

# IDC & IDIBC Vancouver Island DesignEx Exhibitor Guidelines 2020

## 1. Venue Details and Date

**Date:** Thursday, March 12, 2020

**Time:** 11 a.m. to 7 p.m.

**Location:** Hotel Grand Pacific, 463 Belleville Street, Victoria, BC

## 2. Exhibitor Schedule

Exhibitors may arrive anytime between 11 a.m. and the start of the Table Top Show to set up. Exhibitors must be ready for attendees by 1:30 p.m. Doors open at 1:30 p.m. The table top show will be open from 1:30 p.m. until 7 p.m. Move-out will take place no sooner than 7 p.m.

Please review the schedule and move-in/out times below.

Move-in & set-up: 11 a.m. to 1:30 p.m.

Table Top Show: 1:30 p.m. to 7p.m.

Lunch will be served: 12:00 p.m. to 1:00 p.m.

Move-out & tear-down: 7 p.m. to 8 p.m.

\* Trade show free after 3:00 pm

**Please note:** Exhibitors are responsible for removing all storage crates and boxes from the show floor prior to the opening. Storage of crates and boxes are the responsibility of the exhibitor. IDC/IDIBC will not provide space for storing these items.

## 3. Display of Products

All products must fit on table top provided and/or within your allotted space. If you are using a banner, it **MUST** be displayed within your space and be of modest size. **DO NOT** place any materials outside your booth area or disrupt your neighbour. Please note your space dimensions below.

## 4. Table Location

All exhibitors will be assigned a table location on the show floor by the event committee. IDC and IDIBC have worked on a floor plan that accommodates all exhibitors comfortably. We ask that you are considerate of your neighbour(s) during the show. **Exhibitors cannot move to a new location on the show floor. Exhibitors will receive the floor plan upon arrival at the venue.**

## 5. Space Dimensions

All exhibitor level spaces (except for the Platinum Sponsor) are 6ft wide x 5ft deep\*. Table size is 6ft x 30".

**\*Dimensions include table.**

**6. Furnishings Provided**

All exhibitors will receive one draped table, an easel and up to two chairs based on your submitted request.

**7. Pre-order Cocktail Tickets**

Drink tickets are available for pre-purchase on the exhibitor registration page at \$6 each. Please secure your order before February 27, 2020. If tickets are not purchased in advance, a cash bar will be available the day of the event.

**8. Electrical Outlets and Resources**

Access to electrical outlets is available to Platinum, Golden Ash and Silver Birch level exhibitors. Electrical outlets for Red Cedar exhibitors are available on first-come/first-served basis and must be requested upon registration. All exhibitors are responsible for their own extension cords, power bars, etc.

**IMPORTANT:** IDC/IDIBC will not have any additional extension cords, powers bars, etc. for exhibitor use.

**9. Lunch**

Lunch will be served outside the Vancouver Island Ballroom at the time listed on the schedule above.

**10. Door Prizes**

Each exhibitor has the option of providing a door prize for the show. You will be contacted to enquire if you are interested in participating.

**11. Hotel Room Rates**

IDC and IDIBC have secured a hotel room rate of \$147.00 plus taxes per night at the Hotel Grand Pacific. Quote "MAR20IDIBC" when booking your room. Please contact the reservation line at 1.800.663.7550. This special rate can not be accessed online, you must call the hotel directly to book. The rate is available until February 11, 2020 and is based on the hotel's availability.

**12. WIFI**

Complimentary WIFI is available. To access it, select wireless network **Vancouver Island Ballroom** and enter password **grand450**.

**Questions?**

Please contact Barbora Krsiakova at [bkrsiakova@idcanada.org](mailto:bkrsiakova@idcanada.org)