



2017 FEI Canada EXHIBITOR MANUAL

LOCATION

Whistler Conference Centre
 4010 Whistler Way
 Whistler, BC V0N 1B4
 Contact: Barbara Mares, CMP
 Manager, Conference Services
 Direct : 604-938-2763
 Email: bmares@tourismwhistler.com

HOTEL

The Westin Resort & Spa (FULL)
 4090 Whistler Way
 Whistler, BC V0N 1B4
 Contact: Rowena McHugh
 Direct: 604-935-4305
 Email: Rowena.mchugh@westinwhistler.com

SHOW MANAGEMENT

FEI Canada
 Phone: 416-366-3007/1-866-677-3007
 Rita Plaskett, Director of Events (x 5116)
 Cell phone: 416-436-5372
 Email: rplaskett@agendum.ca

Delta Hotels Whistler Village Suites
 4308 Main Street
 Whistler, BC V0N 1B4
 Contact: Lise McKenzie
 Direct: 604-905-3987
 Email: lise.mckenzie@deltahotels.com

SHOW SCHEDULE

Exhibitor Move-In

Wednesday, June 14, 2017
 Meeting room: Sea to Sky Ballroom B & C: 12:00 noon – 4:00 pm
 * all exhibits **MUST** be finished setup by 5:00 pm for Welcome Reception

Exhibit Hours

Wednesday, June 14	6:00 pm – 8:00 pm	Welcome Reception in exhibit hall
Thursday, June 15	7:30 am – 8:40 am	Continental breakfast in exhibit hall
Thursday, June 15	10:20 am – 10:45 am	Networking break in exhibit hall
Thursday, June 15	1:00 pm – 2:00 pm	Lunch in exhibit hall
Thursday, June 15	4:30 pm – 5:30 pm	Distinguished award reception in exhibit hall
Friday, June 16	7:30 am – 8:40 am	Continental breakfast in exhibit hall
Friday, June 16	10:00 am – 10:15 am	Exhibitor prize draw to be held in plenary room
Friday, June 16	10:15 am – 10:45 am	Networking break in exhibit hall

Exhibitor Move-Out

Friday, June 10 NO earlier than 11:00 am

Dismantle and Move-Out Information

Whistler Show Services, the official show services contractor, will begin returning empty containers as soon as the show is closed. All exhibitor materials must be removed from the exhibit facility by June 16 at 5:00 pm.

Exhibit Hall Passport Stickers

All exhibitors will be provided with stickers to be applied to the conference registrant's Exhibit Hall Passport when they visit each exhibit booth.

The stickers are available for pickup at the conference registration desk by the exhibitor's representative.

Drop the Exhibit Hall Passport in the drum at registration by 11:00 am on Friday morning and a draw will be held at the Closing Luncheon

Note – *Exhibit Hall Passports are given to only FEI Canada members*

SERVICE CONTRACTOR CONTACTS

Whistler Show Services (Transportation, Customs, Booth Accessories, Labour, Advance Shipping, Display Walls, Furniture)

Phone: 1-877-938-4891

Email: ops@whistlershowservices.com

**** The Whistler Conference Centre will not accept deliveries of exhibit material prior to June 14, 2017. All shipments must go through Whistler Show Services.**

All deliveries must be forwarded to address below – shipping label in show services material attached.

For delivery on Wednesday, June 14, 2017 ONLY

FEI Canada Conference 2017

Exhibit Material

WSS: Deliver on June 14 ONLY (between 9:00 am – 12:00 noon)

4010 Whistler Way

Whistler, BC

V0N 1B4

For Advance Warehouse Delivery – shipping label in show services material attached.

FEI Canada Conference 2017

Exhibit Material

1208 Alpha Lake Road,

Unit #6

Whistler, BC

V0N 1B1

Audio-Visual Services:

AV-CANADA (Audio Visual Rentals)

Phone: 905-566-5500 Fax: 905-566-5511

1-866-667-2345

Email: gene.h@av-canada.com

Power, Lighting:

Through the Whistler Conference Centre

Barbara Mares, CMP

Manager, Conference Services

Direct : 604-938-2763

Email: bmares@tourismwhistler.com

Internet

Complimentary wireless internet

ALL FORMS FOR SUPPLIERS ARE AVAILABLE ON OUR WEBSITE – PLEASE CLICK THE LINKS BELOW

Exhibitor Conference Forms

- [2017 Exhibitor Manual](#)
- [Whistler Show Services](#)
- [AV-CANADA Audio Visual](#)
- [Electrical and Power](#)
- [Conference Bag Inserts](#)

GENERAL INFORMATION

Booth Equipment

Each 10' wide by 10' deep booth will include an 8' high back wall and 3' high side rails in black drape. One table skirted in black with two chairs will be included. Complimentary wireless internet included.

Discount Price Deadline Date

To receive advance discount rates listed on the order forms, you must submit your order with payment by:

AV-CANADA: June 1, 2017 (the pre-paid rate)

Whistler Show Services: June 12, 2016

Exhibit Hall Carpet and Internet

The exhibit area is carpeted and internet is complimentary

Exhibitor Benefits

- One complimentary registration (includes meals, reception, sessions, and conference materials).
- Two booth personnel passes (does not include meals and conference materials).
- Reduced rate of \$700 per person for additional full participants (includes meals, sessions and conference materials).
- Recognition in conference promotional material and website.
- Insertion of 1 page promotional material in the conference registration bag.
- Delegate list, provided after the early bird registration cut-off, two weeks prior to the conference and final delegate list provided post conference.

Hotel Accommodations

A block of rooms have been reserved at the Westin Whistler Hotel and Spa (block full) and the Delta Hotels Whistler Village Suites, at a group rate starting at \$209.00. Any reservations received after the cut-off date of May 15, 2017, rates will be on a space and rate availability basis.

When making your reservations at the hotel, please indicate that you are an attendee of the FEI Canada Conference.

To make a reservation at the Delta Hotels Whistler Village Suites call 1-604-905-3987 or click on the link:

[Book your group rate for FEI CANADA](#)

Air and Ground Transportation:

Special discounted airfares for FEI Canada delegates have been arranged with Air Canada and Westjet.

Special discounted ground transportation have been arranged.

Air Canada

Take advantage of special 10% discounted fares for FEI Canada delegates with Air Canada and Westjet. Simply contact one of the airlines below and quote the promotional code.

Visit www.aircanada.com and enter promotional code **FAE38NN1**

Westjet

Visit www.westjet.com and enter coupon code: **VOITGGC**

Ground Transfers:

All attendees are responsible for making their own transfer arrangements to and from Whistler. We are pleased to offer conference attendees a discounted rate with Pacific Coach Lines. For schedules and to make your reservation contact Pacific Coach by visiting www.whistler.com/delegates/fei/.

The Pacific Coach Lines kiosk is located at the arrivals area of Vancouver Airport.