



THE 34th INTERNATIONAL SEATING SYMPOSIUM

Consumers Informing Practice

EXHIBITOR GUIDELINES

MARCH 6 - 9, 2018
THE WESTIN BAYSHORE
VANCOUVER BC



SPONSORED BY



THE UNIVERSITY OF BRITISH COLUMBIA

Interprofessional
Continuing
Education



www.seatingsymposium.com

EXHIBITOR GUIDELINES

EXHIBIT AREA HOURS OF OPERATION

The exhibit areas will be open during all symposium hours. However, increased activity in the exhibit areas will occur during scheduled exhibit breaks.

TUESDAY, MARCH 6 (PRE-SYMPOSIUM)

13:15 - 18:00

Exhibits (free exhibit day)

WEDNESDAY, MARCH 7 (MAIN SYMPOSIUM)

08:00-08:30

Registration

10:40 - 11:30

Break

12:30 - 14:00

Lunch

15:15 - 16:00

Break

17:00 - 19:00

Welcome Reception & Exhibits

THURSDAY, MARCH 8 (MAIN SYMPOSIUM)

08:00-08:30

Registration

09:30 - 10:20

Break

11:35 - 13:00

Lunch

15:10 - 16:00

Break

BOOTH SET-UP & TEAR DOWN

All booths will be on the first two floors of The Westin Bayshore (1601 Bayshore Drive, Vancouver, BC).

BOOTH SET-UP

Monday, March 5 13:00 - 22:00 & Tuesday, March 6 from 07:00 - 12:00
(All booths must be set up by 13:15 on Tuesday)

EXHIBIT OPENING DATE & TIME

Tuesday, March 6 after lunch (13:15)

EXHIBIT DATES

Tuesday, March 6 - Thursday, March 8

EXHIBIT TEAR DOWN

Thursday, March 8 from 16:00 - 22:00

FLOOR PLAN

Please see the floor plan:

www.seatingsymposium.com/exhibitors-prospectus/exhibitor-floorplan.php



The following is included in the cost of each booth space:

- one covered and skirted 6' x 2' skirted display table (2 chairs)
- 8' high back wall drape; 4' high drape side wings
- one 120 volt, 750 watt electrical outlet
- one waste paper basket

Additional services may be purchased from Show In Motion Professional Show Services (see below), who is handling the exhibits. A comprehensive information package is attached with their contact information.

MATERIAL HANDLING/ADVANCE WAREHOUSING SERVICES // SHOW IN MOTION

Exhibitors are responsible for all shipping costs and materials handling to and from the symposium and must utilize Show in Motion to handle delivery of materials as the hotel will not accept individual shipments. Please refer to the attached information package for more information.

EXHIBIT TRANSPORTATION & CUSTOM BROKERAGE SERVICES // DAVIDSON & SONS CUSTOMS BROKERS LTD

For the convenience of exhibitors who will be shipping exhibit materials from within Canada, the U.S.A., or Overseas, arrangements have been made with Davidson & Sons Customs and Event Logistics for the symposium to make the round-trip shipping and customs process easy. Attached is their information package.

If you have any questions regarding the attached information package, please contact Stefanie Lane, stefanie@davidsonandsons.com

complimentary main symposium pass & exhibitor pass

WHAT PASSES COME WITH MY BOOTH?

$$1 \text{ BOOTH} = 1 \text{ MAIN SYMPOSIUM REGISTRATION (EDUCATIONAL SESSIONS + EXHIBIT AREA)} + 1 \text{ EXHIBIT PASS AREA (NO EDUCATIONAL SESSIONS)}$$

Each purchased booth space is entitled to two passes, both of which permit entry to the exhibit area. The holder for one of these two passes will be entitled to attend the main symposium educational sessions; the other will be for access to the exhibit area only. For example, if you have purchased one booth space, one of your representatives can attend the main symposium educational sessions (which includes the exhibit area) and one other representative can have access to the exhibit area only.

CAN I TRADE AN EDUCATIONAL PASS TO GET AN EXHIBIT AREA ONLY PASS?

Yes; if you wish to attend just the exhibit area, you can trade one educational pass for two exhibit area passes. However, we will be strictly enforcing entry into the educational sessions; you will not be able to attend any sessions (no exceptions) if you have an exhibit area only pass. If you wish to trade your passes accordingly, please email jo.ipce@ubc.ca.

HOW DO I REGISTER? ARE THERE GROUP REGISTRATIONS AVAILABLE FOR EXHIBIT AREA ONLY?

Complimentary Main Symposium (Educational sessions & exhibit area)

To register the representative receiving **complimentary registration** to the **main symposium educational sessions**, please visit: <https://ubc.eventsair.com/iss2018/compexhmain>. You must have your session choices ready.

Note: Pre-symposium passes are available at an additional cost. If you do not wish to attend any pre-symposium sessions with respective fees attached, you can select the option: "No, I do not want to attend..." until you reach the complimentary main symposium registration page.

Alternatively, you can fill out the last page of the symposium brochure (available at www.seatingsymposium.com) and write down "Complimentary Exhibitor" on the payment portion.

Complimentary Exhibit Pass Area (No educational sessions)

To register the representative receiving the **exhibit area only pass**, the easiest way to do so, if you **only have one complimentary representative**, is online: <https://ubc.eventsair.com/iss2018/exhibithallcomp>.

We have made group registrations available for 2018 to better streamline the process of registering more than one representative for exhibit passes. If you want to register for **more than one representative (i.e. if you have more than one booth or want to substitute your educational pass for an exhibit pass)**, please visit <https://ubc.eventsair.com/iss2018/hallpassgroupcomp>. Alternatively, please refer to the last page of this document to register via email/fax.

IS THERE A DEADLINE TO CLAIM MY FREE PASSES?

We understand that you may not know which representatives will be coming to the symposium until a later date. However, we ask that you have all the complimentary passes accounted for by **Monday, February 19**.

additional (payment pequired) symposium pass & exhibitor pass

WHAT IF I WANT TO PURCHASE MORE EXHIBIT PASSES?

Individual Exhibit Pass Rate = \$100CAD/person/day (including tax)
(Maximum of \$200 per person as Tuesday is free for everyone)

If you wish to have more than the allotted number of representatives attending with your booth, you must purchase additional exhibit passes online: for **single purchases**, use <https://ubc.eventsair.com/iss2018/exhibithall> and for **group purchases**, please use <https://ubc.eventsair.com/iss2018/exhibithallgroup>. If you wish to email/fax your registration form instead, please see the last page of this document.

WILL THERE BE A DEMONSTRATION STAGE THIS AS IN PREVIOUS YEARS?

No, there will not be a demonstration stage this year.

WHAT ARE THE REGULATIONS GOVERNING EXHIBITS?

1. While every effort will be made to ensure that exhibits are secured at the symposium hotel, neither the Symposium Organizing Committee nor the University of British Columbia nor The Westin Bayshore Vancouver will assume responsibility for loss or damage to exhibits or other exhibition property.
2. Each exhibit is resposible for complying with all laws, ordinances and regulations pertaining to health, fire prevention and public safety. If an inspection indicates that an exhibit is neglecting to comply with these regulations, the Symposium Organizing Committee may cancel all or some parts of a display that may be irregular at the exhibitor's expense.
3. Please note that no outside food or beverage may be served at the symposium or exhibit area. All food and beverage must be purchased, prepared and served by the Westin Bayshore Vancouver in compliance with the BC Food Safe Handling Regulations. Please contact the symposium organizers if you are planning to serve any food or beverage from the hotel.
4. The Symposium Organizing Committee reserves the right to restrict displays which, because of noise, methods of operation, materials or for any reason become objectionable; and to prohibit or remove any displays which, in the opinion of the Symposium Organizing Committee, detract from the general character of the symposium.
5. Please note that booths #88-89 on the lower floor and all booths on the upper floor are subject to a strict 10' height restriction. Booths #88-89 and all booths on the upper floor are 8'x10'. (The rest of the booths are 10'x10'.)

WHO CAN I CONTACT IF I HAVE MORE QUESTIONS ABOUT THE SYMPOSIUM?

If you have questions regarding the show service or customs, please see page 3 for the appropriate contact emails. If you have other questions, please contact Jo Nam, ISS Committee, via jo.ipce@ubc.ca or 604.822.0054.

THE 34th
INTERNATIONAL SEATING SYMPOSIUM



Consumers Informing Practice

EXHIBITOR HALL PASSES



INDIVIDUAL RATE // \$100 CAD/person/day (including tax)

Note: The easiest way to register (for this year's symposium as well as subsequent years) is through the online links provided on Page 4.

Name of Organization: _____

Contact Name*: _____

Telephone: _____ Email: _____

*The contact person listed above will receive a receipt via email if there is a financial transaction involved.

First & Last Name	Email Address:	All Days	March 6 (free for all)	March 7 Only	March 8 Only	Cost (CAD)**
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Mark "\$0" if this person will be using the free exhibit pass that comes with your booth. See page 4 for more information.
Do not list the person receiving the educational pass here; please refer to the registration link on page 4).

TOTAL: \$ _____

Payment Method:



Payment by cheque (in the mail)

Please return this form with your cheque (payable to The University of British Columbia) to:
The 34th International Seating Symposium, Interprofessional Continuing Education, The University of British Columbia, Room 105 - 2194 Health Sciences Mall, Vancouver, BC, Canada V6T 1Z3



Payment by credit card

A secure link will be sent to you via e-mail for credit card processing if you check this box (VISA or MasterCard only). Please send the completed form to registration.ipce@ubc.ca

For online registration visit:

www.seatingsymposium.com