



# FanExpo Vancouver 2026

**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 - West  
via Waterfront Road Truck Route  
1055 Canada Place  
Vancouver, BC V6C 0C3

**EXHIBITOR MOVE-IN:**

Friday, February 13, 2026 *\*\*please refer to voyage control and target move-in plan\*\**

**EXHIBITION DATES:**

Saturday, February 14, 2026 9:30 am – 7:00 pm  
Sunday, February 15, 2026 9:30 am – 5:00 pm  
Monday, February 16, 2026 9:30 am – 5:00 pm

**EXHIBITOR MOVE-OUT:**

Monday, February 16, 2026 5:00 pm – 10:00 pm

**BOOTH EQUIPMENT:**

Retail Booth Spaces:

Each 10' x 10' Retail Booth space includes:

- 8' high drapery backwall – silver/teal/teal/silver
- One (1) 8' x 2' unskirted table
- Two (2) chairs

Artist Alley Standard Booths:

Each 6' x 6' Artist Alley standard table top space includes:

- One (1) 6' x 2' skirted table – black
  - Two (2) folding chairs
- \*\*does not include drapery backwall or sidewalls*

Artist Alley Premium End Cap Booths:

Each 6' x 12' Artist Alley Premium End Cap space includes:

- 3' high drapery backwall – black
  - Two (2) 6' x 2' skirted tables – black
  - Two (2) folding chairs
- \*\*does not include drapery sidewalls*

***\*\*There are no furniture or drapery inclusions for booths greater than 400 square feet\*\****

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 & INTERNET SERVICES:**

Electrical & Internet services are to be ordered through and supplied by the Vancouver Convention Centre:  
<https://www.vancouverconventioncentre.com/services/exhibitor-services>

**QUICK FACTS**

*Quick Facts continued...*



# FanExpo Vancouver 2026

QUICK FACTS

**DISCOUNT PRICE DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order must be received by **January 22, 2026**.

**LEVY ONLINE ORDERING:**

To access our online ordering system please visit: <https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&s=9847>

- 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 **February 9, 2026**  
*\*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\*\**

**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 **January 12, 2026 – February 9, 2026**, 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)

Fan Expo Vancouver 2026  
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 **12:00 pm on February 13, 2026**. 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)

Fan Expo Vancouver 2026  
Exhibiting Company Name & Booth # \_\_\_\_  
Vancouver Convention Centre - West  
c/o Levy Show Service, Inc.  
via Waterfront Road Truck Route  
1055 Canada Place  
Vancouver, BC V6C 0C3

*Quick Facts continued...*



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**ONSITE PUSH CART RENTAL:**

A limited number of push carts will be available to rent onsite during exhibitor move-in & move-out. Please visit our Levy Customer Service Desk onsite, photo ID will be required. Each cart will cost \$30.00 per hour.

**RESCUED FREIGHT:**

All freight left on the show floor after 11:59 pm on February 16, 2026 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](mailto:operations@levyshow.com).

**QUICK FACTS**



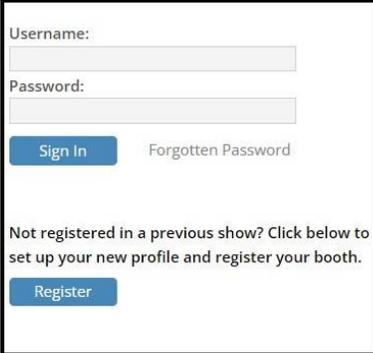
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## ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **FanExpo Vancouver 2026**. 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](mailto: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.




# ONLINE ORDERING