



ATAC CANADIAN AVIATION CONFERENCE AND TRADESHOW

FACTS
QUICK

SERVICE CONTRACTOR CONTACT: LEVY SHOW SERVICE INC.
12340 Horseshoe Way
Richmond, BC V7A 4Z1
Tel: 604 277 1726 Fax: 604 277 1736

LOCATION: The Westin Bayshore, Vancouver
1601 Bayshore Drive
Vancouver, BC Canada V6G 2V4

EXHIBITOR MOVE-IN: Tuesday, November 13, 2018 8:00 am – 3:00 pm
**must be completely set up by 3:00 pm Tuesday, November 13
In order to facilitate preparation for reception at 5:30 pm*

EXHIBITION DATES: Tuesday, November 13, 2018
Opening Reception 5:30 pm – 7:30 pm

Wednesday, November 14, 2018
Coffee Break 9:15 am – 10:00 am
Coffee Break 3:00 pm – 3:30 pm
Tradeshow and Chair’s Pre-Dinner Reception 4:30 pm – 7:00 pm

Thursday, November 15, 2018
Breakfast 7:30 am – 8:30 am
Coffee Break 10:00 am – 10:30 am
Luncheon 12:00 pm – 2:00 pm

EXHIBITOR MOVE-OUT: Thursday, November 15, 2018 2:00 pm – 6:00 pm
**no dismantling of booths before 2:00 pm and all exhibitor material
must be packed and removed by 6:00 pm Thursday, November 15.*

BOOTH EQUIPMENT: Each 8’ X 10’ booth space comes with the following:

- 8’ high drapery backwall – black
- 3’ high drapery sidewall - black

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed Levy order forms, your **PAID** order is to be received by **October 30, 2018**.

CARPET: The ballroom is carpeted in ballroom grade carpeting.

LEVY ONLINE ORDERING: To access our online ordering system visit <http://www.levyshow.com/> and click on “Online Ordering”.

- you will be prompted to either register as a new exhibitor or sign in as a returning exhibitor
- after signing in you will need a show code
- the show code for this event is ‘ATAC2018’.
- you will need to enter this and your booth number
- if you do not know your booth number please enter “0” (zero)