

# 2019 ALBERTA SPRING SUMMIT EXHIBITOR MANUAL

May 16th

Best Western Premier Calgary Plaza Hotel  
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](mailto: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 18th 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 6:00 p.m. on May 16th. 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 Best Western Premier Calgary Plaza Hotel property.**

## Move-In:

Please be advised that there is early move in on May 15th. Exhibitors can start moving in at 6:00 p.m. IFB does not take any responsibility for losses incurred at any time during the Summit.

## 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 the Best Western Premier Calgary Plaza Hotel by May 15th. 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 Fall Summit. For example:

[Your Company Name]  
IFB Alberta Spring Summit  
C/O Best Western Premier Calgary Plaza Hotel  
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 Best Western Premier Calgary Plaza Hotel'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 May 10th to make a request.

## Preferred hotel rates

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

### **Best Western Premier Calgary Plaza Hotel**

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

Room rates are as follows:

Select Room: \$134.00 per night  
Premier Room (one king bed): \$159.00 per night

**Cut off Date: May 1st, 2019**

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

# IMPORTANT DATES

Area	Detail	Deadline/Time
<p><b>Visit the Sponsor Website for all your Summit needs! <a href="https://ifbc.ca/sponsor-ifb-event/">https://ifbc.ca/sponsor-ifb-event/</a></b></p>		
Exhibitor Listing	Complete the Exhibitor Listing form on the Sponsors website	May 1st 2019
Certificates of Insurance	<p>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.</p> <p>Forward proof of insurance to <a href="mailto:nicole@ifbc.ca">nicole@ifbc.ca</a></p>	May 7th 2019
Exhibitor Badge Lists	Notify IFB who will be manning your booth by completing the Exhibitor Badge List form on the Sponsors website	May 9th 2019
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.	May 15th 2019 6:00 p.m. - 9:00 p.m.
Trade Show Hours	Exhibitors are expected to have an attendant at their booths at <b>all times during the trade show hours.</b>	May 16th 2019 7:00 a.m. - 6:00 p.m.
Booth Teardown	Dismantling and removal of exhibit material will commence <b>no earlier than 6:00 p.m.</b> on May 16th 2019. <b>Please notify all attendants occupying your booth of this rule.</b>	May 16th 2019 6:00 p.m.