

PSA Superconference 2017 – Exhibitor Information

Welcome and thank you for exhibiting at the 2017 BC Teachers' PSA Superconference. We are thrilled to have you join us and have put together some information that will help guide you in making your exhibitor experience as great as possible.

General Info

Location	Vancouver Convention Centre – East Exhibit Hall B & C
Move-In	Thursday, October 19 from 1:00pm – 9:00pm (<i>see target move-in plan</i>)
Show Days	Friday, October 20 from 7:30am - 5:00pm (<i>exhibitor access at 7:00am</i>) Saturday, October 21 from 8:00am - 2:15pm (<i>exhibitor access at 7:30am</i>)
Move-Out	Saturday, October 21 from 2:15pm - 6:00pm

Contacts

Show Management

Paula Aquino, Exhibit Hall
exhibitors@psasuperconference.ca

Grahame Rainey, Committee Treasurer
grainey@bcscta.ca

reFresh Events

Andy Boniface
andy@refreshevents.ca

Exhibitor Badges

Exhibitor badges will be available for pick up during move-in on Thursday, October 19 from 3:00pm-7:00pm. Have an authorized representative from your organization visit our show management counter (located inside the exhibit hall) and they will be able to collect the badges that have been allocated to your booth. Please note that exhibitor badges must be worn during the show and are mandatory for accessing the exhibit hall.

Your Booth

Standard booth dimensions are either 10'x10', 10'x20' or 10'x30' depending on the size of booth purchased.

Each booth includes:

- 8' high black drapery backwall
- 3' high black drapery sidewalls (end of aisle booths will not have side walls)
- 6' x 2' black skirted table
 - 10'x10' booths x1 table

- 10'x20' booths x2 tables
- 10'x30' booths x3 tables
- fabric chairs
 - 10'x10' booths x2 chairs
 - 10'x20' booths x4 chairs
 - 10'x30' booths x6 chairs

Booths **do not** include power, internet or carpeting. Details for additional booth services and supplies are a little further down.

Booth Location

Each exhibitor will be issued a booth number which can be cross referenced on the exhibit hall floorplan. Booth numbers were assigned based on clustering similar businesses/organizations together creating themed aisles and areas. If special requests were made we tried to be as accommodating as possible.

Exhibitor Services

Levy Show Services

The official exhibitor services provider is Levy Show Services. Please reference their exhibitor kit for information about arranging any of the following (for additional costs):

- Material Handling - Ship your display materials to Levy prior to the show and they will ensure it is in your booth when you arrive.
- Additional booth materials such as carpeting, furniture, decor, graphics/signage, A/V, and much more.
- Storage of any booth supplies or additional materials.
- Customs and shipping.

- Please note the discount deadline of Friday, October 6.

Contact:

Levy Show Services
604-277-1726
operations@levyshow.com

Order online:

https://secure.levyshow.com/cgi-bin/lolo_exh.pl

Show Code: PSA2017

Vancouver Convention Centre

The Vancouver Convention Centre is the provider for services such as (for additional costs):

- Electrical
- Internet (dedicated line / WiFi)
- Catering
- Security

- Please note the discount deadline of Friday, October 13.

Contact:

Vancouver Convention Centre
1-604-647-7206
exhibitorservices@vancouverconventioncentre.com

Order online:

<http://www.vancouverconventioncentre.com/services/exhibitor-services>

Delegate Lead Retrieval

Save time, stay organized and improve your post-show marketing by utilizing the CONEXSYS lead retrieval system. By scanning a delegates badge (with their small, lightweight barcode scanner) you will be able to capture essential attendee information allowing for efficient and accurate follow-up on leads.

- Please note the discount deadline of Friday, October 6

Contact:

Conexsys
1-800-661-5319
troy@conexsys.com

Order online:

<http://www.conexsysleads.com/>

Event Code: PSAS1017W

Food & Beverage Sampling

Food and beverage sampling is not permitted due to VCC and Vancouver Coastal Health policies.

Parking

Parking is available at the Vancouver Convention Centre or nearby parking lots – <http://www.vancouverconventioncentre.com/visiting/parking>. The area is also easily accessible on public transit.

Exhibitor Move-In Procedures

Where:

Vancouver Convention Centre – East
Exhibit Hall B & C
999 Canada Place, Vancouver, BC, V6C 3C1

When:

- The exhibit hall will be open for exhibitor move-in and setup on Thursday, October 19 from 1:00pm – 9:00pm.
- Please reference the exhibit hall floorplan for the targeted move-in schedule.
- All exhibitors must complete move-in on Thursday.

3 ways to move-in:

Vehicle Drive-In

- Drive your vehicle into the exhibit hall to unload your display materials. Access is via the East truck route at the foot of Howe Street where it meets Canada Place. Vancouver Convention Centre security staff will monitor and supervise vehicle access.
- Exhibitors will have only 20 minutes to unload their vehicle before removing it from the exhibit hall. The exhibitor can return without their vehicle and set-up their booth until the exhibit hall closes at 9:00pm.
- Please reference the exhibit hall floorplan for the targeted move-in schedule.

Advance Warehouse through Levy Show Services

- Ship your display materials in advance to Levy Show Services up to 30 days before the event. They will deliver it to your booth so all you have to do is set it up.
- Shipping your display materials in advance will streamline your move-in process.

Contact:

Levy Show Services
604-277-1726
operations@levyshow.com

Hand Carry / Dolly to Booth

- Park in the Vancouver Convention Centre - East parking lot or in a parking lot nearby and carry your display materials into the Exhibit Hall through the Delegate Concourse.
- Please do not park along the front of the convention centre as you will be towed.
- Hand-carriable items, small 2-wheel dollies and “pop up” displays are permitted to access through the elevators or front door.

Move-In Assistance

- Please ensure you arrive with a dolly and all tools / materials required to setup your booth and display.
- Contact Levy Show Services if you will require assistance with moving in your display materials and/or setting up your booth.

Exhibitor Move-Out Procedures

When:

- The exhibit hall will close on Saturday, October 21 at 2:15pm. Exhibitors must not disassemble or pack-up their booth prior to 2:15pm.
- Exhibit hall move-out is scheduled for 2:15pm - 6:00pm.
- Levy Show Services will distribute a 'Move-out Bulletin' on the Saturday morning. Please review as it will contain useful information for a smooth and efficient move-out process.

3 ways to move-out:

Vehicle Drive-In

- When your booth is packed up and ready to go, you may drive your vehicle into the exhibit hall. Access will be the same as for move-in - via the East truck route at the foot of Howe Street where it meets Canada Place.
- Exhibitors must load their vehicle immediately and remove it from the exhibit hall. Please do not bring your vehicle into the exhibit hall until you are sure it will be ready to load. Parking space will be very limited.

Hand Carry / Dolly to Vehicle

- Park in the Vancouver Convention Centre - East parking lot or in a parking lot nearby and carry or dolly your display materials along the Delegate Concourse to the elevators or through the front doors.
- Please do not park along the front of the convention centre as you will be towed.
- Hand-carriable items, small 2-wheel dollies and "pop up" displays are permitted to access through the elevators or front door.

Outbound Shipping

- Exhibitors are responsible for making shipping arrangements with their carrier.
- Please contact Levy Logistics at 604-277-1726 if you would like them to assist with these arrangements.

Questions?

We are here to help make your exhibit experience positive and productive. If you have any questions before the show move-in, please contact:

Paula Aquino - exhibitors@psasuperconference.ca

If you have any questions during move-in or throughout the conference, look for us at the exhibit hall show management counter located inside the exhibit hall.