



**THIRD WORLD CONGRESS OF
SPORTS PHYSICAL THERAPY
VANCOUVER 2019**

PRESENTED BY:



**Vancouver Convention Centre
Level 2 – VCC West Building
October 4-5, 2019**

Dear Exhibitor/Sponsor,

Thank you for your participation in the fast-approaching Third World Congress of Sport Physical Therapy - we are pleased you have joined us this year for its first appearance to North America! We look forward to hosting your company, technology, and products at our Congress, October 4-5 at the Vancouver Convention Centre!

The Exhibitor Kit is now available through Levy Show Service, our exclusive provider! They will be your go-to for all your booth needs, including furniture, accessories, graphics or signage, a/v, labour, transportation, and many other services! For assistance, you may contact their Customer Services Department at +1(604)-277-1726, or by email at operations@levyshow.com.

Please take a moment to review our Welcome Package as it includes exhibitor information that we feel is vital to the flawless execution and success of your booth at our Congress. In here you will find details about our exhibition times and move-in/out dates, exhibitor services information and contacts, border transport, and other useful tidbits!

Our team will be able to help you with any questions or concerns you have. Should you need additional assistance, please contact us by email at events@sportphysio.ca.

Sincerely,
Erik Torchia, Sponsorship Chair SPC2019
Dale Harris, Sponsorship Coordinator SPC2019



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CONGRESS VENUE

Vancouver Convention Centre (VCC West) – Level 2
1055 Canada Place, Vancouver BC, V6C0C3

For visiting information, including directions and parking availability, visit:
www.vancouverconventioncentre.com/visiting

CONGRESS EXHIBITOR HALL SHOW HOURS

Thursday October 3rd – 8am-6pm (pre-conference courses)

Friday October 4th - 8am-6pm

Saturday October 5th – 8am- 4:30pm

*Please refer to the scientific program on www.spc2019.ca for further details on break and lunch times.

EXHIBIT INSTALLATION & DISMANTLE

Move-in: Thursday October 3rd 3pm- 6pm

Move-out: Saturday October 5th – 4:30pm-7:30pm

*Exhibit move in/out is not permitted while the show is open. Due to safety procedures, aside from small packing, exhibitors will not be permitted to dismantle exhibits prior to the exhibit hall closing time.

EXHIBITOR SERVICES

We are pleased to announce that Levy Show Services will be the exclusive service contractor to the Congress. They are pleased to provide a special discounted rate on many of their services if completed forms and payment are submitted prior to **September 20th, 2019**.

Should you have any questions, please contact their Customer Services Department at +1(604)-277-1726 or operations@levyshow.com.

Please refer to the Levy Show Services order form on the www.spc2019.ca website under the *Sponsor & Exhibitor Booths* tab.

BOOTH ELECTRICITY

Basic power supply is available at additional cost. Should your exhibit require electric outlets, please access the online submission form:

<https://www.vancouverconventioncentre.com/services/exhibitor-services/online-ordering>

Should you have any special electrical requirements beyond the basic offerings, please contact Pia Mamaril by email at pmamaril@vancouverconventioncentre.com or phone at +1(604)-647-7328.

****Advanced rate order deadline: September 12, 2019. Final deadline October 1st.**



INTERNET

WIFI will be available in the exhibition hall, though will only be at 5mbps. Should you require anything more substantial, please contact the Vancouver Convention Centre and they will be able to provide a quote for the upgrade. Basic connection details will be available upon arrival.

SHIPPING/RECEIVING

For further details, please refer to Levy Show Services.

STORAGE

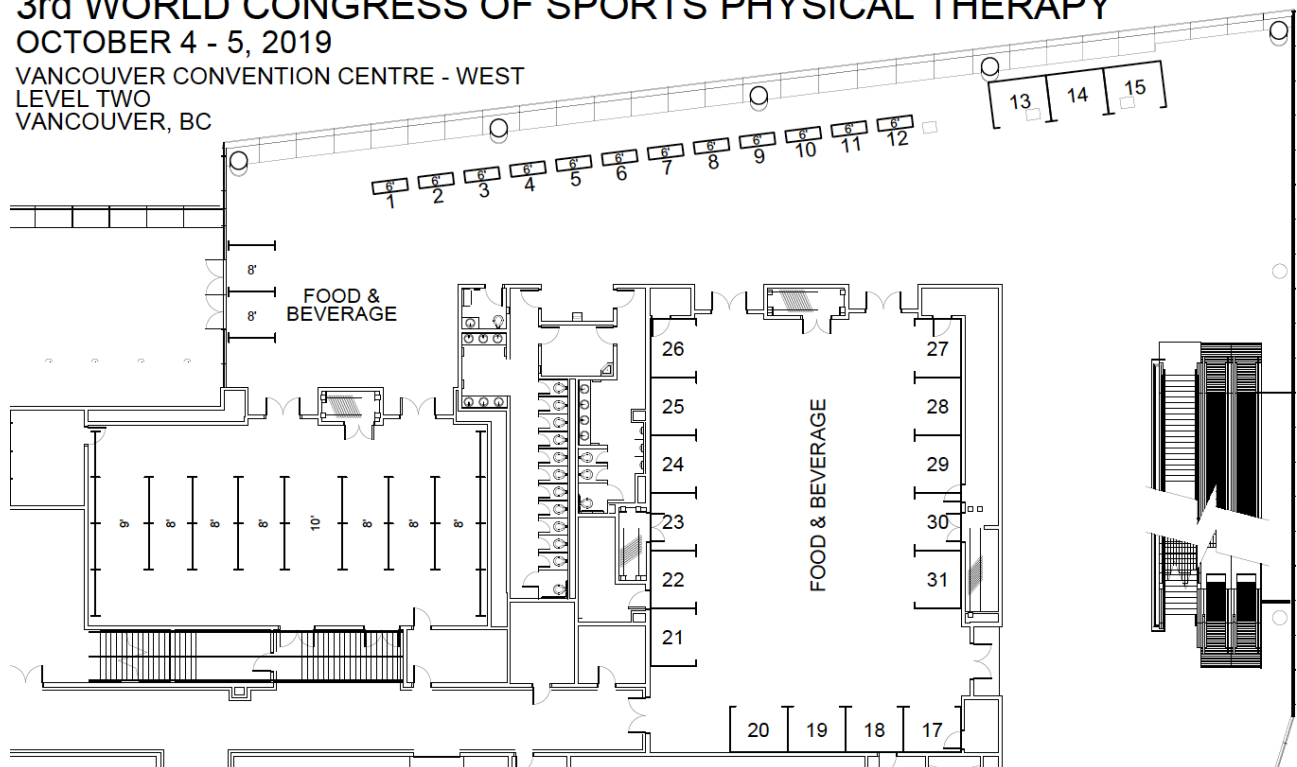
There is no additional storage space provided. Should you have any concerns, please contact us at events@sportphysio.ca.

UPDATED EXHIBITOR FLOOR PLAN

3rd WORLD CONGRESS OF SPORTS PHYSICAL THERAPY

OCTOBER 4 - 5, 2019

VANCOUVER CONVENTION CENTRE - WEST
LEVEL TWO
VANCOUVER, BC



****Exhibitor location reservations are not accepted at this time.**



EXHIBITOR BOOTH

Standard (Medium) Booth Includes:

- 8ft high drapery backwall, 3ft high sidewalls, a 6ftx2ft skirted table, 2 fabric chairs, and a booth identification sign.
- Access to customization and booth building services provided by Levy Show Services. Any additions to the standard booth package are at the cost to the exhibitor, and may require prior approval from the venue and Congress.

Small Booths are a simple table-top design. Sizing details to follow.

All exhibitor packages will also include:

- Two (2) ID badges for exhibitors. Additional representation is an additional charge.
- Advertisement of your company on our conference app, and on the Congress website
- One (1) social media promotion during the conference
- Exhibitor Postcard Competition: All delegates will be provided with a postcard that they will bring to each exhibitor booth. A draw for prizes will motivate attendees to visit all exhibitors.
- Delegate Kit Bag: Each company may provide one handout or giveaway to be included in the delegate registration kit bag.
- Further opportunities are available on request, including further sponsorship availability. Please refer to our *Conference Prospectus* for further details.

BORDER-TO-SHOW SERVICES

The Canada Border Services Agency (CBSA) and the International Events and Convention Centre Services Program (IECSP) officially recognizes our event. Should you be importing display booth items, publications, or other convention material, you may import these items temporarily under the tariff classification 9993.00.00.00 duty free, on the condition that the goods will be exported from Canada upon completion of the congress. If coming from the U.S., please consult the U.S. Customs and Border Protection prior to shipping convention materials.

CUSTOMS BROKER

The IECSP has designated RHB Logistics Customs Broker as our official broker. This service is facilitated by Levy Show Services. If you have questions concerning importing convention material into Canada, please contact April Cheng at +1(604)-277-1726.



SECURITY TIPS

The Vancouver Convention Centre is the exclusive provider of move-in and move-out security control. After regularly scheduled exhibit hours, the exhibit hall will be locked where possible. Show management's objective is to implement reasonable measures to minimize the risk of loss of property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the facility, the Canadian Physiotherapy Association, Sport Physiotherapy Canada, and Levy Show Services are not liable for any loss of merchandise or equipment from your booth before, during, or after the event. It is your responsibility to safeguard your exhibit.

Please be sure that your insurance coverage is adequate to protect your exhibit against damage from the time it leaves your premises until it returns.

ACCOMMODATIONS

The following hotels are offering reduced rates for Congress Exhibitors on a first come, first serve basis. Please let them know you will be in attendance for the Third World Congress of Sport Physical Therapy

- Fairmont Hotel Vancouver – 1800-441-1414 (Quote: WORL2019 for rates)
- Delta Vancouver Downtown Suites – 1844-254-5048 (Quote SPC2019 for rates)
- Vancouver Marriott Pinnacle Downtown – 1800-207-4150
- Westin Bayshore Hotel – 1-888-627-8634
- Four Seasons Hotel – 1-866-223-9333

On-line booking is available at <https://www.sportphysio.ca/calendar-of-upcoming-events/spc2019/accomodations>.

***ALERT*: HOTEL POACHER/PIRATE ALERT:**

We have learned that unauthorized housing companies (poachers or pirates) have been contacting our members offering less expensive rates at hotels for the World Congress of Sports Physical Therapy. When individuals book hotel accommodations through poachers or pirates, the consequences can be costly: event participants may be left without hotel rooms when they arrive at the event and incur fraudulent charges on their credit cards.

Sport Physiotherapy Canada (SPC) has worked diligently with hotels in Vancouver to establish room blocks for attendees, speakers and exhibitors and does not work with third party housing providers. Improper solicitation of hotel reservations from any company or housing provider is not approved by SPC or The Canadian Physiotherapy Association (CPA).



PARKING

Ample parking is available through independent operators within the West Building at 1055 Canada Place. Enter off of Canada Place, a half-block west of the Burrard Street Intersection on the right-hand side.

BADGES

Your booth provides two (2) badges within your exhibitor registration and will be available at the registration desk. Additional badges may be purchased for an additional surcharge – please email events@sportphysio.ca for details. Booth representatives must be wearing badges at all times at booths and must be staffed during published exhibit hall hours.

FOOD AND BEVERAGE

Exhibitors will be provided food for two attendees during the breaks. Additional meals will incur a charge.

RECEPTION

The opening reception will be immediately following the final plenary session on Day 1 in the exhibitor area, starting at 6pm on Friday October 4th. Two representatives from your booth are welcome to attend and network with the attendees.

LOGO SUBMISSION

Please be sure to provide your company's logos in .jpeg format to events@sportphysio.ca. Without this provided, your logo may not be included on Congress branded material, website, and conference app.

POLICIES & PROCEDURES

- All sponsors must abide by the hours of the exhibit hall and venue instructions.
- Move-in/out must be completed in the time allotted (as noted above)
- Levy Show Services is the Congress' exclusive provider. Should you have additional booth requirements, please make arrangements with Levy Show Services.
- We are unable to hold exhibit or sponsorship allotment without receipt of a completed application and full payment.

CANCELLATIONS & REFUND POLICY



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Exhibitor cancellations, at this time, will result in all monies being forfeited.