Asia-Pacific Association for International Education
ANNUAL CONFERENCE & EXHIBITION
Vancouver, Canada | March 22-26, 2020
Vancouver Convention Center, East Building

EXHIBITOR MANUAL
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1. Event Summary

Event Dates: March 22 – 26, 2020
Exhibit Dates: March 23 – 25, 2020
Location: Vancouver, BC, Canada
Venue: Vancouver Convention Centre, East Building
Room: Exhibit Halls A,B,C
Website: www.apaie2020.org

2. Deadlines

<table>
<thead>
<tr>
<th>Order Forms</th>
<th>Return to</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs &amp; Shipping Services</td>
<td>Levy Show Service</td>
<td>Prior to shipping</td>
</tr>
<tr>
<td>Booth Services</td>
<td>Levy Show Service</td>
<td>March 16, 2020 (Early-bird pricing: March 6, 2020)</td>
</tr>
<tr>
<td>Request for Set-Up by Non-Official Contractor</td>
<td>Levy Show Service</td>
<td>March 6, 2020</td>
</tr>
<tr>
<td>Venue Services</td>
<td>Vancouver Convention Centre</td>
<td>March 19, 2020 (Early-bird pricing: February 28, 2020)</td>
</tr>
<tr>
<td>Advance Warehouse order</td>
<td>Levy Show Service</td>
<td>February 18 – March 17, 2020</td>
</tr>
</tbody>
</table>

* See links / forms on next page.
3. Contact Information

Exhibit Manager
Leigh Ward: [+1] 236-521-5301  
APAIE2020-Exhibits@icsevents.com

Sponsorship & Exhibit Sales Manager
Cali Vindeirinho: [+1] 604 639 3919  
APAIE2020-Outreach@icsevents.com

Conference Manager
Jennifer Nguyen: [+1] 236 521 0026  
APAIE2020@icsevents.com

Registration & Housing Coordinator
Alex Frias: [+1] 236-521-0030  
APAIE2020-Registration@icsevents.com

General Services Contractor
Levy Show Service Inc.
Furniture / Equipment / Material Handling / Accessories
Exhibitor Service Representatives: [+1] 604-244-1726  
operations@levyshow.com

Customs & Shipping
Carmen Chan: [+1] 604-277-1726  
CChan@levyshow.com
-- Link to order online: https://bit.ly/2Ilp6yI (Show Code: APAIE2020)
-- Instructions for online ordering: https://bit.ly/2Zmd3Ub
-- Link to PDF forms: https://bit.ly/30qbpgy

Venue Services
Vancouver Convention Centre
Electrical / Plumbing / Booth Security / Housekeeping / Telecommunications / Internet
Alanna Hampel: [+1] 604-647-7391  
AHampel@vancouverconventioncentre.com
-- Link to order online: https://bit.ly/2rCutuy (scroll to March - click on “Asia Pacific Conference on International Education”)
-- Instructions for ordering online: https://bit.ly/30SCbxS

Food & Beverage (in-booth catering)
Susan Hutcheon: [+1] 604-647-7243  
SHutcheon@vancouverconventioncentre.com
4. General Information

A. Exhibition Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Exhibitor Move-In 1</td>
<td>Saturday, March 21 09:00 – 22:00</td>
</tr>
<tr>
<td>(custom-built booths over 18 m²)</td>
<td>Sunday, March 22 06:00 – 22:00</td>
</tr>
<tr>
<td>Exhibitor Move-In 1</td>
<td>Sunday, March 22 12:00 – 22:00</td>
</tr>
<tr>
<td>(all other exhibitors)</td>
<td></td>
</tr>
<tr>
<td>Exhibition Show Hours 2</td>
<td>Monday, March 23 08:30 - 17:30</td>
</tr>
<tr>
<td></td>
<td>Tuesday, March 24 08:30 - 17:30</td>
</tr>
<tr>
<td></td>
<td>Wednesday, March 25 08:30 - 15:30</td>
</tr>
<tr>
<td>Exhibitor Move-Out 3</td>
<td>Wednesday, March 25 16:00 – 16:30 (quiet, hand-carry items only)</td>
</tr>
<tr>
<td></td>
<td>16:30 – 23:00 (regular move-out)</td>
</tr>
</tbody>
</table>

1 All exhibit booths must be show ready by 22:00 on Sunday, March 22.
2 All exhibits are required to be staffed during Exhibition Show Hours.
3 Please note that due to ongoing sessions nearby, only quiet carry-out will be allowed from 16:00 to 16:30 on Wednesday, March 25. Regular move-out will commence at 16:30 after the last session. Empty crates will only be returned to the Exhibit Hall at that time. To ensure all materials are removed from the facility in a timely fashion, please have your drivers, carriers, and shippers check in by 19:30 at the latest.

B. Registration

Each exhibiting organization receives two (2) complimentary Conference passes for each 3m x 2m exhibition space purchased in the event. Registrations grant access to the Exhibit Hall and to the following privileges:

- Conference sessions
- Morning and afternoon networking breaks
- Networking Buffet Lunches
- Networking lounges and poster presentations

An email with registration information will be sent to paid exhibitors. Please refer to the email to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.
C. Accommodation
Accommodation can be booked at time of registration. The APAIE 2020 Professional Conference Organizer (International Conference Services Ltd.) is the official housing bureau for APAIE 2020 and will offer assistance with the coordination of housing requirements for the Conference. We have negotiated special room rates with hotels near the Vancouver Convention Centre. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

Although APAIE and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Conference and book through the official housing bureau. The success of the Conference and the supporting associations depends on you using the contracted hotels.

The APAIE 2020 Professional Conference Organizer and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Conference in form of financial penalties (attrition charges) and place the financial success of the Conference at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at APAIE2020-Registration@icsevents.com.

WARNING: We are aware that illegitimate companies are targeting our exhibitors, calling to ‘offer’ to set them up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Conference website or through the instructions we’ll send you.

D. Exhibit Space Packages

1. Package A - Standard Shell Scheme
Each Standard Shell Scheme exhibition space includes the following:

- 3m x 2m shell scheme, carpet included
  - Back hard wall, white: 3 pieces of 1m wide x 2.5m high (usable area: 0.964m x 2.267m each)
  - Side hard walls, white: 1 piece of 1m wide x 2.5m high (usable area: 0.964m x 2.267m) + 1 piece of 1m wide x 1m high (usable area: 0.964m x 0.767m)
- One (1) fascia header with organization name and booth number
- One (1) 1.8m x 0.6m skirted table (purple) OR One (1) 0.7m high round table (white) - please see the “Standard Hardwall Booth Form” paragraph on next page
- Two (2) padded chairs
- One (1) wastebasket
- One (1) power socket, 750W 120 Volt
Exhibition space does not include any of the following: additional furniture, labour, shipping or any other services. These items should be ordered through the links provided in the Exhibitor Order Forms & Documents section of this Exhibitor Manual.

Spotlights are also not included in the package. If you wish to order these for your booth, they are available to order via our General Services Contractor, Levy Show Service. You can order these either:

- via their online portal (see “Link to order online” page 4 of this Manual) - once registered, click on “Begin Online Ordering” then “Hardwall Accessories” section
- OR
- via their PDF forms (see “Link to PDF forms” page 4) - “Hardwall System Upgrade Rental Order Form” page 33 of the PDF, under the accessories portion on the bottom right hand side of the form.

Please download the Standard Hardwall Booth Form at: https://bit.ly/2OXXH1t. You can choose between two options for the furniture package. Complete the form and return it by email to Levy Show Service (email on Form) and the APAIE 2020 Exhibit Manager (email in footer below).
2. Package B – Space-only for Custom-Built Booths
Each exhibition space includes only the 3m x 2m raw space. It does not include any of the following: carpet, furniture, electricity, labour, shipping or any other services. These items should be ordered through the links provided in the Exhibitor Order Forms & Documents section of this Exhibitor Manual.

Exhibit Hall A at the Vancouver Convention Centre is carpeted; Exhibit Halls B, C are not carpeted. In Exhibit Halls B, C the APAIE 2020 Professional Conference Organizer will carpet aisles between exhibit booths but it is mandatory for custom-built booths to install floor covering (carpet or hard flooring) in Exhibit Halls B, C. Please note: exhibitors cannot glue their floor covering to the floor. Floor covering can be ordered here: https://bit.ly/2Ilp6yl (Show Code: APAIE2020).

All exhibitors planning a custom-built exhibit space are required to get approval on their booth layouts / designs from the APAIE 2020 Exhibit Manager. The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the APAIE 2020 Exhibit Manager. If exhibit plans are revised after approval has been sent, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

Deadline for submission of custom-built booth layout: December 13, 2020
Maximum booth height restrictions are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Height</th>
<th>m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back wall</td>
<td>8'-0&quot;</td>
<td>2.5</td>
</tr>
<tr>
<td>Side walls</td>
<td>3'-0&quot;</td>
<td>1.0</td>
</tr>
<tr>
<td>Max height for overhead signage (set up from floor, no rigging)</td>
<td>24’11”</td>
<td>7.6</td>
</tr>
</tbody>
</table>

Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only the assembled equipment is allowed inside. Electrical tools such as compressor, welder, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hall. Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

**Booth Set-Up by Non-Official Contractor**

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must request permission by filling out the Request for Set-Up by Non-Official Contractor form here: [https://bit.ly/2L8wlMO](https://bit.ly/2L8wlMO) and returning to Levy Show Service Inc. no later than March 6, 2020.

All agents representing the Exhibitor must be fully identified. All agents or representatives who are performing services other than the Exhibitor’s own employees must provide Levy Show Service Inc. with Certificates of Insurance by March 6, 2020.

If the Request for Set-Up by Non-Official Contractor form and the Certificate of Insurance from the non-official contractor is not received by March 6, 2020, your non-official contractor will be allowed to supervise only. All labour must then be hired from Levy Show Service Inc. for installation and dismantle of the exhibit. Please refer to the form for further important instructions.

**E. Shipping & Customs**

Levy Show Service is the official customs broker and transportation service provider for APAIE 2020. To ensure all shipments arrive on time, the use of the official customs brokers and Advance Warehouse is highly recommended. Download the label to ship to the Advance Warehouse at: [https://bit.ly/2Hn3ysz](https://bit.ly/2Hn3ysz) (it includes the mandatory Material Handling Form). Customs broker and transportation services can be ordered here: [https://bit.ly/2Ilp6yl](https://bit.ly/2Ilp6yl) (Show Code: APAIE2020). The APAIE 2020 Professional Conference Organizer cannot be responsible for any delayed or lost shipments.

Should you decide to not ship with the official transportation service provider and not take advantage of advanced materials handling, you will be asked to request your time slot at the loading dock in advance, starting March 2. All move-in/out times at the Vancouver Convention Centre will be scheduled on Voyage Control, a reservation system for booking a dedicated move in time for vehicles.

Due to the loading dock capacities at Vancouver Convention Centre, all large pavilions will need to schedule a time to unload their shipments via the dock and transported to the show floor. It is of
Professional Conference Organizer:
International Conference Services Ltd.
Suite 300 – 1201 West Pender Street Vancouver, BC Canada V6E 2V2
Tel: +1 604 681 2153 • Email: APAIE2020-Exhibits@icsevents.com • Web: www.APAIE2020.com

extreme importance for all to strictly adhere to their scheduled unloading times to ensure the smooth and timely setup of each booth. To request a time slot at the loading dock, you will be provided a URL in advance of March 2, to be filled by March 15.

**Loading dock restrictions:** Transport vehicles larger than a 5-ton truck cannot be accommodated by the Vancouver Convention Centre - East Loading Docks. A pup or 53' trailer will not have access to the loading docks.

We understand that some of the materials that you might be bringing to the show may not necessitate the need to use the loading and staging area for your Move-In. If this is the case, then you don’t need to use Voyage Control and you may enter through the Main Entrance or Parking Level with materials in hand or a hand dolly directly to your booth to set-up. For simple booths, you may also ship directly to show site on move-in day; for this, download the Show Site Shipping Label at: [https://bit.ly/2KSILzv](https://bit.ly/2KSILzv) (it includes the mandatory Material Handling Form).

**F. Move-In & Construction Limitations**

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed evenings, during which time no one will have access to the hall. The exhibitor must complete exhibit construction within the given move-in timeframe, which is specified in the Exhibition Schedule above.

If the exhibitor has not commenced exhibit construction/decoration one hour prior to event opening, the APAIE 2020 Professional Conference Organizer has the right to dispose of the exhibit space at its own discretion. Moreover, the exhibitor is then liable to APAIE 2020 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. Maximum floor loading is 1,400 kg/m².

All exhibits must comply with all regulations established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor’s expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event.

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1’-0” (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the APAIE 2020 Professional Conference Organizer may demand those items to be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.
No one under the age of 15 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

The APAIE 2020 Professional Conference Organizer, Vancouver Convention Centre and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

G. Security & Safety
The Exhibition Hall will be locked during non-Exhibit Service Centre hours. Security will be provided during the set-up, show and dismantling period. Although 24-hour security is provided, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without consent of the APAIE 2020 Professional Conference Organizer. The APAIE 2020 Professional Conference Organizer and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, in order to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

The first aid room at the Vancouver Convention Centre, East Building is located in the lobby. Vancouver Convention Centre security personnel are trained as first responders in fire/safety and first aid emergencies including the use of on-site defibrillators. First aid assistance is available by calling 7500 from any house phone, (604)-647-7500 from any cell phone, or by contacting Vancouver Convention Centre personnel.

Additional booth security can be ordered from VCC’s online ordering platform at: https://bit.ly/2rCutuv (scroll to March - click on “Asia Pacific Conference on International Education”).

H. Liability Insurance
APAIE 2020 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Therefore APAIE 2020 requires all its exhibitors to provide proof of liability insurance with a minimum of CAD 2,000,000 for each accident or occurrence limit of liability is in place for the duration of the event. Third party liability insurance certificate is mandatory and must be provided to the APAIE 2020 Exhibit Manager no later than February 21, 2020. In case the exhibitor receives the invoice after February 21, 2020, the exhibitor is required to provide the certificate of insurance as soon as possible; but prior to move-in. Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
• Covering Third Party Bodily Injury and Property Damage
• Including Non-Owned Automobile
• Including Host Liquor Liability, if planning on serving Liquor
• Including Cross Liability Clause

Additional insured to be named:
• International Conference Services Ltd.
• British Columbia Council for International Education (BCCIE)
• Vancouver Convention Centre

Insurance companies may submit their own form (must be in English only). Please upload proof of insurance on your Exhibitor Portal (dedicated link provided in the “Order Confirmation” email you received from us) by **February 21, 2020**.

I. Announcements/Messages
Announcements will not be permitted during the show.

J. Parking
There are two independently operated parking facilities located within the Vancouver Convention Centre. They operate 24 hours per day, 7 days a week on a first come, first served basis. The East building has 750 stalls and is operated by WestPark (WestPark Lot #034 - Canada Place). WestPark can be reached at (604)-669-7275 or at [vancouver@westpark.com](mailto:vancouver@westpark.com). Rates can be viewed at [canadaplace.westpark.com/rates.html](http://canadaplace.westpark.com/rates.html).

K. In-Booth Catering
The exclusive caterer for the Vancouver Convention Centre is Centerplate Food and Beverage. It is not permissible for any food and beverage to be purchased or brought in from off-site and served in the convention centre, regardless of quantity. Leftover food and beverage cannot be taken off the premises. For more information on the menus, ordering, and other enquires, please contact Susan Hutcheon, 604-647-7243, [SHutcheon@vancouverconventioncentre.com](mailto:SHutcheon@vancouverconventioncentre.com).

L. Housekeeping
The APAIE 2020 Professional Conference Organizer is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times. Housekeeping can be ordered from VCC’s online ordering platform at: [https://bit.ly/2rCutuv](https://bit.ly/2rCutuv) (scroll to March - click on “Asia Pacific Conference on International Education”).

M. Advertisements, Sales Activities and Presentations
The exhibitor agrees to confine all products/services demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said exhibit space confines. Exceptions may be given by the APAIE 2020 Exhibit Manager prior to show opening in writing.
The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the APAIE 2020 Exhibit Manager. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Approval must be requested by filling out the Booth Entertainment Request Form (download here: https://bit.ly/2GBNEKE) returning it to the APAIE 2020 Exhibit Manager by February 21, 2020.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths.

The exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

N. Giveaways
Giveaways must be pre-approved. Distribution of any material is limited to contracted exhibit space only. It is recommended to await approval from the APAIE 2020 Exhibit Manager prior to production and shipment of any Conference related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Approval must be requested by filling out the Giveaway Request Form (download here: https://bit.ly/2YcWCZN) and returning it to the APAIE 2020 Exhibit Manager by February 21, 2020.

O. Non-Smoking
Smoking, including e-cigarettes is prohibited in the Exhibit Hall and the Vancouver Convention Centre.

P. Move-out & Removal
Dismantling of exhibit construction and décor may only commence at the last day of the event after the end of the event. The APAIE 2020 Professional Conference Organizer reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be left in its original condition not later than outlined in the Exhibition Schedule.

After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belongings in the drawers and the shelves. The APAIE 2020 Professional Conference Organizer does not take the responsibility for any damages and losses as a consequence. Exhibitors are required to remove all materials upon completion of the event. This includes, but is not limited to, all printed materials, equipment, furniture, carpet, and construction waste. All participants must return the equipment and tools that are leased from APAIE 2020.

5. Floor Plan
The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.
“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

A link to the Exhibit Floor Plan will be provided shortly.

6. Exhibitor Order Forms & Documents
Please find the official Order Forms of APAIE 2020 using the links provided below:

A. General Show Services
Levy Show Service Inc.
Furniture | Equipment | Material Handling | Accessories
Customs & Shipping

- Shipping Label (Show Site):  [https://bit.ly/2KSILzy](https://bit.ly/2KSILzy) (it includes the mandatory Material Handling Form)

B. Venue Services
Electrical | Plumbing | Booth Security | Housekeeping | Telecom/Internet
Vancouver Convention Centre


Please be advised that the 2019 exhibitor forms will be available online until December 31, 2019. After this date they will be switched to the 2020 exhibitor order forms. After January 1, 2020, the 2019 order forms will no longer be accepted. It is recommended to purchase services before December 31, 2019 to ensure there are no increases in prices.

C. Audio Visual Services
Freeman Audio Visual


D. Lead Retrieval
Lead retrieval at APAIE 2020 is mobile app based. Exhibitors will need to have their own mobile phone or tablet with a data plan or access to Wi-Fi. Limited Wi-Fi will be provided for delegates by the
Conference, but exhibitors are expected to get their own Wi-Fi if needed, so as not to overload the bandwidth for delegates. The mobile phone or tablet camera will be used to scan QR codes from delegate badges.

The cost to access the lead retrieval app linked to delegate information is USD 250 (+5% GST). To order, please access your Exhibitor Portal. On the "Booth Details" tab, click on "Add/Remove" beside "Other required items (EPS/AI logo, etc.)" under "Required Items", scroll down to Lead Retrieval and check the box if you wish to order the service. You will then receive an invoice.

E. CBSA Letter of Recognition

Border-to-Show privileges have been granted for APAIE 2020. The Canada Boarder Services Agency (CBSA) has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

Please attach a copy of this letter to any boxes or packages being shipped to Canada for this event.


F. Other Forms

- Giveaway Request Form: https://bit.ly/2YcWCZN
- Loading Dock Time Slot Request Form: https://bit.ly/34sHOFb

G. Other Documents of Interest

- WestPark Parking at East Building: canadaplace.westpark.com/rates.html
- General Parking Information: https://bit.ly/2SCPJ16
- Food Sampling Guidelines: https://bit.ly/2TP2a6b
- Liquor Sampling: https://bit.ly/2GFmH9Q