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AIBC 2022

Exhibitor Package

Atlantic Insurance Brokers Convention
October 5 & 6, 2022

Exhibitor Package

October 5 & 6

On behalf of the organizing committee for this year's **2022 Atlantic Insurance Brokers Convention** we would like to thank you for your interest in becoming a tradeshow exhibitor.

To maximize your convention experience please review the information contained in this package. However, if you require additional information on any aspect of the tradeshow, please feel free to email us at info@iban.ca.

HOST HOTEL & TRADE SHOW LOCATION

Delta Hotels St. John's Conference Centre

120 New Gower Street, St. John's, NL A1C 6K4

Reservations Centre: 1-888-793-3582 or **709-739-6404**

Please be advised that accommodations are not included with any convention registrations. Also, due to this events popularity, we recommend exhibitors contact the Delta directly to book rooms within our block. We have also provided a list of other hotels in the vicinity for your consideration.

Murray Premises, 5 Beck's Cove | Box 208, St. John's, Newfoundland A1C 6H1, Canada – 1-855-213-0582

Blue on Water, 319 Water St, St. John's, Newfoundland A1C 1B9, Canada – 1-877-431-2583

JAG, 15 George St, St. John's, Newfoundland A1C 0B7, Canada – 1-844-564-1524

Alt Hotel, 125 Water Street, St. John's, Newfoundland A1C 5X4, Canada - 1 844-625-0123

Hilton Garden Inn, 150 New Gower St. John's, Newfoundland A1C 0C1 - 1 833-307-1223

OFFICIAL SERVICES SUPPLIERS

EXHIBITOR SERVICES – Eastern Audio Limited

Andrew Stokes, BA

Eastern Audio Limited, Account Manager

709 722 0864 | 800 640 4691

astokes@easternaudio.com

Refer to accompanying Eastern Audio package and please use the Materials Handling Order Form for delivery address and labeling instructions.

TRADE SHOW SCHEDULE

SHOW SET UP:	Tuesday	October 4	Not accessible
EXHIBITOR MOVE IN:	Wednesday	October 5	9 am – 2 pm
All exhibits must be fully installed by 2 pm on October 5			
TRADE SHOW EXHIBITION HOURS			
Wednesday, October 5	4 pm – 7 pm	Opening of Tradeshow Welcome and Buffet Supper	
Thursday, October 6	10 am – 12 pm	Trade Show and Nutrition Break	
EXHIBITOR MOVE OUT:	Tuesday	October 6	2 pm – 6 pm

** Exhibit staff must be employees or affiliated with the exhibiting company and all booths must have staff present during exhibit hours. No early teardown of booths will be permitted.*

BOOTH SPECIFICATIONS

Due to venue specifications, we have two areas where exhibit booths will be placed.

- Exhibit Hall - Booth Size 8 x 10
- Lobby - Booth Size 6 x 10
- Pipe & Drape – all booths - back and side
- Skirted Table
- 2 Chairs
- Power Hookup

**Any additional requirements can be arranged directly through Eastern Audio.*

BOOTH ASSIGNMENTS

Booth space is assigned by the organizing committee with sponsors receiving priority/preferred placement. Booths will be awarded following sponsor commitments on a first come first serve basis and at the sole discretion of the committee. The organizing committee also reserves the right to reassign, relocate or cancel exhibit space as required in order to provide the best possible distribution of exhibits or to accommodate venue changes.

**** All exhibitors must submit proof of insurance coverage for the event using the Certificate of Insurance form requirements available on the convention website. Participation is contingent on receipt of this**

information which should be sent to both Jeremy Cheater jcheater@steersinsurance.com and Debbie Paul info@iban.ca – subject line *Convention Tradeshow*.

PAYMENT POLICY

All registrations must be completed online through the www.brokersconvention.ca website. All exhibit staff must be preregistered before commencement of the event.

One full delegate registration is included with the purchase of an exhibitor booth.

The full delegate will be considered the primary contact for the booth. The full delegate will be entitled to attend all convention activities except the City Tour which must be purchased separately.

All other staff must register separately for activities they wish to participate in during the event.

Exhibit Staff have access to all trade show exhibition sessions and presentations, including meals served in the general areas and on the trade show floor.

EXHIBITOR ARRIVAL

Prior to setting up your booth you must register with a committee member onsite. At that time you will receive a packet of information outlining any changes or additions to the schedule, as well as onsite contacts and amenities.

IMPORTANT

- Exhibitors/delegates must wear nametags to participate in convention activities.
- Exhibitors are asked to provide an item/prize to be drawn.
 - If the winner is not present during the draw, **it is the responsibility** of the exhibitor to ensure it is forwarded to them.
 - **Convention App** – There is a coordinating app for delegates to download and use to keep track of sessions, receive updates, push notifications and to communicate with other delegates. This will be shared with all registrants.