

# IT4K12 2017 Exhibitors

## Details & Information



### EXHIBITOR INFORMATION

- Show in Motion is handling the exhibitor booth set up.
- Each booth space is equipped with a standard booth, 8 ft high back drape and 4 ft high side drape wings, one 2 x 4 ft skirted table, 2 chairs, one standard 750-watt electrical outlet and complimentary wireless access. **All other booth supplies can be purchased through Show in Motion – listed in their Exhibitor Manual.**
- Diamond booths are 10' x 20', Level 1 booths are 8' x 10' and Level 2 booths are 5' x 8'.
- Exhibitors can set up their booths on **Wednesday, November 8<sup>th</sup> from 1:00pm – 5:00pm**. Booth exhibits are located both inside and just outside of the Britannia Ballroom.
- Pre-registration will be available from 4:30pm – 6:30pm on Wednesday, November 8<sup>th</sup>.
- **Vendor Fair is for TWO DAYS – Thursday, November 9 – Friday, November 10, 2017.**
- Take down of booths can be between 11:00am – 12:00pm or after 1:00pm on Friday November 10<sup>th</sup>. Takedown must not occur between 12:00pm – 1:00pm on Friday as there will be activities in the ballroom. Show in Motion will be in to help with tear down. Contact for this will be Tanya Riznek [tanya@showinmotion.com](mailto:tanya@showinmotion.com).
- A social will be held for attendees and exhibitors in the Britannia Ballroom Thursday evening from 4:15pm – 5:15 pm. Cash bar with the option to purchase drink tickets will be available.
- All booth materials and marketing material can be sent to: c/o Show in Motion, 21 – 8528 123 Street Surrey, BC V3W 3V6. Show in Motion will be providing their **Exhibitor Manual** which we will house on the [Exhibitors Page](#) and will have complete details for you on shipping.
- Our event app hosted by Quickmobile will be available mid-September. More details to follow.
- You are invited to provide a door prize for the wrap up session. If you would like to contribute, e-mail [events@bcerac.ca](mailto:events@bcerac.ca) with information on the contents of the prize no later than **October 31<sup>st</sup>**. Please bring it to the event with you and it will be collected upon your arrival. ERAC will not be announcing booth specific draws/prizes.
- Exhibitors are responsible to carry insurance on their exhibits and its contents. *There will be no security provided at the Vendor Fair, therefore exhibitors are responsible to secure their own materials and equipment.*
- ERAC will not be responsible for any loss, theft or damage of exhibitor's materials or other property during the event.
- Designated booth numbers will be assigned (with equal representation of both IT and Education vendors), based on first come, first served basis of registration. Booth numbers to be sent in separate email.

## CONFERENCE REGISTRATIONS

- Exhibitors receive a limited amount of complimentary conference registrations according to their sponsorship level. If you have additional representatives wanting to attend the conference, **they are required to register and pay and spots are limited**. E-mail us for more details.
- All meals, breaks and social (not including alcohol) are included with your exhibitor package.

## HOTEL ACCOMMODATIONS & PARKING

- Accommodation costs are the sole responsibility of the attendees. Hotel room blocks have been provided for this event. To receive the discounted event rate, reservations must be made by the specified room block date, **October 17 2017, 5:00 pm**. Reserve through this [booking link](#) or by calling the hotel at **1-800-663-0299**. Ask for **in house reservations** and quote **“ERAC IT4K12 Conference”**. All reservations must be made directly with the hotel. Rates are listed below:

Room Type	Single/Double Occupancy
Traditional Rooms	\$162

- For each additional person, cost is \$20 per night. Contact hotel for information regarding applicable taxes and cancellation policy. The special conference rate is being offered 3 days prior and 3 days after the conference, subject to availability of rooms at the time of reservation.
- You are invited to register for complimentary parking at the Vancouver Sheraton Airport Hotel for the duration of your visit. Please [click this link](#) and enter your vehicle license plate. Parking for this event is valid from **November 07 2017 12:00pm to November 11 2017 12:00pm**. Please note: No pass is required to be displayed.
- The Sheraton Vancouver Airport hotel also provides a shuttle if you require one from the airport. This is a complimentary service. Shuttles run every 30 minutes but you can contact them in advance. Here is a [link](#) for reference.

If you have any questions, please direct them to the event coordinator, Aman Sahota at [events@bcerac.ca](mailto:events@bcerac.ca).

**THANK YOU FOR YOUR PARTICIPATION IN THIS PREMIER EVENT**  
**YOUR INVOLVEMENT TAKES OUR EVENT TO A WHOLE NEW LEVEL!**  
**WE LOOK FORWARD TO WORKING WITH YOU.**