



ECEBC | early childhood
educators of BC

“Navigating Our World Through the Lens of Early Childhood. It’s Our Moment.”

Early Childhood Educators of British Columbia’s 47th Annual Conference

May 3 to 5, 2018

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 47th Annual Conference. The conference will host delegates and presenters who are from local, provincial and national destinations.

Your participation in Conference 2018 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 two or three days will be able to store their products in a secure storage room onsite, if needed.

Space is limited and 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,

Sonia Tavares

Sonia Tavares,
ECEBC Director of Conference

Contact Information

Trade and Resource Fair Coordinator:

Christine Buttkus

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

May 3, 2018: Set up from 7:00 a.m. – 8:00 a.m.
Trade Fair from 8:00 a.m. – 5:00 p.m.

May 4, 2018: Set up from 7:00 a.m. – 8:00 a.m.
Trade Fair from 8:00 a.m. – 5:30 p.m.

May 5, 2018: Set up from 7:00 a.m. – 8:00 a.m.
Trade Fair from 8:00 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 **Tuesday, January 2, 2018** to be considered. Successful applicants will be notified by Wednesday, January 10, 2018.

Payment and Cancellations

Payment for exhibit space must be made in full by **Tuesday, January 2, 2018**. Failure to do so will result in the loss of space.

Cancellations must be received by ECEBC in writing by Tuesday, April 3, 2018. 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; this has been a welcome addition to our conference and is very much appreciated by our delegates. Please let us know if you 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 2018.

Yours sincerely,

Sonia Tavares

Sonia Tavares,
ECEBC Director of Conference



Application for Purchase of 2018 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, and circle days)</p> <p><input type="checkbox"/> 1 table, 1 day (Thurs, Fri or Sat) - \$250</p> <p><input type="checkbox"/> 1 table, 2 days (Thurs/Fri or Fri/Sat) - \$385</p> <p><input type="checkbox"/> 1 table, 3 days (Thurs, Fri and Sat) - \$385</p> <p>OR</p> <p><input type="checkbox"/> 2 tables, 1 day (Thurs, Fri or Sat) - \$470</p> <p><input type="checkbox"/> 2 tables, 2 days (Thurs/Fri or Fri/Sat) - \$720</p> <p><input type="checkbox"/> 2 tables, 3 days (Thurs, Fri and Sat) - \$720</p> <p>*Space fees include morning coffee and buffet lunch for one person</p>	<p>Total Space fees: \$</p>
<p>Electrical</p> <p>750-watt electrical outlet setup can be arranged for a fee of \$50 per outlet. Please indicate if you will require an outlet.</p> <p><input type="checkbox"/> Yes Quantity _____</p> <p><input type="checkbox"/> No</p>	<p>Total Electrical fees: \$</p>
<p>Internet</p> <p>Free Wi-Fi is available. Enhanced internet can be set up at your space for a fee of \$50 per connection.</p> <p><input type="checkbox"/> Yes Quantity _____</p> <p><input type="checkbox"/> No</p>	<p>Total Internet fees: \$</p>

Exhibitor Lunch 1 Lunch is included Extra lunches are available at a cost of \$25 <input type="checkbox"/> Yes Quantity _____ <input type="checkbox"/> No	Total Lunch fees: \$
Fees (due with application)	Total Fees: \$ Fees due January 2, 2018

Product samples (new vendors)

Please include a maximum of five (5) photos, slides or digital files of your product.

Cancellations

Should you cancel your participation before April 3, 2018, 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 <input type="checkbox"/> I would like to pay by VISA/MC Card No. _____ Name of Card Holder _____ Signature _____	<input type="checkbox"/> Electrical outlets order <input type="checkbox"/> Product samples <input type="checkbox"/> Intent to donate door prize
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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 and payment due January 2, 2018.

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