

2017 ALBERTA SPRING SUMMIT EXHIBITOR MANUAL

Thursday, April 27

Coast Plaza Hotel & Conference Centre
1316 33 St NE
Calgary AB

Welcome aboard!

We're happy to have you exhibiting at our Alberta Summit. We've created this guide to help you get ready before the Summit, to ensure things run smoothly during the Summit, and to plan for your tear-down after the event. If you have any questions or concerns not addressed in this manual, please contact IFB's Sales Manager, Nicole Allen, at 905-366-3185 or nicole@ifbc.ca.

What you receive with your booth

All booths are equipped with one 6' draped table, two chairs, and access to an electrical outlet.

How to meet additional electrical requirements

The booth space has sufficient electrical outlets for lighting. However, if you require additional electrical supplies, please contact Nicole by April 13 and let us know what you'll need.

** All electrical connections, installations, assemblies, or any electrical operating gear must conform to all CSA codes and standards.*

Booth regulations

Display, distribution, or storage of advertising material is not permitted outside the limits of the exhibitor's booth space to avoid congestion in the exhibition area. Exhibitors may not hold any function/promotion that will compete with the Summit without prior approval.

Exhibitors are expected to have an attendant at their booths at ALL times during the trade show hours. **No removal or dismantling of exhibits or exhibit material is permitted before 5:00 p.m. on Thursday, April 27. Please ensure all staff manning your booth understand and agree to abide by this rule.**

No displays may be attached to the venue's wall or hung from the ceiling. The use of thumbtacks, double sided tape (rubber backing type), scotch tape, nails, screws, bolts and spikes, or any tool or material that would damage the floor or walls is prohibited. **Exhibitors will be responsible for any damages (plus labour) to Coast Plaza Hotel & Conference Centre property.**



Insurance

Exhibitors are required to carry floater insurance to cover exhibit materials against damage and loss, and public liability insurance against injury to persons and property of others. You can usually attach a rider to an existing policy at no extra cost.

Identifying who will man your booth

Identification badges, which are supplied by IFB on-site, are required for entry to the Summit, and must be worn at all times. You will be required to enter up to five names on the IFB Exhibitor Badge List form found on the IFB Sponsors website.

Please note that Exhibitor Badges are intended to allow admission to the staff that you have working at your booth. These are not intended for distribution to clients and brokers as complimentary admission to the event.

If you would like to purchase Summit registrations for your guests please contact Nicole to discuss.

Shipping materials for the move-in period

Booth materials must be shipped to arrive NO LATER than April 26th to the Coast Plaza Hotel & Conference Centre during the specified move-in period -- 7 a.m. April 27. Exhibit materials sent prior to the conference must not arrive more than two business days ahead of the Summit.

Shipping arrangements are the responsibility of individual exhibitors. Exhibit materials sent prior to the conference must clearly indicate your company name and the IFB Alberta Spring Summit. For example:

[Your Company Name]
IFB Alberta Spring Summit
C/O Coast Plaza Hotel & Conference Centre
Plaza 2
1316 33 St NE
Calgary AB T2A 6B6
Box: ____ of ____

IFB will not accept any delivery of exhibit materials.

Internet connections for your booth

Access to the Coast Plaza Hotel & Conference Centre's wireless internet network is limited, so if you wish to have internet connectivity at your booth and/or during your presentation, please contact Nicole by April 13 to make a request.

Preferred hotel rates

IFB has negotiated discounted rates for Summit delegates, exhibitors, and speakers at the following hotel:

Coast Plaza Hotel & Conference Centre

1316 33 St NE
Calgary AB T2A 6B6
(403) 248-8888

Room rates are as follows:

Comfort Room (two queen beds): \$134.00 per night

Superior Room (one king bed): \$159.00 per night

Jacuzzi Suite: \$209.00 per night

Executive Suite: \$229.00 per night

Prices do not include applicable taxes. Call the hotel to make reservations. Quote group name "Independent Financial Brokers".

IMPORTANT DATES

Area	Detail	Deadline/Time
Inserts for Delegate's Guide	Ship inserts directly to the Coast Plaza Hotel. Attn: Natalia Diacenco_____	Thursday April 20
Exhibitor Listing	Complete the Exhibitor Listing form for the official Summit delegate's guide and email it to nicole@ifbc.ca .	Friday March 24
Certificates of Insurance	Exhibitors are required to carry floater insurance to cover exhibit materials against damage and loss, and public liability insurance against injury to persons and property of others.	Thursday April 13
Exhibitor Badge Lists	Forward proof of insurance to agastaldini@ifbc.ca . Notify IFB who will be manning your booth by completing the Exhibitor Badge List form and emailing it to agastaldini@ifbc.ca .	Tuesday April 4
Booth Set-Up	When you arrive, an IFB staff member will direct you to your booth space which will include a draped 6' table and two chairs.	No Set Up - set up @ 7am on April 27
Trade Show Hours	Exhibitors are expected to have an attendant at their booths at all times during the trade show hours .	Thursday April 27 8:00 a.m. - 5:45 p.m.
Booth Teardown	Dismantling and removal of exhibit material will commence no earlier than 5:45 p.m. on Thursday, April 27. Please notify all attendants occupying your booth of this rule.	Thursday April 27 5:45 p.m.