



Exhibitor Check List

Please use this list to assist you in preparing for the show October 18 & 19.

All the forms are available in the Exhibitor Kit on our website at www.connectshow.com

Remember: Order early to avoid additional late booking charges with Levy and VCC.

		RETURNED	DATE
REQUIRED	Badge Order – Link available September 15.		
	Certificate of Liability Insurance Please note: <i>CONNECT Food Drink Lodging Show must be named as additional insured on your Certificate of Insurance. Show address is: 200-948 Howe Street, Vancouver, BC</i>		
	Show Guide Listing – please confirm the details you submitted with the application by September 15.		
	Move In – Saturday, October 17 from 8 am to 8 pm. Sunday, October 18 from 8 am to 11 am. If you need drop off on Wednesday October 14 to Tuesday October 15 – drop off available. Please send an email request to samantha@connectshow.com .		
	Move Out – Monday, October 19 before midnight.		
LEVY SHOW SERVICE <i>Send completed form to Levy Show Service</i>	Carpet & Drape Order Form		
	Table & Chair Order Form		
	Exhibitor Special Rentals		
	Booth Accessories Rentals		
	Furniture Rentals		
	Custom & Hardwall Booth Solutions		
	Plant & Flower Order Form		
	Labour Order Form		
3rd Party Contractor Booth Set Up			
VANCOUVER CONVENTION CENTRE <i>Send completed form to VCC</i>	Electrical Services Request Form		
	Plumbing Services Request Form <i>For plumbing in your booth. Water stations are provided for food service.</i>		
	Booth Vacuuming <i>Vacuuming is provided for Sunday morning show opening. Please order if you would like additional vacuuming only.</i>		
	Booth Security		
	Telecommunications Order Form		
	Balloon Retrieval Waiver Form		
	Sign/Banner Installation & Dismantle Request <i>Applies to hanging signs.</i>		
Lead Retrieval <i>Conexsys Web Link available September 1.</i>			

	Internet Service – Wired Internet Bell Order Form <i>Please note: Standard wifi is available for exhibitors as part of the TURNKEY add-on. \$250 + GST. Contact show management.</i>		
FOOD BOOTHS ONLY	Temporary Food Booth Permit <i>(only exhibitors on near wash stations, sampling food or beverage)</i>		
	On-site Food Preparation Request <i>(send completed form by email to Samantha@connectshow.com)</i>		
	Cold Storage and Freezer Order Form <i>(Submitted with booth order, contact Samantha@connectshow.com)</i>		
	Ice Order Form <i>(Submitted with booth order, contact Samantha@connectshow.com)</i>		
SIGNS/ BANNERS	Sign/Banner Installation & Dismantle Request – VCC		
	Graphics & Sign Order Form – Levy Show Service		
AV NEEDS	AV Rentals Order Form – Levy Show Service		
	Preferred Purchase – To Come		
SHIPPING	Shipping & Freight Transportation Information & Transportation Request Form <i>(send completed form to Levy Logistics or Lange Transportation)</i>		
	Shipping Label - VCC		
	Customs & International Shipping <i>(send completed form to Levy / Events on the Move)</i>		
	Advance Warehousing – Levy Show Service		