



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
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, British Columbia
Canada
V6C 3C1
Attn: GUEST SERVICES (604) 647-7299

Details: Event Name: _____

Event Number: _____

Event Date: _____

Booth Number: _____

Contact Name: _____ **Event Manager**

Exhibitor Name & Phone Number: _____
