

2017 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 2017.

LOCATION:

Vancouver Convention Centre, East Building, Exhibit Hall B
999 Canada Place
Vancouver, B.C. Canada V6C 3C1 www.vancouverconventioncentre.com

EXHIBITOR MOVE-IN:

Friday, October 13, 2017 12pm – 7pm (please do **not** arrive early unless you are a space only booth and have made prior arrangements through Dawn-Marie)

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

EXHIBITION DATES:

Saturday, October 14, 2017 9am* – 5pm

Sunday, October 15, 2017 10am* – 5pm

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

EXHIBITOR MOVE-OUT: Sunday, October 15, 2017 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.**

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.

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 **Friday, September 22nd**. If you miss the deadline, you will still be able to purchase additional badges at the show from our Registration desk. **Please send completed badge order forms to: MistyF@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 13th. If you will not be working the show, please inform Misty Faler (mistyf@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.

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 attached to your exhibitor kit email and will also 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 **September 29th**. Send your completed order forms 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 11th and no later than October 9th, 2017.

DIRECT SHIPMENTS TO VANCOUVER CONVENTION CENTRE: Direct-to-show-site shipments will only be accepted on **FRIDAY, October 13th 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.

The **Vancouver Convention Centre (VCC)** is the provider for many services that you may need at the show. Here is a list of the forms that are included in this exhibitor kit. Please do not return any of these forms to Dawn-Marie! They need to go back to the number or email listed on the form. You also have the option of ordering online by clicking on the Exhibitors area of the VCC's website www.vancouverconventioncentre.com

- VCC Exhibitor Reference and Safety
- Electrical Order Form
- Internet Order Form (includes voice connectivity options)
- Shipping & Handling Tips
- Sign/Banner Rigging Order Form
- Audio Visual Order Form
- Booth Vacuuming Order Form
- General Parking Information
- Exhibitor Catering Order Form
- Exhibitor Security Request

***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, orders must be received by September 20th and banners/signs must arrive on site by October 11th. All proposed rigging needs to be pre-approved by IMATS show management prior to ordering rigging. Send requests to dawn-marieq@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****
