

## **2018 IMATS Vancouver Exhibitor Manual Summary**

This page provides important information on all of the materials and services you will need for your booth at IMATS Vancouver 2018.

### LOCATION:

Vancouver Convention Centre, East Building, Exhibit Hall B  
999 Canada Place  
Vancouver, B.C. Canada V6C 3C1      [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com)

### EXHIBITOR MOVE-IN:

Friday, October 19, 2018    12pm – 7pm (please do **not** arrive early unless you are a space one or custom build booth and have made prior arrangements through Dawn-Marie)

**\*\*SAFETY VESTS & CLOSED-TOE SHOES ARE REQUIRED TO BE WORN DURING SET UP & TEAR DOWN! NO EXCEPTIONS\*\***  
**NO ONE UNDER 15 ALLOWED ON SHOW FLOOR DURING MOVE-IN OR MOVE-OUT**

### EXHIBITION DATES:

Saturday, October 20, 2018    9am\* – 5pm  
Sunday, October 21, 2018    10am\* – 5pm

\*Exhibitors may arrive one hour prior to show open on Saturday and Sunday

EXHIBITOR MOVE-OUT:    Sunday, October 21, 2018 5pm – 9pm\*\*

**\*\*Everything must be removed from the venue Sunday night, so please make appropriate arrangements with Levy Show Service or your freight company. NO EXCEPTIONS! Any and all abandoned freight will be turned over to Levy who will take it back to their warehouse. You will be required to pay Levy for transportation and storage charges before your items will be released to your carrier.**

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BOOTH PACKAGE: Each 10' x 10' booth space comes with the following:

- Pipe and BLACK drape walls (8' high back and 3' side dividers). Island-style booths will **not** have any pipe and drape unless you specifically request it from Levy Show Service.
- One (1) 8' X 2' table skirted in Black with a White vinyl top cover
- Two (2) fabric chairs
- One (1) wastebasket
- One (1) 7" x 44" booth identification sign
- Four (4) exhibitor badges printed with exhibiting company name only

The exhibition floor is plain concrete. We will be carpeting the aisles and highly recommend for comfort and appearance that you consider carpeting your booth.

**Booths do NOT come with: carpet, electricity, lighting, or Wi-Fi/internet.**

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**Additional Exhibitor Badges:** Please be aware that four (4) exhibitor badges are allotted per 10'x10' booth space equivalent. Badges will only have your company name on them, not individual's names, to allow for badge sharing among staff working different shifts. ALL staff working in your booth, including demo artists and their models, must be wearing an exhibitor badge. If you find that you require additional badges, you may purchase an additional 2 per 10x10 booth equivalent for \$35 each. Please see the order form attached to kit. The deadline for preordering additional exhibitor badges is **Thursday, September 27<sup>th</sup>**. If you miss the deadline, you will still be able to purchase additional badges at the show from our Registration desk but there will be an upcharge of \$10 each per badge purchased onsite. **Please send completed badge order forms to: BrookeB@kpgmedia.com**

**Exhibitor Welcome Packets:** Your printed exhibitor badges will be inside your welcome packet which you (the contact listed on your contract) will sign for and pick up at Registration on set-up day, Friday, October 19<sup>th</sup>. If you will not be working the show, please inform Brooke Burgess ([brookeb@kpgmedia.com](mailto:brookeb@kpgmedia.com)) who the authorized person(s) will be to sign on your behalf. Please pick up your packets as soon as you arrive for set-up so that you don't forget. Badges are not required to be worn on Friday, but as of Saturday morning everyone wishing to access the show floor must be wearing a badge.

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**Levy Show Service** is once again our **decorator** and **onsite material handler**. We have also named them as our **official logistics company, customs broker** and **advance warehouse**. This should make things a whole lot easier on everyone as Levy can be your one-stop shop! Please see Levy's complete exhibitor kit which will be available online. Below is a list of documents included in their kit. Please pay special attention to the discount price deadline for PAID orders which is **October 5<sup>th</sup>**. You can place all orders online at [https://secure.levyshow.com/cgi-bin/lolo\\_exh.pl](https://secure.levyshow.com/cgi-bin/lolo_exh.pl) If you do fill out order forms the old-fashioned way, send them back to Levy...do not send them to Dawn-Marie!

- Quick Facts Sheet
- Payment & Credit Card Charge Authorization Form
- Carpet, Drape & Complements Rental Order Form & Invoice
- Table and Chair Rental Order Form & Invoice
- Accessories Rental Order Form & Invoice
- Furniture Rental Order Form & Invoice
- Hardwall System Rental Order Form & Invoice
- Graphics and Sign Order Form & Invoice
- Labor Order Form & Invoice
- Material Handling Order Form & Invoice
- Logistics Information: shipping & advance warehouse information, shipping label templates, transportation, customs brokerage, etc.
- Helping You Look Your Best Checklist

**ADVANCE WAREHOUSE RECEIVING DATES:** Levy Show Service will receive shipments to the advance warehouse Monday thru Friday between the hours of 9:00 am and 3:00 pm no earlier than September 17<sup>th</sup> and no later than October 15<sup>th</sup>.

**DIRECT SHIPMENTS TO VANCOUVER CONVENTION CENTRE:** Direct-to-show-site shipments will only be accepted on **FRIDAY, October 19<sup>th</sup> after 9 am**. You will still need to arrange for onsite material handling through Levy Services in order to have your freight received and delivered to your booth.

**MATERIAL HANDLING: Onsite door-to-booth is handled by Levy Show Service.**

**Note: You are allowed to hand carry/wheel in your own items if they are on your own small hand truck or cart and you brought the products in your own vehicle. If Levy receives any deliveries for you, no matter how small, then you will need to pay for material handling.**

**ONSITE STORAGE OF EMPTIES/EXTRA STOCK:** Material handling services ordered through Levy includes storing your empties and extra stock in an unused and unsecured portion of the exhibit hall. You will need to get "empty" stickers from Levy and clearly label all skids, crates, etc. that you wish to have stored during the show. If you do not arrange for material handling with Levy, it is your responsibility to provide your own means of labeling and moving your empties/extra stock into and out of storage.

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### **CBSA Recognition Letter**

The event recognition letter that we obtain each year from the Customs Border Service Agency (CBSA) will be emailed to you as we are not allowed to post it online. This letter shows that the CBSA officially recognizes our event and provides us a tariff number to use for importing goods temporarily into Canada. If you are shipping from outside Canada and/or traveling from outside Canada, you will want to bring a copy of this letter with you and also attach to each skid or crate or individual box (if uncrated) to facilitate the customs process.

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The **Vancouver Convention Centre (VCC)** is the provider for many services that you may need at the show. They have greatly upgraded their Exhibit Services and have rolled out a new online ordering system for all of your exhibit needs. Please see the exhibitor kit document on our website titled *VCC Venue Exhibit Services*. This document has a clickable link that will take you to the online ordering options. If for some reason the link is not working, go to:

<https://www.vancouverconventioncentre.com/services/exhibitor-services/online-ordering> Here is a list of some of the different services and information provided by the VCC:

- AV
- Booth Cleaning
- Booth Security
- Electrical
- Booth Catering
- Rigging (requires show management approval prior to ordering)
- Telecommunications/Internet
- General Parking Information
- WestPark Parking at East Building
- Shipping Label East
- Food & Liquor Sampling Guidelines
- Product Preparation Information Sheet
- Exhibitor Reference Safety List

**\*Please note: Discount rates are offered on electrical, internet and booth vacuuming if orders are received more than 7 days in advance of show set-up day. For rigging of signs/banners, advance pricing is available until October 12<sup>th</sup>. All proposed rigging needs to be pre-approved by IMATS show management prior to ordering rigging. Send image w/dimensions to [dawn-marieg@kpgmedia.com](mailto:dawn-marieg@kpgmedia.com) for approval.**

**Outside Food and Beverage:**

Be aware that the venue does not allow any outside food or beverage to be brought into the show. The VCC Food & Beverage has exclusivity at all events. Please either utilize the exhibitor catering order form or the café that will be on the show floor. If you try to sneak food or beverages in and get caught, don't say we didn't warn you!

**\*\*ALCOHOLIC BEVERAGES are not allowed during move-in or move-out\*\***

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