

***Exhibitor Information***

As of July 12, 2019

## Conference

* Monday September 9 to Thursday September 12, 2019 at the **Sheraton Wall Centre** in Vancouver, British Columbia - www.swiftconference.org

## Trade Show Year (not Equipment Expo)

* Wednesday September 11, 2019, 0930 – 1600 MST
* Same location as Conference

## Pricing and Registration - <https://www.swiftconference.org/register>

* Floor Plan – visible when you click on the ‘exhibitor registration’ button at the link above

## Sponsorship Opportunities - [swiftconference.org/sponsor](https://www.swiftconference.org/sponsor/)

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| Key Dates for Exhibitors |

Exhibitors are welcome to participate in the entire SWIFT Conference; there are many networking opportunities. Conference program – [swiftconference.org/program](https://www.eiseverywhere.com/ehome/swift2018/649339/)

Exhibitors are asked to participate in the following **at a minimum**:

## Tuesday September 10

* 1330 – 1500 pm: Exhibitor meeting and exhibitor introduction presentation loading (optional but recommended) – Port McNeil
	+ One representative per company
* 1500 – 2200: Trade Show Exhibitor set up – Pavilion + Junior Ballrooms

***Wednesday September 11***

* Dedicated lounge area (Parksville Room) for exhibitors open 0800 – 1600
	+ light refreshments and beverages available
* TRADE SHOW CLOSED for:
	+ 0730 – 0830 am: Hot breakfast – Grand Ballroom Foyer
	+ 0830 – 0930: Exhibitor Intros 1 of 2: Grand Ballroom
* **0930 - 1200: Trade Show** – Pavilion + Junior Ballrooms
* TRADE SHOW CLOSED for:
	+ 1200 – 1300: Buffet lunch – Grand Ballroom Foyer
	+ 1300 – 1400: Exhibitor Introductions 2 of 2 – Grand Ballroom
* **1400 - 1600: Trade Show** and Cash Bar
* 1600: Grand Prize Draws
* 1615: Trade Show Strike - Trade Show Exhibitor Load Out
* Evening: Free Night

## Exhibitor Introductions

Each exhibitor has the opportunity to give a brief (60 seconds plus 30 seconds for draw) presentation to all attendees to introduce their company, products or services. Companies that purchase 2 booths receive 1 exhibitor introduction only.

Exhibitors must pre-register & presentations must be pre-loaded by the end of the Tuesday exhibitor meeting.

Verbal presentations are welcome. If you wish to make a short audio-visual presentation, we ask that it be prepared using MS PowerPoint or ideally use a prerecorded and timed video.

To minimize confusion, please label your presentation **as follows**:

* COMPANYNAME

## Exhibitor Introduction Prizes

Exhibitors that choose to participate in the introductions **must** provide a draw prize (exception for Grand Prizes). Typical prizes include power tools, clothing, hats, golf balls, gift cards, electronics and more. **No cash prizes allowed.**

Prizes will NOT be distributed during the presentation. The exhibitor making his/her presentation will draw a name and confirm winner presence or make another draw. Winners are asked to pick up prizes from individual booths at the trade show. Exhibitors and spouses are NOT eligible to win.

Any prizes valued at $1,000 + CAD are considered Grand Prizes and will be publicized as such. To entice delegates to stay at the show until the end of the day, Grand Prize draws will be held at the end of the show in the show area and delegates must be present to win.

## Insurance

* It is the responsibility of each exhibitor to have valid liability and contents insurance to cover all aspects of trade show participation (including transportation both ways) and SWIFT assumes no liability.
* SWIFT does NOT require a copy of your Certificate of Insurance (COI).

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| Booths |

## 8’x10’ Draped Booth – Black Drape (5 labelled booths are smaller at 6’x10’)

* 8ft high back walls with 3ft high sidewalls, where appropriate, to divide booth space
* One (1) x 6ft skirted table (black skirt with white top)
* Two (2) folding chairs
* One (1) 15amp electrical outlet
	+ additional power available through PSAV, extra fees apply
* Trade show floor is carpeted except for booths located in Pavilion Foyer (booth numbers #31 - #41) which is tile
* Complimentary wifi is available in the trade show and foyer and will be password protected. The conference has a mobile app which attendees will be accessing. Wired internet is not available.

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| Contact Information |

**Hotel**

* Sheraton Vancouver Wall Centre – <https://www.swiftconference.org/hotel-travel/>
* Location for conference, trade show and hotel room block
* 1088 Burrard Street. Vancouver, BC. V6Z 2R9
* Phone 604.331.1000
* Hotel storage fees for booths are the responsibility of the exhibitor

**Hotel Parking Options**

Two options available at check in:

* Park your car yourself in the easily accessible self-parking garage for $30 plus taxes per night, or
* Valet park for $33 plus taxes per night

Conference Organizer / Exhibitor Questions

* Impact Events Ltd., Laurel Deplaedt, 403.243.3220 - laureld@impacteventsltd.ca

**Audio Visual / Power**

* For audio visual (monitors etc) or additional power at exhibitor expense: PSAV:
	+ Tel: 604.893.7470
	+ Email – wallcentre-exhibitors@psav.com
	+ Order Form – swiftconference.org/exhibit

## Booth / Booth Shipping / Materials Handling / Rentals / Graphics

* Levy Show Service Inc. has been appointed the ***“Official”* Show Service and Logistics Partner** for this year’s conference
* All booths must be shipped through Levy
* For material handling, onsite or offsite storage, advanced warehousing, post show storage or additional booth rental items including carpet, furnishings, or custom booths (at exhibitor expense):
	+ Email: operations@levyshow.com
	+ Phone: 604.277.1726
	+ Order Form at swiftconference.org/exhibit

**Customs**

* ConsultExpo Inc., Customs and Shipping services has been selected as official Customs Broker and shipping provider. They will be pleased to assist with all your customs brokerage, domestic and international shipping needs. For personalized service, please contact:
* **John Santini, Director of Operations**
* Tel: 514-482-8886 ext. 1
* Mobile: 514-709-0781
* Fax : 888-629-9008
* Email: johns@consultexpoinc.com
* Customs Forms - www.consultexpoinc.com/forms/