

# HR Conference + Tradeshow 2019

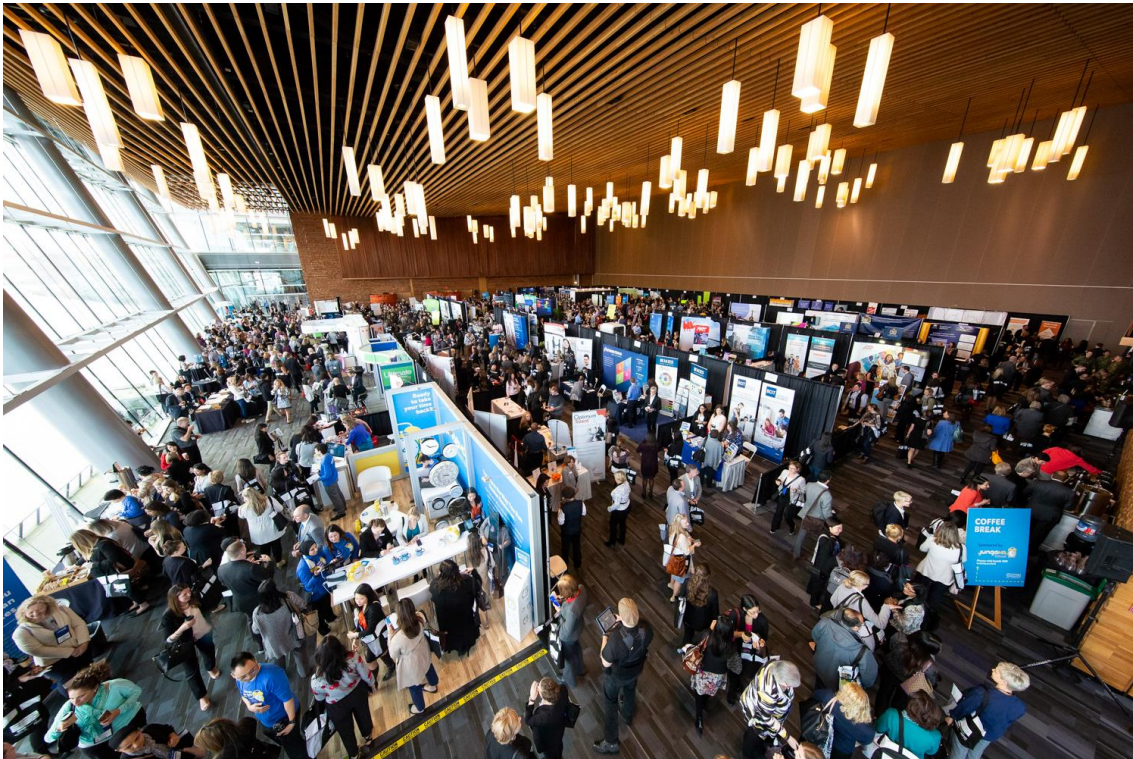
APRIL 2+3 • VANCOUVER, BC

## Exhibitor Manual

Thank you for exhibiting at CPHR BC & Yukon's **HR Conference + Tradeshow 2019: Create Momentum!**

This exhibitor manual contains the key information, due dates and forms that you will need to prepare your booth for the trade show. Please read this manual carefully and click on the link to the appropriate form, fill it out and return to *each vendor as indicated on each form* (e.g. Levy or the Vancouver Convention Centre).

Please also make note of the service deadlines on these forms. If you have any questions, contact the individual vendors directly. Vendor phone numbers are listed on the forms and in the contact list. Please refer to this document online as it will be update regularly as new information becomes available.



February 20, 2019

## Exhibitor Check List of Key Deadlines

		DEADLINE
	Submit a 80-100 words (max. 500 character) company <a href="#">description</a> online for inclusion in our printed program.	Jan. 31
	Submit print ready artwork for conference program ads*	Jan. 31
	Purchase Booth	Jan. 31
	Order printed material*	March 1
	Order <a href="#">Internet, power or AV</a> from the Vancouver Convention Centre (VCC)*	March 11*
	<a href="#">Booth package</a> (confirm Option A or B to Levy Show Services by).	March 15
	<a href="#">Submit</a> list of exhibitor names	March 15
	Ensure delegate bag insert material delivered to AMJ Campbell warehouse*	March 15*
	Order specialty <a href="#">products or services</a> for your booth from Levy Show Services (or <a href="#">online</a> enter show code CPHRBC2019 and your booth number)	March 19
	Send Lead Retrieval information (for your <a href="#">badge scanner</a> ) to <a href="#">Conexsys</a>	March 22
	<a href="#">Advance Shipping or Material Handling</a> with Levy Show Services	March 26*
	Insurance (all exhibitors are responsible for obtaining their own insurance)	March 31

\*optional

## Table of Contents

Exhibitor Check List of Key Deadlines.....	2
Exhibitor Schedule.....	4
Move In & Move Out.....	4
Exhibitor Lunches.....	4
Coffee.....	5
Tradeshow Admission.....	5
Exhibitor Badges.....	5
Social Media.....	6
Floorplan of Tradeshow.....	6
Delegate Bag Inserts.....	7
What is Included in Your Booth?.....	7
Not included in Your Booth.....	8
Show Service Contractor.....	8
Booth Furnishings.....	8
Badge Scanners.....	9
Exhibitor Services.....	9
Hotel Accommodation.....	10
Parking.....	10
Additional Tips & Info.....	11
Key Contacts for Exhibitors.....	12

## Exhibitor Schedule

Mon, April 1 Tradeshow Move In		
2pm	6pm	Exhibit Booth Set up & badge pick up
Tues, April 2 TRADESHOW OPEN TO DELEGATES & GENERAL PUBLIC 9:30am – 6pm		
9:30am	10:00am	Coffee served in the tradeshow for exhibitors.
10am	6pm	Tradeshow doors open to conference delegates and general public.
10am	10:45am	<b>RUSH</b> Delegate coffee break in tradeshow
11am	11:45am	Exhibitor lunch boxes served along the east wall of the tradeshow
12:15pm	1:45pm	<b>RUSH</b> Delegate networking lunch. Seating provided in Ballroom B with exit into tradeshow
3pm	3:30pm	<b>RUSH</b> Delegate coffee break in tradeshow
5pm	6pm	<b>RUSH</b> Happy Hour in the tradeshow
6pm		Tradeshow closes
Wed, April 3 EXCLUSIVE FOR CONFERENCE DELEGATES 10am – 11am		
9am		Tradeshow doors open to accredited exhibitors
9:30am	10:00am	Coffee served in the tradeshow for exhibitors.
10:00	11:00 am	<b>RUSH</b> Dedicated tradeshow viewing time, tradeshow networking game and coffee break – exclusive for conference delegates.
11am	4pm	Exhibitor move out (early dismantling of booths strictly prohibited)

## Move In & Move Out

<b>MOVE-IN:</b>	Monday April 1, 2– 6pm
<b>EXHIBITION DATES:</b>	Tuesday April 2, 9:30am - 6pm Wednesday April 3, 9:30am – 11am
<b>MOVE-OUT:</b>	Wednesday April 3, 11am – 4pm (early dismantling is strictly forbidden)

All materials **MUST** be removed from the Venue on Wednesday during Exhibitor Move Out; **anything left behind is subject to charges**. If using Materials Handling Service, Levy Show Services and Levy Logistics takes possession of the shipment at Exhibitor Move Out and transfers the materials to their warehouse.

## Exhibitor Lunches

Each booth will receive 2 lunch vouchers. These tickets can be used to obtain an exhibitor lunch box. We recommend picking them up between 11– 11:30am on Tues. to beat the rush of conference delegates. Please advise if any staff who has special dietary needs (we can accommodate vegan, gluten free and dairy free lunches).

There is no lunch provided for exhibitors on Wed. April 3<sup>rd</sup>.

## Coffee

There is a coffee shop at the Thurlow Street entrance or a Starbucks across the street. Use the underground walkway on the southeast side of the VCC to access the food court. After the conference delegates have left the tradeshow for their sessions, feel free to enjoy any remaining coffee and muffins.

## Tradeshow Admission

Anyone entering the tradeshow must be wearing a registration badge (delegate, exhibitor or guest badge). Admission to our tradeshow is free to the general public on Tues. April 2<sup>nd</sup>, but guests need to collect a badge at our registration desk.

Feel free to invite your colleagues and business associates to visit you at your booth or include [this downloadable](#) button in your email signatures.



## Exhibitor Badges





Two (2) exhibitor badges are included at no charge for each booth purchase. The names to be printed on the badges must be [submitted online](#) before March 15<sup>th</sup> at 5pm PST.

Additional badges can be purchased for \$75 each. Name changes, to facilitate shift changes, are permitted onsite at no extra charge for exhibitors, simply exchange badges at the registration desk (but the original exhibitors will receive all lunch vouchers). [To order additional badges please click here.](#)

**Exhibitor badges should be picked up at the registration desk between  
2– 5pm on Mon. April 1<sup>st</sup>**

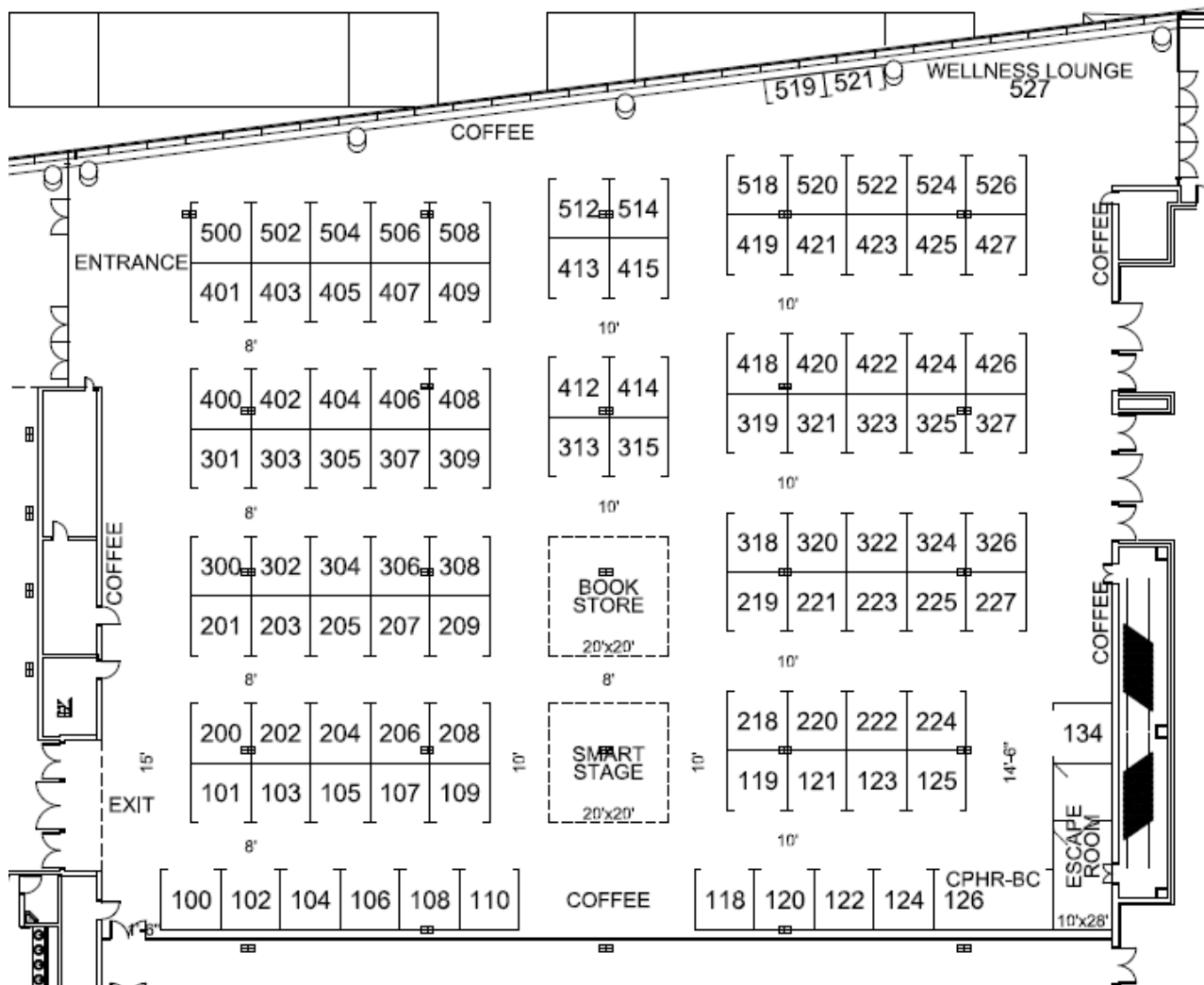
## Social Media

Get Active on Social Media and invite delegates to your booth, promote prize give-aways or start discussions that will drive traffic to your booth during conference. Your comments, photos, etc. will be posted on our live twitter boards throughout the convention centre.

	<p><b>Follow us follow us</b> @CPHRBC <b>Tweet #HRCONF2019</b></p>		<p><a href="#">Join CPHR BC &amp; Yukon</a> <b>LinkedIn Group</b></p>
	<p><a href="#">LIKE US</a> <b>on Facebook</b></p>		<p><b>follow us @CPHRBC</b> hashtag #HRCONF2019</p>

## Floorplan of Tradeshow

The tradeshow floorplan is conveniently located on the [conference website](#). Your booth numbers will be listed on the [meet your exhibitor page](#) of our conference website after Feb. 15th.



## Delegate Bag Inserts

If you have chosen to insert an item in our delegate bag please ensure you send 1200 items to AMJ Campbell by March 15, 2019. Here is the delivery information:

### HR Conference + Tradeshow 2019 (CPHR BC)

c/o AMJ Campbell Van Lines

Attn: Allan Brown

9924 River Road

Delta, BC V4G 1B5

Canada

Tel (604) 940-4208

Please clearly identify and label your boxes as we want to ensure they are included for each individual delegate and attendee. Successful items in the past have included; stress balls, business cards, flyers, post cards, USB drives, pens, notebooks etc.

If you would like to insert a delegate bag insert but have not yet purchased the opportunity, [please click here to order](#).

*NOTE: All items must fit inside the delegate bags (Roughly 8.5" x 11" space) to be accepted.*

## What is Included in Your Booth?

**Booth Inclusions:** each 10' x 10' booth space includes the following (please complete the booth package selection form and return to Showtime by April 10<sup>th</sup>):

<b>Package A</b> <i>(standard booth furnishing)</i>	<b>OR</b>	<b>Package B</b> <i>(must be ordered in advance)</i>
- 8' high drapery back walls - Black - 3' high drapery side walls – Black - two white folding chairs -1 6'L x 30''H skirted table – Silver		- 1 40''H cocktail table – with black spandex cover  - 2 barstools with back – black wood

- One badge scanner (aka lead retrieval)
- Two exhibitor badges (\$75 for each extra badge)
- Two Box Lunches on April 2<sup>nd</sup>
- One conference tote bag per exhibit space
- Onsite Exhibitor Support Centre services
- 50% off one conference registration

Furniture or fixtures *not* listed in the standard booth set up above should be ordered directly from Levy before March 15<sup>th</sup>, 2019.

February 20, 2019

## Not included in Your Booth

- Power (order directly through the VCC).
- Internet (order directly through the VCC).
- Parking
- Insurance
- Access to conference sessions
- Delegate contact list\*
- Anything not listed above

## Show Service Contractor

Levy Show Service is the Official Show Service Contractor at the HR Conference + Tradeshow 2019. Please do not hesitate to contact their exhibitor services at 604-277-1726 or email [operations@levyshow.com](mailto:operations@levyshow.com) with questions regarding any of the services or need assistance in planning your exhibit. They will also have a service desk and support staff onsite during the tradeshow if you have any problems with your exhibit booth. Levy Show Service provides the standard furniture and drapery in your booth. They have provided our exhibitor with two set up options at no extra charge (either the standard set up with one 6' table and 2 chairs, or a high-top table and 2 bar stools). Please contact them directly with your preference. A standard set up will be used if we don't hear from you.

Order forms and information on additional show services are available below (including material handling, advance receiving, AV, specialty furniture & fixtures, etc.).

### Booth Furnishings

Levy Show Service Contact: 604-277-1726 or email [operations@levyshow.com](mailto:operations@levyshow.com)

- [Booth package](#) (due March 15)
- [Complete services](#)
- [Order online](#)

If ordering online you will be prompted to either register as a new exhibitor or sign in as a returning exhibitor. After signing in, enter show code 'CPHRBC2019' and your booth number. If you do not know your booth number please enter "0" (zero).

- Additional products and services available through Levy Show Service:

Optional Products	Additional Services
Hardwall	Design and Branding
Drapery & Carpet	Audio Visual
<u>Specialty Furnishings</u>	Labour
Tables & Chairs	Material Handling and Customs Services
Specialty Accessories and Signage	Pre-Event Planning
Plants	Exhibit Transportation

If you require additional furnishings or services, please order directly from Levy Show Service by **March 19, 2019**.

February 20, 2019



**SHIPPING:** Levy Show Service and Levy Logistics are pleased to offer assistance with Exhibit Transportation and Canadian Customs brokerage. Seamless Service provided from your pickup location with delivery right to your booth. Forms pertaining to material handling and advance shipping can be found [here](#).

Levy Show Service and Levy Logistics are the Official Show Carrier and Customs Broker. They can assist with your domestic and international shipping and customs clearance requirements. Please contact Kent Hector, [khector@levyshow.com](mailto:khector@levyshow.com) or Tel. 604-277-1726 for assistance.

**DEADLINE:** orders and payment should be received by Levy Show Service and Levy Logistics by **March 26, 2019**.

## Badge Scanners

Due to provincial privacy laws, CPHR BC & Yukon is not permitted to distribute delegate contact lists. We have, however, added one free lead retrieval scanner to every booth. Exhibitors can ask to scan the barcode on delegate badges and will be emailed the contact details the delegate provided within 48 hours. See more information about Badge Scanners [here](#).

## Exhibitor Services – [Vancouver Convention Centre \(VCC\)](#)

Access the VCC's convenient online ordering system for your basic exhibitor needs such as housekeeping services, electrical, AV or hard wired internet for demos etc.. Not only will you save time, but you will also contribute to our sustainability efforts by reducing paper consumption. (Please contact Exhibitor Services at 604 647 7280 or [exhibitorservices@vancouverconventioncentre.com](mailto:exhibitorservices@vancouverconventioncentre.com) for these requirements.)

The on-line ordering system is for exhibitors' basic service requirements:

- [Online ordering](#) for the VCC

Sample early bird pricing for additional booth services (if ordered before March 11, 2019):

[Power](#) \$90 for 750w 7.5 amps service or \$93 for 1500W 15 amps service

[WIFI](#) \$250 for 48 hours at 15 mbps, or \$140 for 24 hours (Additional devices/users are \$100). Note that there will be *limited free wifi in the tradeshow* (with a max 10 min usage per log in session), and the network would not be fast enough for demos etc. The intention is primary for delegates to use the wifi to access the conference app, so if you require internet for your booth display we highly recommend purchasing directly from the VCC for your booth.

- You CAN order online without a booth number by entering TBD as long as they are aware that they must provide the booth number once they have it.

February 20, 2019

## Insurance

Exhibitors are required to provide their own general liability coverage to insure their staff and equipment onsite. Please ensure that CPHR BC & Yukon is listed as an Additional Insured to your policy from April 1 – 3, 2019. We recommend bringing a copy of your insurance certificate onsite. You do **not** need to send CPHR BC proof of Insurance.

## Hotel Accommodation

Book your hotel before February 28<sup>th</sup> and take advantage at our discounted group rates at two of our preferred [conference hotels](#) . Note that the number rooms available in our group block are limited. **Please note that CPHR BC & Yukon does not solicit exhibitors for housing reservations.** Do not be baited by companies that fraudulently claim to represent our association.

## Parking

Exhibitors are responsible for paying for their own parking. There is parking under the VCC, in addition to more cost-effective options nearby (listed below).

### VCC West building parking provided by Impark

1055 Canada Place

Enter off of Canada Place, 1 block west of Burrard Street on the right-hand (north) side  
Additional Parking

- **DPC Parking:** 900 Cordova Street
- **Commerce Place:** 400 Burrard Street
- **Waterfront Centre:** 200 Burrard Street
- **Imperial Parking:** 200 Granville Street
- **Station East:** 555 Cordova Street
- **EasyPark:** 1095 Waterfront Road

## Additional Tips & Info

**Engagement!** We have found that exhibitors who have something engaging such as a game or prize giveaway or another way to get attention visually from delegates then keep their interest through conversation and activities at their booths have the best traffic. We suggest you work on a creative way to engage delegates to come to and interact with your booth.

Additional tips for exhibitors can be found [here](#).

**Helium balloons** or other floating balloons are strictly not allowed in the convention centre. The rule is enforceable with a **\$10,000 fine** due to high costs to remove floating balloons and issues that could be caused.

**Any Early dismantling of booths** is strictly forbidden without prior permission. It is subject to a fine.



## Key Contacts for Exhibitors

Company	Services/ Role	Tel	E-mail	Links
Levy Show Services	Exhibitor Show Services (Custom booth décor, furniture rental, AV, etc.)	604-277-1726	<a href="mailto:operations@levyshow.com">operations@levyshow.com</a>	<a href="#">Booth package</a>  <a href="#">Advance shipping</a>  <a href="#">Specialty decor</a>
Levy Logistics	Customs, shipping assistance and services	604-277-1726	Kent Hector, <a href="mailto:khector@levyshow.com">khector@levyshow.com</a>	<a href="#">Customs brokerage</a>
Vancouver Convention Centre (VCC)	Exhibit Services (Internet, power, etc.)	1-604-647-7480	<a href="mailto:exhibitorservices@vancouverconventioncentre.com">exhibitorservices@vancouverconventioncentre.com</a>	<a href="#">Online order forms</a>
Conexsys	Lead Retrieval Badge Scanners	1-800-661-5319 ext 32	Troy Bell <a href="mailto:troy@conexsys.com">troy@conexsys.com</a>	<a href="#">Badge scanner order form</a>
CPHR BC & Yukon	Conference Manager	604-694-6933	Erin Roddie <a href="mailto:eroddie@cphrbc.ca">eroddie@cphrbc.ca</a>	
CPHR BC & Yukon	Tradeshow Operations	604 694 6944	Jordan Kofsky <a href="mailto:tradeshow@cphrbc.ca">tradeshow@cphrbc.ca</a>	
CPHR BC & Yukon	Sponsorship	250 801 8831	Richard Deacon <a href="mailto:rdeacon@cphrbc.ca">rdeacon@cphrbc.ca</a>	
CHHR BC & Yukon	Sponsorship	778 867 4855	Victoria Thacker <a href="mailto:vthacker@cphrbc.ca">vthacker@cphrbc.ca</a>	