



ECEBC | early childhood
educators of BC

“Strengthening Connections Through Our Cultures and Practices”
Early Childhood Educators of British Columbia’s 44th Annual Conference
April 30 to May 2, 2015
Radisson Vancouver Airport Hotel
8181 Cambie Road, Richmond, BC

INFORMATION FOR TRADE FAIR EXHIBITORS

Dear Exhibitors:

The Early Childhood Educators of British Columbia is pleased to announce our 44th Annual Conference. The conference will host delegates and presenters who are from local, provincial and national destinations.

Your participation in Conference 2015 will provide you with a unique opportunity to showcase your business to a truly national audience. The Radisson Vancouver Airport Hotel 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 both days will be able to store their products in a secure storage room onsite, if needed.

Space is limited this year so 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,

Glenda Burrows

Glenda Burrows
ECEBC Director of Conference

Contact Information

Trade and Resource Fair Coordinator:

Yasmin Irani

O: 604.709.6063, ext. 1 or 1.800.797.5602

membership@ecebc.ca

ECEBC Office (The Association)

2774 East Broadway

Vancouver, BC V5M 1Y8

Exhibit Site and Times

The Radisson Vancouver Airport Hotel is located at 8181 Cambie Road in Richmond, BC. Please see attached floor plan when planning and requesting exhibit space.

Exhibit Times

April 30, 2015: Early set up from 4:00 p.m. – 7:00 p.m.

May 1, 2015: Set up from 6:30 a.m. – 7:30 a.m.
Trade Fair from 7:30 a.m. – 5:30 p.m.

May 2, 2015: Set up from 6:30 a.m. – 7:30 a.m.
Trade Fair from 7:30 a.m. – 2:00 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 east side of the hotel parking lot. Exhibitor space is on the second level. Assistance with moving materials is available. Please indicate specific needs at the concierge desk.

Exhibitor Criteria

Please note that due to changes in conference format, the number of spaces are 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.

Application Deadline

Exhibitor application must be accompanied with required payment of and received by **Monday, January 5, 2015** to be considered. Successful applicants will be notified by Wednesday, January 7, 2015.

Payment and Cancellations

Payment for exhibit space must be made in full by **Monday, January 5, 2015**. Failure to do so will result in the loss of space.

Cancellations must be received by ECEBC in writing by Monday, March 30, 2015. 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 Exhibit.

Each exhibitor will be assigned an **8' 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.

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 and this has been a welcome addition to our conference and is very much appreciated by our delegates. Please let us know about your wish to participate when you register for space.

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 2015.

Yours sincerely,

Glenda Burrows

Glenda Burrows,
ECEBC Director of Conference



Application for Purchase of 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) <input type="checkbox"/> 1 day - \$250 <input type="checkbox"/> 2 days - \$385 OR <input type="checkbox"/> 2 tables, 1 day (\$470) <input type="checkbox"/> 2 tables, 2 days (\$720) *Space fees include coffee and buffet lunch. **Should the Association not select your application for the Trade Fair your cheque will be returned to you.</p> <p>Electrical 750-watt electrical outlet setup can be arranged for a fee of \$50 per outlet. Please indicate if you will require an outlet. <input type="checkbox"/> Yes Quantity _____ <input type="checkbox"/> No</p> <p>Internet Wireless or wired internet can be set up at your space for a fee of \$50 per connection. <input type="checkbox"/> Yes Quantity _____ <input type="checkbox"/> No</p> <p>Fees (due with application)</p>	<p>Total Space fees: \$</p>
	<p>Total Electrical fees: \$</p>
	<p>Total Internet fees: \$</p>
	<p>Total Fees: \$ Fees due January 5, 2015</p>

Product samples

Please include 5 photos, slides or digital files of your product.

Cancellations

Should you cancel your participation before March 30, 2015, ECEBC will send you a cheque for your space fee minus \$100 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)
<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
Card No. _____ Expiry Date _____
Name of Card Holder _____
Signature _____
<input type="checkbox"/> Electrical outlets order
<input type="checkbox"/> Product samples
<input type="checkbox"/> Intent to donate door prize
<input type="checkbox"/> Signature

Please **fax** back to 604.709.6077 **or** email to membership@ecebc.ca

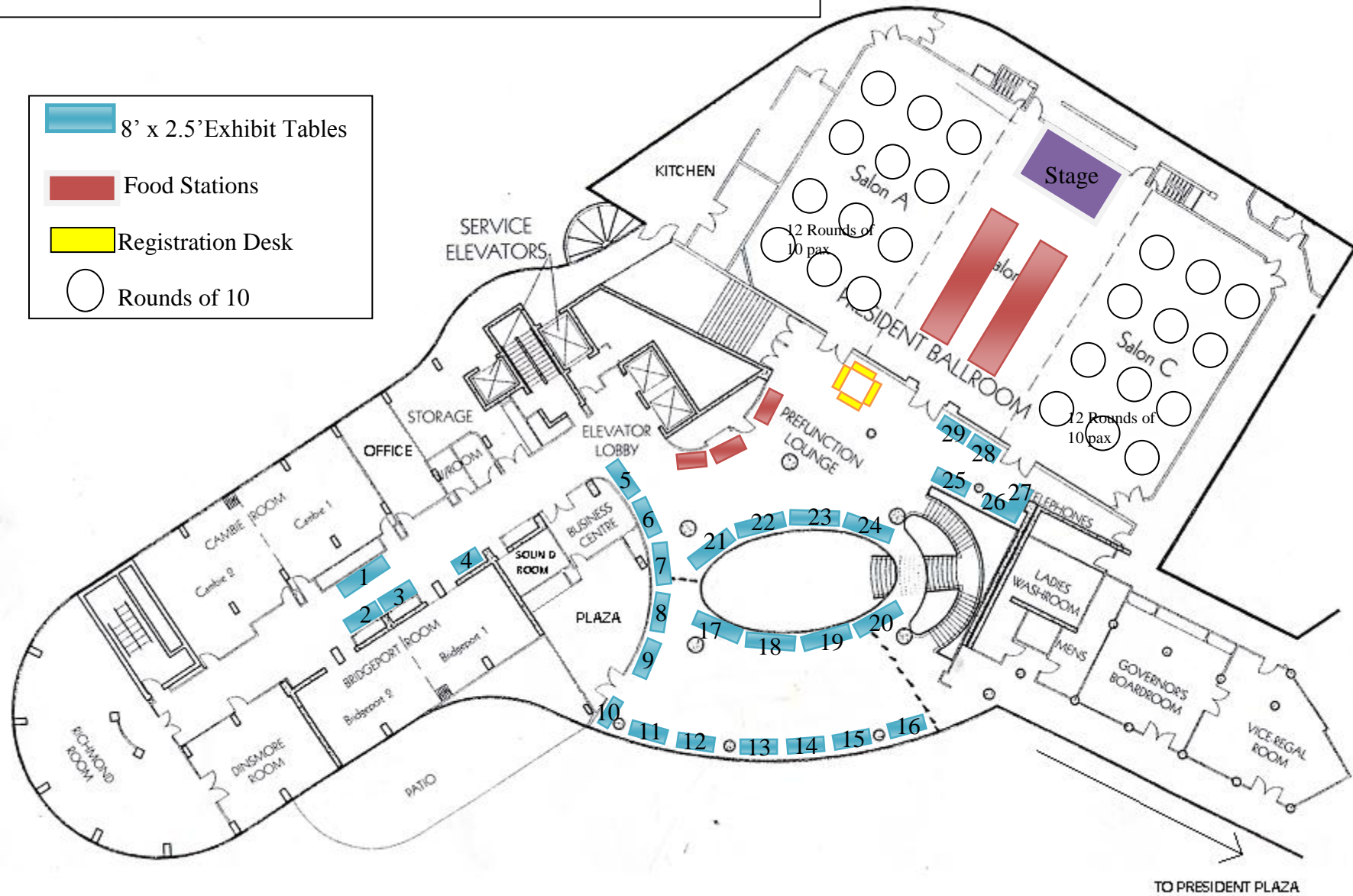
or mail to : ECEBC
Attn: Conference Coordinator
2774 East Broadway
Vancouver, BC V5M 1Y8

Applications due January 5, 2015.

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

ECEBC Trade Fair Exhibit Floor Plan

8' x 2.5' Exhibit Tables
 Food Stations
 Registration Desk
 Rounds of 10



Radisson Hotel Vancouver Airport
8181 Cambie Road, Richmond, BC V6X 3X9