



CANADIAN
CHILD CARE
FEDERATION

FÉDÉRATION
CANADIENNE DES
SERVICES DE GARDE
À L'ENFANCE

“Looking Back, Moving Forward: Embracing Early Childhood Educators”

Early Childhood Educators of British Columbia’s 48th Annual Conference

April 10 to 13, 2019

Hyatt Regency Vancouver

655 Burrard Street, Vancouver, BC

INFORMATION FOR TRADE FAIR EXHIBITORS

August 1, 2018

Dear Exhibitors:

The Early Childhood Educators of British Columbia is pleased to announce our 48th Annual Conference co-hosted by the Canadian Child Care Federation in celebration of ECEBC’s 50th Anniversary. The conference is expected to will host 600-800 delegates and presenters who are from local, provincial, and national and international destinations.

Your participation in Conference 2019 will provide you with a unique opportunity to showcase your business to a truly national audience. The Hyatt Regency Vancouver will allow us to display Trade Show and Resource Fair tables in the common areas of the conference space, allowing for delegates to have more immediate access to your products. Those who decide to display for two or more days will be able to store their products in a secure storage area onsite, if needed.

Space is limited and all applications will be reviewed on the criteria of what is appropriate and unique to ensure that duplication of services and goods are minimized. The Trade and Resource Fair is always an exciting part of conference and we welcome applications from both past and new exhibitors.

We look forward to hearing from you!

Sincerely,

The Conference Planning Committee

Contact Information

Trade and Resource Fair Coordinator:

Christine Buttkus

O: 604.709.6063, ext. 1 or 1.800.797.5602

cbuttkus@ecebc.ca

ECEBC Office (The Association)

309-515 West Pender Street

Vancouver, BC V6B 1V5

Exhibit Site and Times

The Hyatt Regency Vancouver is located at 655 Burrard Street in Vancouver, BC. Please see attached floor plan when planning and requesting exhibit space. At this time, we believe that the earliest possible setup will be the morning of April 10th.

Exhibit Times

April 11, 2019: Set up from 6:30 a.m. – 7:30 a.m.
Trade Fair from 7:30 a.m. – 6:00 p.m.

April 12, 2019: Set up from 6:30 a.m. – 7:30 a.m.
Trade Fair from 7:30 a.m. – 5:30 p.m.

April 13, 2019: Set up from 6:30 a.m. – 7:30 a.m.
Trade Fair from 7:30 a.m. – 4:30 p.m.

All displays must be ready for all exhibit times. Exhibitors who do not exhibit according to exhibit times may not be asked to return in future years.

Move in/Out

Bring vehicles up to doors of the hotel on the Georgia Street driveway or from the underground parking lot. Exhibitor space is on the conference level. Assistance with moving materials is available. Please indicate specific needs at the concierge desk. Deliveries can be made to the loading dock to the West of the Hyatt (off Melville Street) between 7:30a.m. and 4:00p.m. or by arrangement with Catering and Convention services. Please ensure shipping form is fully completed. A schedule of related fees and specifications is available on pages 3-4.

Exhibitor Criteria

Please note that due to changes in conference format, the number of spaces is limited in the Trade and Resource Fair venue. To minimize duplication of exhibitor content, all submissions will be reviewed and considered based on the criteria of appropriate and unique services and goods and on a first-come first-served basis. Submission of application does not guarantee a space. Table sharing must be disclosed in advance on the application and approved by the association.

Application Deadline

Exhibitor application must be accompanied with required payment of and received by **Thursday, November 1, 2018** to be considered. Successful applicants will be notified by Thursday, November 15, 2018. Applications received after November 1 will be subject to add 15 percent handling fee.

Payment and Cancellations

Payment for exhibit space must be made in full by **Thursday, November 1, 2018**. Failure to do so will result in the loss of space.

Cancellations must be received by ECEBC in writing by Sunday, March 3, 2019. Upon receipt of written cancellation by this date from the Exhibitor, ECEBC shall acknowledge such receipt in writing and shall refund space fee minus \$100 processing fee per space. In the event of cancellation after this date no fees will be refunded.

Space Assignment

Space is assigned on a first-come, first-served basis. Every effort is made to assign the Exhibitor to one of the chosen spaces; however, the association reserves the right to make the final space assignments or change the space assignment after the acceptance of the application should it be in the best interest of the Trade Fair.

Each exhibitor will be assigned a **6' table** or multiple tables as requested. Each table includes table skirting and two (2) upholstered side chairs. Please indicate requests for additional lighting or plug-ins for audio visuals on your application. Exhibitors are responsible for any recognition signage that is required. If additional tables are required for your display you will need to book a second space.

Shipping and Receiving

All boxes shipped to Hyatt Regency Vancouver must contain a label stating the following information:

- Name of the Person who will claim the package(s)
- Date of Arrival
- Return Address
- Name of group
- Meeting/Event location and dates of meeting/event
- Group contact (Sales or Catering and Convention Services Manager)

Packages shipped to Hyatt Regency Vancouver should not arrive more than three days prior to the start of the scheduled function and should not remain at the hotel for longer than 5 days. Packages left behind will be disposed if not claimed in 5 days. Hyatt Regency Vancouver is not responsible for the safety or timely arrival of any packages sent to the hotel by or for the group. It is the Group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact.

Hyatt Regency Vancouver accepts no liability for lost, stolen or damaged goods. Hyatt Regency Vancouver will accept pre-paid packages and C.O.D. packages. C.O.D.'s will be accepted only if guest has notified the hotel and

has provided the money to Hyatt Regency Vancouver. If a C.O.D. arrives and the guest is unreachable, the hotel will refuse shipment. Receiving hours at Hyatt Regency Vancouver's loading dock are 7:30 a.m. to 4:00 p.m.

Please be aware of these times when scheduling your delivery of boxes or packages. Items that are palletized or are of extensive weight must be delivered on a truck equipped with a lift gate in order to have access to the freight elevator.

All boxes must be accompanied with a shipping request form. This form must be filled out completely. In addition, each box must be clearly labelled with a shipping label to include the destination address of the box as well as the return address of the person shipping the box, not the hotel address. Current charges are \$6.00 per box and \$85.00 per pallet plus taxes. If there should be any questions, please call the Catering and Convention Services Manager.

Other

ECEBC will again be holding prize draws during conference. We would be pleased to receive donations to this event. Many of you have been generous in the past; this has been a welcome addition to our conference and is very much appreciated by our delegates. Please let us know if you wish to participate when you register for space.

ECEBC Provincial Members and CCCF Members are invited to contact ECEBC regarding a *Member Discount*.

You may send your registration to the ECEBC office. If you have any questions, please refer to the contact information indicated in this information package. We look forward to your participation in Conference 2019.

Yours sincerely,

The Conference Planning Committee

Application for Purchase of 2019 Trade Fair Exhibitor Space

GENERAL INFORMATION

Space Selection (see floor plan):		
First choice:	Second choice:	Third choice:
We will do our best to accommodate your request, however, ECEBC reserves the right to assign an alternate space if your three choices are not available.		
Company Name:		
Contact Person:		
Title:		
Address:		
City	Province	Postal
Phone:	Cell:	Fax:
E-mail (Primary Contact):		Website:

EXPENSES

<p>Space fee (Please check appropriate box, and circle days)</p> <p><input type="checkbox"/> 1 table, 1 day (Thurs, Fri, or Sat) - \$425.00**</p> <p><input type="checkbox"/> 1 table, 2 days (Thurs/Fri, or Fri/Sat) - \$643.00</p> <p><input type="checkbox"/> 1 table, 3 days (Thurs, Fri, and Sat) - \$707.00</p> <p>OR</p> <p><input type="checkbox"/> 2 tables, 1 day (Thurs, Fri, or Sat) - \$765.00</p> <p><input type="checkbox"/> 2 tables, 2 days (Thurs/Fri, or Fri/Sat) - \$1,160.00</p> <p><input type="checkbox"/> 2 tables, 3 days (Thurs, Fri, and Sat) - \$1,272.00</p> <p>*Space fees include morning coffee and buffet lunch for one person per table.</p> <p>*After November 1, 2018, 15 percent will be added</p> <p>**One day registrations will be processed subject to available space once all other full registrations received by the deadline are processed.</p>	<p>Total Space fees: \$</p>
<p>Electrical</p> <p>15 amp electrical outlet setup can be arranged for a fee of \$75 per outlet. Please indicate if you will require an outlet.</p> <p><input type="checkbox"/> Yes Quantity _____</p> <p><input type="checkbox"/> No</p>	<p>Total Electrical fees: \$</p>
<p>Internet</p>	

<p>Free Wi-Fi is available. Wired internet can be set up at your space for a fee of \$150 per connection per day. Public IP is available for \$250 per connection per day.</p> <p style="text-align: right;"> <input type="checkbox"/> Yes Quantity _____ <input type="checkbox"/> No </p> <p>Exhibitor Lunch 1 Lunch is included per table per day Extra lunches are available at a cost of \$59.29 per day</p> <p style="text-align: right;"> <input type="checkbox"/> Yes Quantity _____ <input type="checkbox"/> No </p>	<p>Total Internet fees: \$</p> <p>Total Lunch fees: \$</p>
Fees (due with application)	<p>Total Fees: \$ Fees due November 1, 2018</p>

Product samples (new vendors)

Please include a maximum of five (5) photos, slides or digital files of your product.

Cancellations

Should you cancel your participation before March 3, 2019, ECEBC will send you a cheque for your space fee minus \$175 for processing fees. Cancellations after this time will result in the loss of all fees paid to ECEBC.

Draw prize item to be donated

(Minimum retail value \$30) _____

SIGNATURE

I acknowledge that my information is correct. I agree to abide by the terms and conditions of this application and in the Exhibitor Information Package.

Signed: _____ Dated: _____

CHECK LIST

Please check that you have included the information below

<input type="checkbox"/> General Information <input type="checkbox"/> Payment Per Space (see page 4 for pricing) <ul style="list-style-type: none"> <input type="checkbox"/> I have enclosed/am sending a cheque or money order, payable to ECEBC <input type="checkbox"/> I would like to pay by VISA/MC <ul style="list-style-type: none"> Card No. _____ Name of Card Holder _____ Signature _____ <input type="checkbox"/> Electrical outlets order <input type="checkbox"/> Product samples <input type="checkbox"/> Intent to donate door prize
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Please **fax** back to 604.709.6077 **or** email to cbuttkus@ecebc.ca

or mail to: ECEBC Attn: Conference Coordinator
309-515 West Pender Street,
Vancouver, BC V6B 1V5

Applications and payment due November 1, 2018.

ALL APPLICATIONS ARE REVIEWED AND CONSIDERED. INFORMATION CORRECT AT THE TIME OF PRINTING AND
MAY BE SUBJECT TO CHANGE.