, please confirm your requirements and header name with Show Management.</p> <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>
AISLE CARPET:	The aisles will be carpeted.
EXHIBIT FLOOR:	The exhibition floor will be concrete. Flooring is mandatory for all booths.
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order must be received by October 15, 2025 .
LEVY ONLINE ORDERING:	To access our online ordering system please visit https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=9583 <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 October 27, 2025

Quick Facts continued...



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MATERIAL HANDLING:

Each 10' x 10' booth space includes up to 5,000 lbs of complimentary Show Site Material Handling services, courtesy of CIPHEX & Electrical Learning Expo West.

CIPHEX & Electrical Learning Expo West pays for Show Site Material Handling. This includes forklift delivery between the loading dock and your exhibit space (move-in and move-out) plus crate storage and return. It does NOT include special in-booth forklift service. All exhibitors are required to fill out the enclosed Show Site Material Handling form by October 8, 2025.

Material handling at Levy's Advance Warehouse is included ONLY if you are also shipping with Levy Logistics. If you are using another carrier/service, standard material handling charges will apply.

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 **September 29, 2025 – October 28, 2025**. Shipments arriving before or after these dates will incur an early/late surcharge. Please note that the advance warehouse will be closed on **September 30, 2025** and **October 13, 2025** for the National Day for Truth and Reconciliation & Thanksgiving Day holidays.

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

CIPHEX & Electrical Learning Expo West 2025
Exhibiting Company Name & Booth # ____
Aerostream c/o Levy Show Service, Inc.
18391 McCartney Way
Richmond, BC V6W 0A1

All **DIRECT** shipments should not arrive prior to **your assigned schedule on November 3, 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)

CIPHEX & Electrical Learning Expo West 2025
Exhibiting Company Name & Booth # ____
PNE Fairgrounds, Pacific Coliseum
c/o Levy Show Service, Inc.
2901 E Hastings St.
Vancouver, BC V5K 5J1

Quick Facts continued...



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LEVY LOGISTICS:

LEVY LOGISTICS offers reliable transportation and customs services for all your exhibition materials. We provide seamless service with your inbound and outbound shipping.

RESCUED FREIGHT:

All freight left on the show floor after 2:00 pm on November 7, 2025 will be rescued by the official carrier, Levy Logistics at the exhibitors expense.

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 **CIPHEX & Electrical Learning Expo West 2025**. This system is designed to assist in fulfilling your exposition needs simply, conveniently 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.

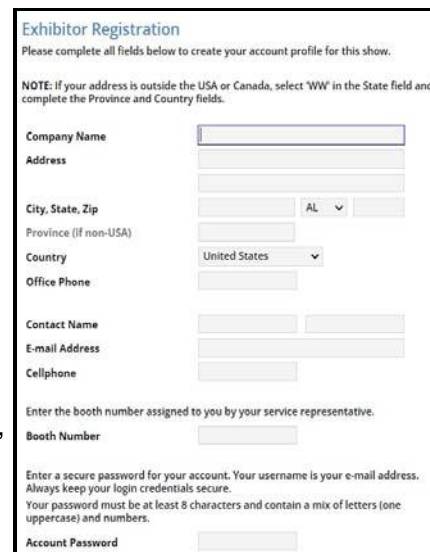


Username:

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

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