



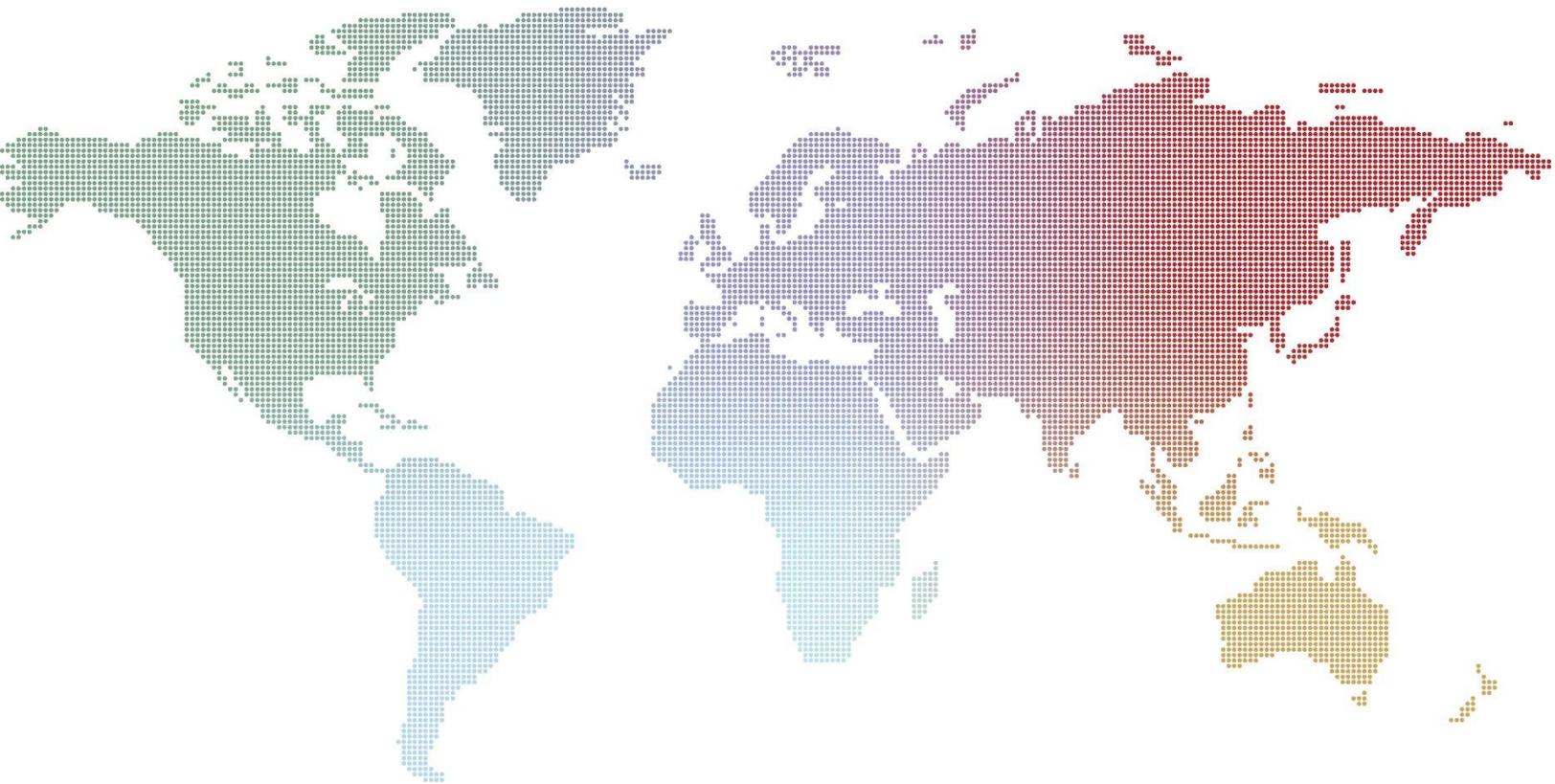
**ICC 2025**  
VANCOUVER, CANADA

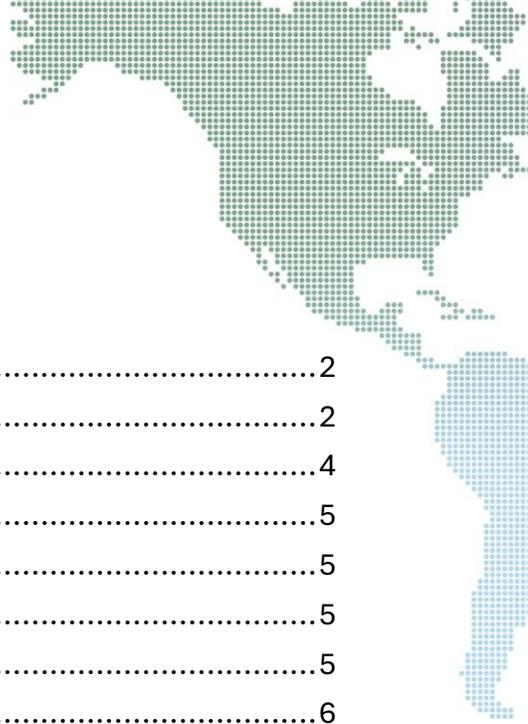
# **EXHIBITOR MANUAL**

**2025 International Cartographic Conference**

**Vancouver Convention Centre**

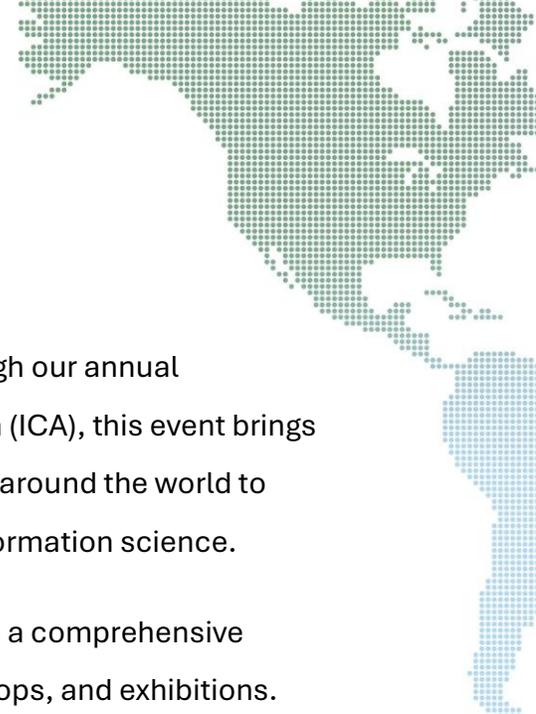
**Vancouver, British Columbia**





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## About ICC 2025

Discover the latest knowledge and practices in cartography through our annual conference. Hosted by the International Cartographic Association (ICA), this event brings together cartographers, geographers, and GIS professionals from around the world to share the latest advancements in cartography and geographic information science.

The International Cartographic Conference (ICC) 2025 will feature a comprehensive program including keynote speeches, technical sessions, workshops, and exhibitions. Attendees will have the opportunity to explore cutting-edge research, innovative technologies, and practical applications in the field of cartography. The conference aims to foster collaboration, inspire new ideas, and promote the importance of maps and spatial data in addressing global challenges.

From 16 – 22 August 2025, the International Cartography Association will be hosting its 32<sup>nd</sup> International Cartographic Conference, at the Vancouver Convention Centre in Vancouver, East Building, 999 Canada Place, British Columbia.





## Key Dates

The following list outlines all the important dates for sponsors and exhibitors. To provide an efficient and professional service to all sponsors and exhibitors, all order forms, or arrangements must be completed by the dates listed below.

All orders placed after the dates noted below will be subject to additional fees and are subject to availability.

Item	Due Date
High-resolution Logo	<b>Upon Receipt</b>
Deadline for <b>Exhibitor Registration</b>	<b>21 July</b>
Advanced Deadline to order <b>Electrical, Internet, Housekeeping</b> with discounted rates	<b>25 July</b>
Advanced Deadline for <b>Furniture Orders</b> with discounted rates through Levy Show Services (For additional tables and chairs, etc.)	<b>28 July</b>
Submit a copy of your <b>Liability Insurance Certificate</b> (Please name ICA, MCI Group Canada Inc. and Vancouver Convention Center as additionally insured)	<b>1 August</b>
Deadline for <b>Furniture Orders</b> through Levy Show Services (For additional tables and chairs, etc.)	<b>11 August</b>
Deadline to order <b>Electrical, Internet, Housekeeping</b>	<b>12 August</b>
Start of receiving <b>Direct shipments</b>	<b>17 August</b>
<b>Exhibitor Move-In</b> (9:30 am – 3:30 pm)	<b>18 August</b>
<b>Exhibitor Move-Out</b> (3:00 pm – 5:00 pm)	<b>22 August</b>



## Key Contacts

**Conference Name:** 32<sup>nd</sup> International Cartographic Conference

**Conference Dates:** 16 – 22 August 2025

**Conference Location:** **Vancouver Convention Centre – East Building**  
999 Canada Place, Vancouver, British Columbia,  
Canada, V6C 3C1  
General Phone Number: (604) 689-8232  
<https://www.vancouverconventioncentre.com/>

**Conference Management:** **MCI Group Canada Inc.**  
555 Burrard St, 1<sup>st</sup> Floor,  
Vancouver, BC V7X 1M8



**Sponsor & Exhibitor Management**  
Mia Arakji  
Email: [info@icc2025.com](mailto:info@icc2025.com)

**Venue Services:**  
*Electrical, Internet,  
Housekeeping, Rigging*

**Vancouver Convention Centre**  
Nick Hamzah  
Email: [nhamzah@vancouverconventioncentre.com](mailto:nhamzah@vancouverconventioncentre.com)



**VCC Order Portal**

**Show Services:**  
*Material Handling Shipping,  
Furniture, Printing*

**Levy Show Service**  
Operations Team  
Email: [operations@levyshow.com](mailto:operations@levyshow.com)

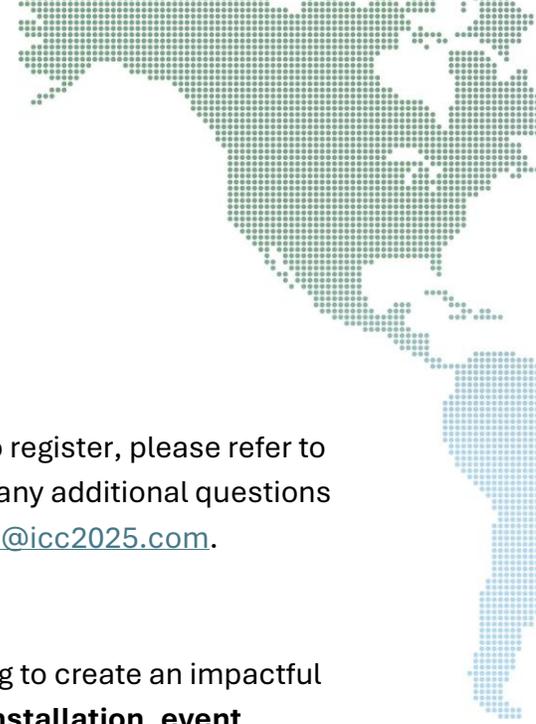


**Levy Order Portal**

**Audio Visual Services:**

**Encore**  
Kevin McGee  
Email: [Kevin.McGee@encoreglobal.com](mailto:Kevin.McGee@encoreglobal.com)





## Planning Prior to Arrival

### Exhibitor Registration

All exhibitor registrations must be completed by **July 21<sup>st</sup>, 2025**. To register, please refer to our 'Exhibitor information' email for your promo code. If you have any additional questions regarding registration, please contact our registration team at [info@icc2025.com](mailto:info@icc2025.com).

### Build Your Space

Levy Show Service offers a seamless solution for exhibitors looking to create an impactful booth space. With their expertise in **custom exhibit design and installation, event decorating, equipment rental, and material handling**, they ensure your booth is set up efficiently and looks professional.

### EXHIBIT SPACE TYPE & INCLUSION

#### **6x6 Booth Package:**

- 8' high drapery backwall
- 3' high drapery sidewalls
- 1, pedestal table 30" high – white
- 2 chairs
- Wastebasket



#### **10x10 Drapery Booth Package:**

- 8' high drapery backwall
- 3' high drapery sidewalls
- 1, 6' x 2' skirted table - black
- 2 chairs
- Wastebasket



#### **10x20 Drapery Booth Package:**

- 8' high drapery backwall
- 3' high drapery sidewalls
- 1, 6' x 2' skirted table – black
- 2 chairs
- Wastebasket



#### **20x20 booth package**

This is a blank space you can bring in whatever you need.



## **ADDITIONAL BOOTH ASSETS**

If you need assistance regarding space, please do not hesitate to contact us directly at [info@icc2025.com](mailto:info@icc2025.com).

### **Labour**

Exhibitors may set up, operate and dismantle their own displays using their own equipment, staff, and employees.

### **Electrical**

All electrical services are provided exclusively by the Vancouver Convention Center. For power and other electrical needs, please contact Nick Hamzah at [nhamzah@vancouverconventioncentre.com](mailto:nhamzah@vancouverconventioncentre.com).

### **Telecommunications**

General wireless Internet will be available for delegates and exhibitors within the venue. For additional wireless internet, please contact Robin Tonack at [rtonack@vancouverconventioncentre.com](mailto:rtonack@vancouverconventioncentre.com).

### **Cleaning/Janitorial**

Aisles and common areas will be cleaned each day prior to the show opening. Exhibitors are responsible for the removal of your own garbage material to a garbage disposal area in the building both during the show and during the move out. If you would like to arrange for housekeeping to vacuum your booth, please order this through the [VCC ordering portal](#).

### **Catering**

All food & beverages are exclusively provided by the Vancouver Convention Center. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the venue. Place your order through the [VCC ordering portal](#).

### **Audio Visual Equipment**

For Audio Visual services, we have partnered with Encore for all your needs. To inquire or order, please contact Kevin McGee at [Kevin.McGee@encoreglobal.com](mailto:Kevin.McGee@encoreglobal.com).



## Shipping & Material Handling

To facilitate shipments and material handling, please find all the necessary information in the following document. We have partnered with Levy Show Services to make the process smoother for you. Full Details of the Services mentioned can be found in the [Exhibitor Kit](#), or you can contact our Logistics Department directly at [acheng@levyshow.com](mailto:acheng@levyshow.com).

### Exhibitor Kit

#### GENERAL INFORMATION

- **Shipping Options:** Shipments can be sent directly to the show site on move-in day, or to the Advance Warehouse up to thirty (30) days prior to move in. *See Page 4 & 5 for more information.*
- **Shipping Labels:** All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight. *See Page 8 & 9 for labels.*
- **Insurance:** Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. *See Page 12 for more information.*
- **Customs:** International shipping can be daunting, but we are here to help. Levy will facilitate all your customs clearance needs. *See Page 13 for more information.*
- **Post Event:** Outbound shipping, customs clearance, and local cartage services are available. Either prearranged using the order form or at the show site. *See Page 16 for more information.*
- **Terms & Conditions:** All materials handled by LEVY are subject to the Terms and Conditions on *page 17/18*.

#### ADVANCED WAREHOUSE SHIPMENTS

All **ADVANCE WAREHOUSE** shipments should arrive between **July 14, 2025 – August 11, 2025, 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 August 4, 2025, due to the BC Day holiday.

The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.



## DIRECT SHIPMENTS

All **DIRECT** shipments should not arrive prior to **8:00 am on August 18, 2025**. Shipments arriving prior to this time will be refused.

## SHIPPING LABELS

Two shipping labels are included in the Exhibitor kit, not the different addresses depending on the shipping option you go with.

## PRICING & PAYMENT

Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no roundups. All shipments are subject to reweigh.

Advance and Direct Shipment Rates	Price Per lb. (Minimum 200 lbs)
Advance Warehouse & Show Site Receiving Rate .....	\$1.80
Early/Late to Warehouse & Off Target Rate .....	\$2.50
Small Package Rate (single piece shipment under 30 lbs).....	\$82.50
Late to Warehouse Small Package Rate.....	\$105.00
Dedicated Same-Day Delivery from Advance Warehouse (in addition to material handling rates)	\$495.00 (flat fee)

## POST-EVENT SHIPPING

Each shipment must have a completed Material Handling Agreement to ship materials from the show. All pieces must be labeled individually. To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents.

**Full Details of the Services mentioned can be found in the [Exhibitor Kit](#), or you can contact our Logistics Department directly at [acheng@levyshow.com](mailto:acheng@levyshow.com).**



## **Exhibitor General Liability Insurance**

At all times during the Conference, exhibitors must maintain and enforce policies of fire, theft, and other insurance necessary to cover all risks.

The Organizer, ICA, the Management, MCI Group Canada Inc., and the Venue, Vancouver Convention Centre, will take every reasonable precaution to prevent loss to Exhibitor goods, but under no circumstances will we assume any responsibility for loss and damage which might ensue from any cause in connection with transfer, installation, maintenance, or removal of exhibits. Neither will the parties be responsible, in any way, for goods while on exhibit or in storage.

Exhibitors are responsible, at their own expense, to maintain Commercial General Liability Insurance on a per occurrence basis for a minimum amount of \$5,000,000 CAD per occurrence and such other forms of insurance as may be appropriate to cover obligations in connection with exhibiting at ICC 2025. **The Commercial General Liability insurance policy must name ICA, CIG, MCI Group Canada Inc., and Vancouver Convention Center as additionally insured. A copy of the certificate of insurance must be received by MCI Group Canada Inc. no later than August 1<sup>st</sup>, 2025.**

### **International Cartography Association**

Swiss Federal Statistical Office FSO  
Espace de l'Europe 10, CH-2010 Neuchâtel, Switzerland

### **MCI Group Canada Inc.**

555 Burrard St, 1st floor, Vancouver, BC V7X 1M8

### **Vancouver Convention Center**

999 Canada Pl, Vancouver, BC V6C 3C1

### **Canadian Institute of Geomatics**

100 E-900 Dynes Road, Ottawa, ON K2C 3L6

If you require assistance in obtaining Commercial General Liability (CGL) insurance, you are welcome to contact:

### **PROLINK Insurance**

Andrew Spencer, Account Executive  
150 King Street W. Suite 2401, P.O. Box 16, Toronto M5H 1J9  
Tel: +1 (416) 644-7715 / Email: [AndrewS@prolink.insure](mailto:AndrewS@prolink.insure)



## Arrival Onsite

### Move In & Set Up

#### **MOVE-IN DATE & TIME**

Exhibitors move-in for the Conference is Monday, 18 August 2025, between 9:30 am and 3:30 pm. If you have a large exhibit build that requires dolly's, rigging, and additional items, please arrange a time with conference organizers for move in on Sunday, 17 August 2025. All exhibitors must have their exhibit material in place, debris removed, and aisles clear by 3:00 pm on 18 August. If your space has enhanced lighting or video elements, please make sure they are set and running before the Exhibition opens at 9:00 am on Tuesday.

**Move-in Day:** Monday, 18 August 2025

**Move-in Hours:** 9:30 am to 3:30 pm

For large move-ins and booth builds, please arrange your move-in on Sunday, 17 August with Mia Arakji from MCI Canada at [info@icc2025.com](mailto:info@icc2025.com).

#### **ACCESS DURING MOVE-IN**

Exhibitors and set-up crews must be credentialed during move-in and move-out. The Registration Desk will be available for sponsors and exhibitors as of Sunday, 17 August at the East Building Lobby.

Venue regulations require all exhibitors to wear WorkSafeBC approved high-visibility vests at all times during move-in and move-out periods. For exhibitors that do not own a personal safety vest, safety vests are available for purchase on the VCC online ordering platform and will be stored at the Exhibit Services Office for pickup during event move-in. Alternatively, there are vending machines available throughout the Vancouver Convention Centre offering safety vests for purchase. The vending machines are located at the West Loading Bays and East Delegate Concourse.

#### **LOADING & UNLOADING**

The loading bays for the East building (999 Canada Pl) are accessible from the end of Howe Street, where it intersects with Canada Place. Pin for directions [here](#).

Mobile lifts and operators – including, but not limited to, scissor lifts, snorkel lifts, boom lifts, and other aerial platform lifts – are available exclusively through the Vancouver



Convention Centre and are provided by Riggitt Services Inc. ([riggit.com](http://riggit.com)). For any further questions about rigging please contact Ryan Sheeley at [ryan@riggit.com](mailto:ryan@riggit.com).

Vehicles are required to depart immediately following unloading or loading – onsite parking is not permitted. Materials must be removed from the facility upon completion of move-out – the facility will not store unclaimed materials and will forward freight or dispose of such items at its sole discretion.

## LOADING BAY DIMENSIONS

- The East Truck Route has one-way access only and is 16' wide (4.88 m).
- There is an incline of 3'6" (1.07 m) over a 35' (10.67 m) section, as well as an overhang with a clearance of 13'11" (4.24 m) at the access point to the exhibit halls.
- The loading dock clearance is 13'10" (4.22 m) high, 12' (3.66 m) wide. Exhibit Halls A has limited drive-on access through roll-up doors for full-sized trailers.
- Measurements of roll-up doors are as follows: East Exhibit Hall A: 19' (5.79 m) high, 17'6" (5.33 m) wide.
- The maximum length of vehicles for drive-on access to East Exhibit Hall A is as follows: 73.5' (22.41 m).

\*Please note that deliveries, move-in and move-out are not permitted at facility entrance or via elevator/escalator.

## PARKING

The Vancouver Convention Centre offers secure parking with 1,190 stalls within both buildings, 24 hours a day. For more information, please visit [Parking](#).

Please keep in mind that the parkade in the East building (999 Canada Pl) is managed by [Indigo](#), while the parkade in the West building (1055 Canada Pl) is managed by [Impark](#).

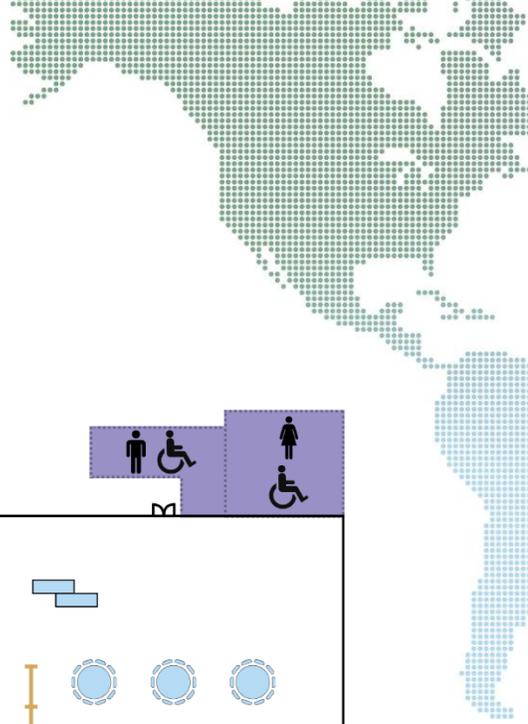
## EXHIBITOR BADGE PICK UP

All exhibitors should be pre-registered and can pick up their badges on Sunday, 17 August, located in the East Building Lobby.

All individuals without a badge will be denied access throughout the ICC 2025 conference. For additional assistance onsite, visit the Registration Desk or email [info@icc2025.com](mailto:info@icc2025.com).



**ICC 2025**  
VANCOUVER, CANADA

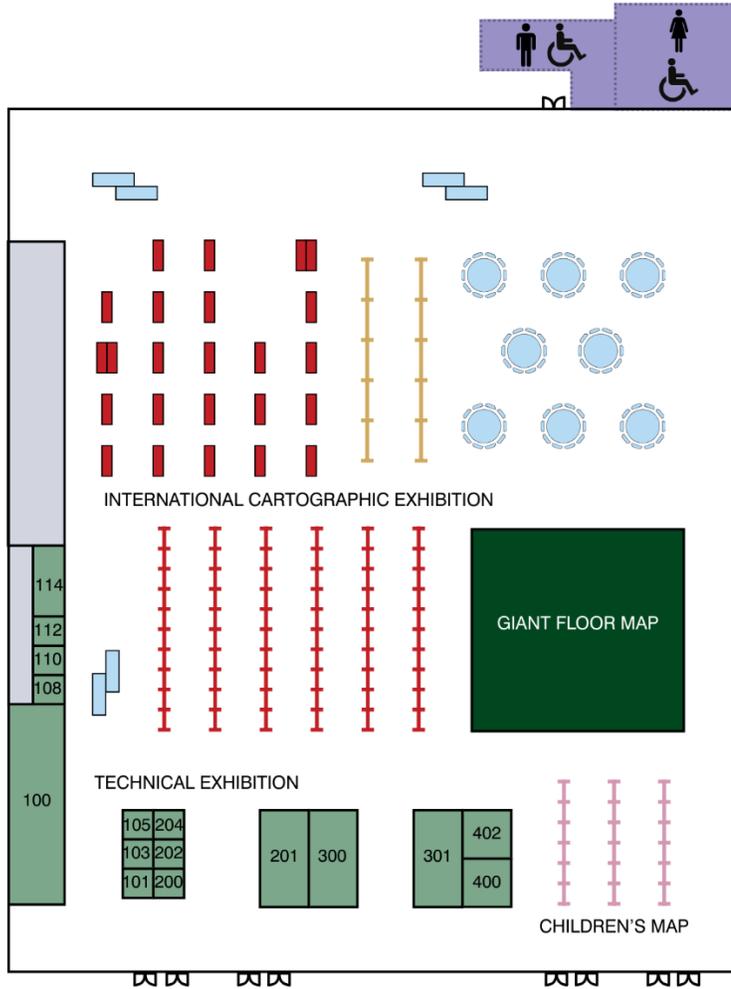


## Conference Days

### EXHIBITION FLOOR PLAN *\*Subject to change.*

- 100 Qingdao Surveying and Mapping Institute
- 101 Eagle Mapping
- 103 3DLS.ca
- 105 MDPI
- 108 Sinomaps Press Group Co. Ltd
- 110 Shanghai Surveying and Mapping Institute
- 112 Chongqing Academy of Surveying and Mapping
- 114 Academic Sponsors Table
- 200 CaGIS
- 201 Springer
- 202 Israeli Association for Cartography & GIS
- 204 Natural Resources Canada
- 300 ESRI
- 301 Korean Cartographic Association
- 400 International Cartographic Association
- 402 East View Geospatial

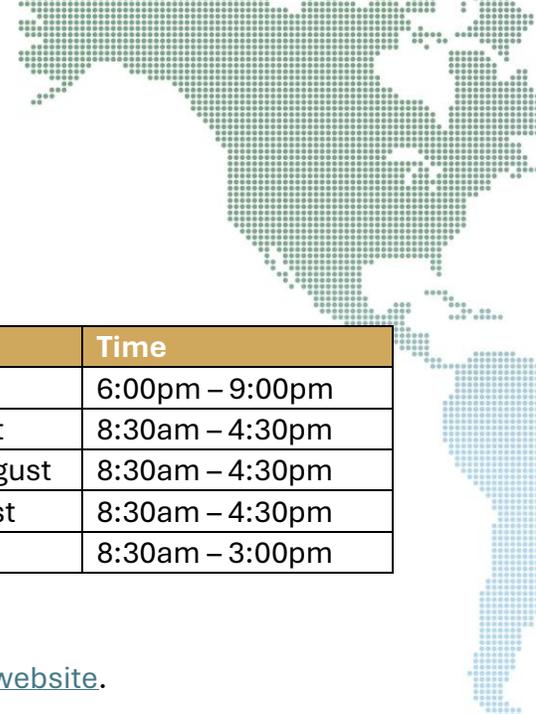
- GIANT FLOOR MAP
- TECHNICAL EXHIBITION
- INTERNATIONAL CARTOGRAPHIC EXHIBITION
- BARBARA PETCHENIK CHILDREN'S WORLD MAP COMPETITION
- POSTER PRESENTATIONS
- WASHROOMS
- COFFEE & TEA | SOCIAL AREA



- KEYNOTE ROOM

ENTRANCE

### Exhibition Hall A



## EXHIBITION HOURS

	Date	Time
<b>Exhibitors must always staff their exhibit space during show hours.</b> <i>* Schedule is subject to change</i>	Monday, 18 August	6:00pm – 9:00pm
	Tuesday, 19 August	8:30am – 4:30pm
	Wednesday, 20 August	8:30am – 4:30pm
	Thursday, 21 August	8:30am – 4:30pm
	Friday, 22 August	8:30am – 3:00pm

## CONFERENCE PROGRAM

The conference program will be available on the [ICC Conference website](#).

## FOOD & BEVERAGE

There will be coffee offered during AM & PM breaks. Reference the program for timing. If you wish to grab lunch, downtown Vancouver’s food scene has a lot to offer. Here are some [recommendations](#) very close by.

## EXHIBITOR RESTRICTIONS

Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays or that do not comply with the guidelines for the specific location within the venue.

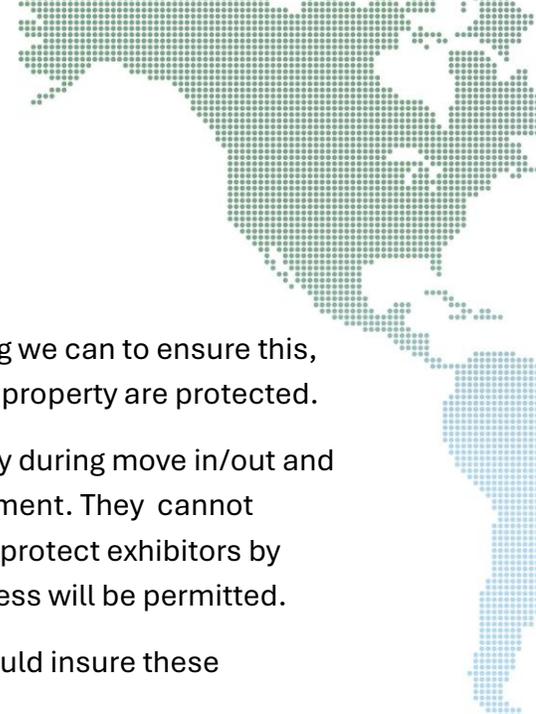
### Sound Levels

Any attention-arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, contest games, etc. must be submitted and approved in advance by Show Management. Note there will be background music in the exhibit areas and announcements at various occasions.

### Losses & Damage

ICC and the Show Management are NOT assuming any responsibility for loss or damage to exhibitors’ property or assets. Exhibitors are advised to take all reasonable precautions to protect your own property and assets.

General venue security will be scheduled before and after show hours. Exhibitors can also order dedicated security through the Vancouver Convention Center.



## **Safety & Security**

Your safety and security are our priority and while we do everything we can to ensure this, please follow the steps below to ensure your assets and personal property are protected.

Please ensure you monitor your display and merchandise carefully during move in/out and open exhibit hours. Report any loss immediately to Show Management. They cannot guarantee against loss or damage of any kind but will endeavor to protect exhibitors by providing general security including overnight when no public access will be permitted.

Each exhibitor is solely responsible for their own property and should insure these materials against loss or damage during the show.

Please store small valuable items out of sight each night. All exhibitor property is understood to remain within the exhibitor's care, custody, and control in transit to or from or within the exhibit space.

Alcohol consumption is prohibited during move-in and move-out of the ICC 2025.

**Exhibit doors will be locked daily after the program. Show Management strongly advises you not to leave your valuables unattended at any time.**

## **First Aid**

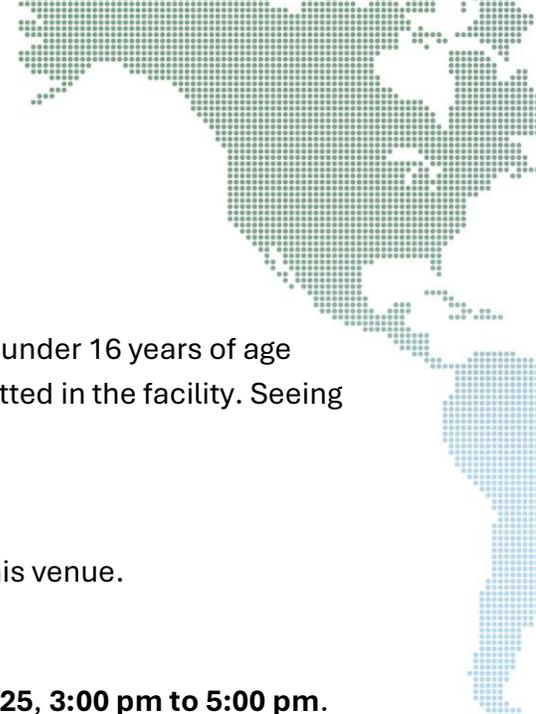
The Vancouver Convention Center has 24-hour first aid on-site, who are the first responders to on-site medical emergencies. Report all accidents and / or injuries to Security, First Aid or venue staff personnel and Show Management.

## **Fire Regulations**

Aisles, exits and ramp access or egress as designated on approved show plans shall be kept clean, clear, and free from obstructions. Easels, signs, etc. must not be placed in aisles beyond the booth area and must be placed within the back 4' of any space. Fire lanes must be kept clean and unobstructed; vehicular traffic will be controlled by Vancouver Convention Center Security during move-in and move-out.

## **Property Smoking Policy**

Smoking, including vapes, e-cigarettes, and marijuana, is prohibited at the Vancouver Convention Centre (VCC). Please smoke in the appropriate designated areas. Smoking within 7.5 meters (or 25 feet) of any openable door, window, or air intake is not allowed. Outdoor spaces used by VCC for business purposes are also non-smoking areas.



## Children & Animals

For safety reasons, during the move-in and move-out, no children under 16 years of age (including infants) are allowed at the venue. No animals are permitted in the facility. Seeing Eye and Ability Assistance dogs are permitted.

## Other

Balloons and any type of inflatable device are not acceptable at this venue.

## EXHIBITOR MOVE-OUT

The exhibitor move-out for the conference is **Friday, 22 August 2025, 3:00 pm to 5:00 pm**. All exhibition materials must be clear from the exhibit space by 5:00 pm. If you have a larger exhibition build, please arrange for additional time with Mia Arakji from MCI Canada at [info@icc2025.com](mailto:info@icc2025.com). Any leftover items will be rescued by the official carrier (Levy Logistics) at the exhibitor's expense.

**Move-out Day:** Friday, 22 August 2025

**Move-out Hours:** 3:00 pm – 5:00 pm

*No exhibitor will be allowed to dismantle or repack any part of their exhibit until after the final break at 3:00 pm on Friday, 22 August 2025.*



If you have questions or concerns, please email us at [info@icc2025.com](mailto:info@icc2025.com).

We look forward to welcoming you to Vancouver!