



EXHIBITOR KEY DATES – Vancouver, BC, Canada, April 4-5, 2020

Deadline	Submission	Details
March	Exhibitor Promotion Deliverables	<p>Pro-Card Discounts: Submit your Pro Card details.</p> <p>Logo for Website:</p> <ul style="list-style-type: none"> • landscape resolution (200x100px or higher) • transparent .png • preferably black graphic and or text (non-color) <p>New Product Launches: Provide product name/description and details on new products debuting at the show.</p> <p>Booth Demos/Meet-and-Greets: Provide educator bio, demo details, and artist headshot for schedule.</p>
March	LEVY Services	Logistics and Customs Clearance
March 12	VCC Services	Discounted Advanced Rate cut off for Vancouver Convention Centre Services Online Orders (A/V, Internet, Electrical, etc.)
March 18	Staff Badges	Order additional Exhibitor Staff Badges.
March 18	Partner Media	Event Management will distribute coupon codes, to use for promoting the show.
March 24	LEVY Services	Discounted Rate for online ordering (Furniture, Material Handling, etc.)
March 30	LEVY Services	Material Handling: Advance Freight to be received at warehouse
March 30	LEVY Services	Advance Freight - Warehouse Shipments to be received no later than.
March 30	VCC Services	Standard Rate cut off for Vancouver Convention Centre Services (A/V, Internet, Electrical, etc.)
April 3	Load In	Exhibitor Load In 12:00 pm – 7:00 pm
April 4	IMATS – Day 1	Exhibitors Entry at 9:00 am Attendee Entry: 10:00 am– 5:00 pm
April 5	IMATS – Day 2	Exhibitors Entry at 10:00 am Attendee Entry 11:00 am – 5:00 pm
April 5	Load Out	Exhibitor Load Out 5:00 pm – 9:00 pm