GENERAL INFORMATION

iTech Vancouver Dec 1, 2022

SHOW LOCATION & HOURS

Show Date: Thursday, December 1st, 2022
Vancouver Convention Centre – West Building, Ballroom CD
1055 Canada Place, Vancouver, BC V6C 0C3
www.vancouverconventioncentre.com

Move-In Date: Wednesday, November **30th**, 2022	12:00 pm - 4:00 pm *
Show Day: Thursday, December 1st, 2022	9:00 am – 5:00 pm *
All exhibits must be staffed by	*8:00 am*
Move-Out Date*:* Thursday, December 1st, 2022	*5:00 pm – 7:00 pm **

*Times are subject to change

NOTE: PAYMENTS & INVOICES

All outstanding accounts must be settled prior to the event start dates. If you require your invoice to be sent again, please contact Christine Palamoudian at 416-451-9303.

Exhibitors may begin dismantling displays only AFTER official close of show. Exhibitors are expected to have an attendant at their booths *at all times* during the Conference.

INSURANCE

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed at the end of each show day. **Exhibitors must provide proof of adequate insurance for their own personnel, exhibits, and materials against all such hazards.**

Please forward a copy of your insurance certificate to jhiett@macgregorcom.com before the event.

If you do not have sufficient insurance, you can obtain from Exhibitors Insurance Brokers **-** the leading Exhibitor Insurance provider, offering "all risks" coverage with high limits and low premiums to thousands of exhibitors across Canada. To order your exhibitor insurance, please visit the link on the online kit.

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PRIZE DRAWS

We encourage you to participate in the Prize Draws that happen at the end of the day by donating a prize to the draw. You can encourage booth traffic by having your prize on display and collect leads through those interested in your giveaway. We will announce your company name and giveaway your prize to the winner. Leading up to the start date of iTech, we will promote the prizes being given away through an eBlast, and make sure people know what the prizes are, and who is giving them away. Your prize can be as simple as a Gift Card (valid in Canada). If you would like to participate in the prize draw, please let us know what your prize will be ASAP. You can email what your prize will be to cpalamoudian@macgregorcom.com Thank you for participating!

HOTEL ACCOMODATIONS

We have a Group Rate of $235 per night at the Delta Hotels Vancouver Downtown located at 550 Hastings Street. Please visit the link in the online kit to book your group rate. The deadline for this rate is **Oct 20th** after which time booking can be made if rooms are available, and at the rate available.

BOOTH INFORMATION - ORDER EARLY AND SAVE MONEY!

In the trade show business, all suppliers charge a premium for on-site orders. When you order at the show it is necessary for our suppliers to go back to their warehouse and prepare the order. Ordering early will save you time and money. Please take note of these deadline dates as ordering on-site can add at least 20% to your overall costs.

BOOTH INCLUDES

- A 10’ x 10’ booth will be set with a 8’ high back-wall BLACK drape and a 3’ high side-wall BLACK drape (excluding island pavilions)

- EACH exhibitor will receive ONE (1) 6’ x 2’ BLACK skirted table, TWO (2) fabric chairs, ONE (1) wastebasket and ONE (1) 1500-watt duplex outlet

All incoming shipments must have a Bill of Lading or delivery receipt showing the number of pieces and weight. Exhibitors having special handling requirements are requested to contact Levy Show Service Inc. at 604-277-1726 or via email at **operations@levyshow.com**

The exhibit hall is carpeted.

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ENTRY TO THE SHOW

For security reasons, all exhibitors and attendees will be required to wear badges in a prominent location when entering the show floor. Show Management reserves the right to refuse admission to the show to any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.

EXHIBITOR BADGES

Each exhibitor will receive a badge for entrance to the event. All badges will be available either for pick-up at the Registration Counter during move-in or during the show or will be delivered directly to your booth. There are no restrictions to the number of exhibitor badges available per company.

Please visit the following link to register your booth personnel. Please note each city requires separate registration: **REGISTER YOUR BOOTH STAFF HERE**

ATTENDEE LIST

Given the new privacy laws and acts in Canada, a number of attendees have opted NOT to release their registration information. **We strongly suggest in ordering lead retrieval to capture all attendees who visit your booth.** Show Management will email a list of those attendees who have opted to release their registration information after each show. This list will be emailed to the contact person listed on the iTech exhibitor contract.

LEAD RETRIEVAL

Our ***Lead Retrieval App*** is available for purchase to be used on your own cell phone. Given the privacy laws and acts in Canada, a number of attendees have opted NOT to release their registration information. **We strongly recommend using it to capture all attendees who visit your booth.** Show Management will email those attendees who have opted to release their registration information after each show. This list will be emailed to the contact listed on the ITech exhibitor contract.

For information on our lead retrieval system, please visit http://www.myshowlead.com/
To order your lead retrieval CLICK HERE Please note, exhibitors

Please note that you are responsible for this additional cost. If you have any questions, please contact 1-888-443-6786 ext 2209 or email support@unityeventsolutions.com

Please note that licences can be ordered up to & including the day of the conference.

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CLEANING SERVICES

It is the Exhibitors' responsibility to order cleaning services for interior booth cleaning. Show Management will provide cleaning for aisles, meeting rooms and common areas. If you have empty boxes in your booth or in the on-site storage area, please notify the Show Management staff at the registration desk.

DECORATOR & DISPLAYS

Levy Show Service Inc. is the appointed decorating company. They are responsible for furniture rental, carpet, drapes, signage, labour, materials handling, plants and floral, plus design and set-up of custom rental displays. Please visit the online kit for all links and ordering details. For Customer Service assistance please call 604-277-1726 or email at operations@levyshow.com

ELECTRICAL REQUIREMENTS:

All electrical requirements **with the exception of one (1) basic electrical outlet per exhibitor** are at the expense of the exhibitor. Please visit the online kit for all links and ordering details.

FOOD & BEVERAGE

All venues are the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages within your booth require authorization from each venue.

SECURITY

Security will be provided throughout the event; however, it is your responsibility to exercise caution and to safeguard your property and belongings. For security reasons, no large equipment may be removed from the show floor without Show Management authorization. Laptops and small items of value should be removed at the end of each show day.

Exhibitors should take all possible precautions to protect their own property. iTech Show Management does not assume any responsibility for losses incurred at any time during the event. Booths must be manned at all times when iTech is open.

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SHIPPING & CUSTOMS

Levy Show Services has been appointed the Official Logistics (Shipping & Customs) Provider for this event. If you are an exhibitor coming in from outside of Canada, you will need to contact them regarding your shipment in and out of Canada. You are free to use your own customs broker, however, we do ask that you contact them to let them know about your shipment. Please visit the online kit for all links and ordering details.

If you choose to ship your materials with a transportation company or courier other than the official courier, **Show Management will not be responsible for the delivery of the shipments**. If you will be shipping small boxes with such things as marketing materials, we advise that you have these materials shipped to the hotel that you will be staying at and bring them with you to the show.

SHOW PRODUCER

Macgregor Communications
P.O. Box 1, Newmarket, ON L3Y 4W3
Total-Free: 888 443-6786

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Registration & Customer Service	1-888-443-6786 registration@itechconference.ca