

IT4K12 2018

EXHIBITOR INFORMATION PACKAGE



GENERAL

- 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 duplex electrical outlet and complimentary wireless internet 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 21st 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 21st.
- **Vendor Fair is for TWO DAYS – Thursday, November 22 – Friday, November 23, 2018.**
- Take down of booths can be between 11:00am – 12:00pm or after 1:00pm on Friday November 23rd. Takedown must not occur between 12:00pm – 1:00pm on Friday as there will be activities in the ballroom. Show in Motion will be on site to help with tear down after 1:00pm. Contact for this will be Tanya Riznek tanya@showinmotion.com.
- A social will be held for attendees and exhibitors in the Britannia Ballroom Thursday evening from 4:15pm – 5:15 pm. Light hors d'oeuvres along with a cash bar will be available.
- All booth and marketing material can be sent to Show in Motion in advance. Information can be found in their **Exhibitor Service Manual** which is on the [IT4K12 Exhibitors Page](#) and will have complete details for you on shipping.
- Our event app hosted by QuickMobile will launch in September. More details to follow.
- All exhibitors are required to contribute a door prize(s) valued at a minimum of \$50 for the wrap up session. Email events@bcerac.ca with information on the contents of the prize no later than **October 31st**. 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 before, during or after the event 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

- Exhibiting companies 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, spots are limited**. Email us for more details.
- All meals during breaks and the social (not including alcohol) are included with your exhibitor package.

HOTEL ACCOMMODATIONS & PARKING

- Accommodation costs are the sole responsibility of 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 18 2018, 5:00pm**. 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	\$175

- For each additional person, cost is \$20 per night. Contact the 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 Sheraton Vancouver 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 20 2018 10:00am to November 24 2018 7:00pm**. Please note: No pass is required to be displayed.
- The Sheraton Vancouver Airport Hotel also provides a shuttle to/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.

THANK YOU FOR YOUR PARTICIPATION IN THIS EVENT.

WE LOOK FORWARD TO WORKING WITH YOU.