



# THE OUTDOOR ADVENTURE & TRAVEL SHOW 2026

## QUICK FACTS

<b>SERVICE CONTRACTOR CONTACT:</b>	LEVY SHOW SERVICE INC. 210 – 12011 Riverside Way Richmond, BC V6W 1K6 Tel: 604 277 1726 Fax: 604 277 1736 Email: <a href="mailto:operations@levyshow.com">operations@levyshow.com</a>	
<b>LOCATION:</b>	Vancouver Convention Centre - East via East Truck Route (at the foot of Howe Street) 999 Canada Place Vancouver, BC V6C 3C1	
<b>EXHIBITOR MOVE-IN:</b>	Friday, February 27, 2026	Scheduled Move-in
<b>EXHIBITION DATES:</b>	Saturday, February 28, 2026 Sunday, March 1, 2026	10:00 am – 6:00 pm 10:00 am – 5:00 pm
<b>EXHIBITOR MOVE-OUT:</b>	Sunday, March 1, 2026	5:00 pm – 11:00 pm
<b>BOOTH EQUIPMENT:</b>	Each booth space includes the following: <ul style="list-style-type: none"><li>• 8' high drapery backwall – blue</li><li>• 3' high drapery sidewall – blue</li></ul> 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.	
<b>AISLE CARPET:</b>	The aisles will be carpeted.	
<b>ELECTRICAL SERVICES:</b>	Electrical services are to be ordered through and supplied by the Vancouver Convention Centre: <a href="https://www.vancouverconventioncentre.com/services/exhibitor-services">https://www.vancouverconventioncentre.com/services/exhibitor-services</a>	
<b>DISCOUNT PRICE DEADLINE:</b>	In order to receive the discount rates listed on the enclosed order forms, your <b>PAID</b> order must be received by <b>February 6, 2026</b> .	
<b>LEVY ONLINE ORDERING:</b>	To access our online ordering system please visit <a href="https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&amp;s=9880">https://www.expotoolkit.com/expotools/webforms/login.aspx?c=151&amp;s=9880</a> <ul style="list-style-type: none"><li>• you will be prompted to either register as a new exhibitor OR sign in as a returning exhibitor</li><li>• if you do not know your booth number please enter “0” (zero)</li><li>• online ordering available until <b>February 20, 2026</b> <i>*see online ordering instructions form for more details</i></li></ul>	
<b>MATERIAL HANDLING:</b>	To expedite the move-in process we highly recommend sending all materials to the Levy Advance Warehouse.  <i>**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**</i>	



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## QUICK FACTS

### 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 26, 2026 – February 23, 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. Please note that the advance warehouse will be closed on **February 16, 2026** for the Family Day holiday.

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

THE OUTDOOR ADVENTURE & TRAVEL SHOW 2026  
Exhibiting Company Name & Booth # \_\_\_\_\_  
c/o Levy Show Service, Inc.  
150 - 11188 Featherstone Way  
Docks A - F  
Richmond, BC V6W 1K9

### LOADING DOCK RESTRICTIONS:

The Vancouver Convention Centre - East loading docks can NOT accommodate any transport vehicles larger than a 5 ton truck. A pup or 53' trailer will not have access to the loading docks.

### RESCUED FREIGHT:

All freight left on the show floor after 11:00 pm on March 1, 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).

## **ADVANCE RECEIVING INFORMATION & INSTRUCTIONS**

SHIPMENTS CAN BE SENT DIRECTLY TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

**\*\*PLEASE NOTE:** *warehousing for refrigerated or frozen items is unavailable.*

### **ADVANCE RECEIVING**

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY SHOW SERVICE INC. Shipments sent collect **WILL NOT** be accepted.

The material handling services provided by LEVY SHOW SERVICE INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier to pick up any shipments at the venue following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Should you require post-show warehousing, please contact our Logistics Department at [acheng@levyshow.com](mailto:acheng@levyshow.com) for details.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

*\*\*Please note that shipments are not brought back to the advance warehouse after the close of the show. Any shipments or furnishings that require delivery outside of the exhibit hall will incur labour charges\*\**

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

### **THE OUTDOOR ADVENTURE & TRAVEL SHOW 2026**

**COMPANY NAME & BOOTH #**

c/o Levy Show Service Inc.

**150 - 11188 Featherstone Way**

**Docks A - F**

**Richmond, BC V6W 1K9**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of five business days in advance of the show move-in date. All shipments must be received at the advance warehouse between the hours of 9:00 am and 3:00 pm, Monday to Friday, no earlier than **January 26, 2026** and no later than **February 23, 2026**. Shipments received before or after these dates will be subject to the rate of \$2.50 per pound (minimum 200lbs).

Shipments must include an official weight ticket or bill of lading.

**ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER FEBRUARY 25, 2026 WILL INCUR A CHARGE OF \$495.00 IN ADDITION TO LATE TO WAREHOUSE FEES IF A DEDICATED TRUCK IS REQUIRED TO RETRIEVE YOUR SHIPMENT.**

***\*\*Amazon shipments or shipments received from Canada Post or USPS that exceed 2 lbs will not be accepted at the advance warehouse\*\****



## ADVANCE WAREHOUSE

TO: \_\_\_\_\_

*(EXHIBITOR NAME)*

BOOTH # \_\_\_\_\_

**c/o Levy Show Service Inc.  
150 - 11188 Featherstone Way  
Docks A - F  
Richmond, BC V6W 1K9**

EVENT NAME:

**THE OUTDOOR ADVENTURE  
& TRAVEL SHOW 2026**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.



## ADVANCE WAREHOUSE

TO: \_\_\_\_\_

*(EXHIBITOR NAME)*

BOOTH # \_\_\_\_\_

**c/o Levy Show Service Inc.  
150 - 11188 Featherstone Way  
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Richmond, BC V6W 1K9**

EVENT NAME:

**THE OUTDOOR ADVENTURE  
& TRAVEL SHOW 2026**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE.  
*If more labels are needed, copies are acceptable.*