



VANCOUVER CONVENTION CENTRE SHIPPING LABEL

Please find below a pre-addressed mailing label for the **Vancouver Convention Centre**. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the **EVENT NAME** and your **EXHIBITOR COMPANY NAME**.

Please note that every event at the Vancouver Convention Centre has an official move-in date. The Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. We reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date. Please consult with your Event Management Company if you require more details regarding move-in dates or official freight storage. Also feel free to contact the Vancouver Convention Centre and ask to speak with your Event Manager.

Send To:

**VANCOUVER CONVENTION CENTRE
Attention: Dock Office
Via Waterfront Road Truck Route
1055 Canada Place
Vancouver, B.C.
Canada
V6C 0C3
Contact Guest Services (604) 647-7299**

Details: Event Name: _____

Event Number: _____

Event Date: _____

Booth Number: _____

Contact Name: _____ **Event Manager**

Exhibitor Name & Phone Number: _____
