



WSTS

March 13-16, 2023
Vancouver, BC

WSTS 2023 Exhibitor Guidelines

Event Location	JW Marriott Parq Vancouver 39 Smithe Street, Vancouver, BC, V6B 0R3, Canada Parq Salon F (Conference Level—4 th Floor)
Exhibit Dates	Tuesday, March 14 – Thursday, March 16, 2023
Exhibit Setup	Monday, March 13, 2023 12:00 – 5:00 pm Each exhibitor will be provided two skirted six-foot tables and two chairs One power strip is included with your sponsorship—additional power needs will be arranged as needed and charged to the exhibitor
Breakdown	Thursday, March 16, 2023 Exhibitors may begin breaking down following the Morning Break Breakdown must be completed by 5:00 pm
Exhibit Hall Hours	Exhibit Hall will be accessible to attendees at the following times: Tuesday, March 14 8:30 am – 8:00 pm Wednesday, March 15 8:30 am – 5:25 pm Thursday, March 16 8:30 am – 10:50 am
Exhibit Hall Events	The following events will take place in the Exhibit Hall (times are approximate and subject to change): Tuesday, March 14 <ul style="list-style-type: none">▪ Morning Break 10:10 – 10:40 am▪ Afternoon Break 2:45 – 3:35 pm▪ Evening Reception 6:30 – 8:00 pm Wednesday, March 15 <ul style="list-style-type: none">▪ Morning Break 10:15 – 10:45 am▪ Afternoon Break 2:40 – 3:30 pm Thursday, March 16 <ul style="list-style-type: none">▪ Morning Break 10:25 – 10:55 am

All times listed in Pacific Time. Times are subject to change pending agenda adjustments.

Questions? Please contact Renee Stake at rstake@atis.org.



Event Registration

As part of the exhibitor package, each exhibitor will receive one (1) complimentary workshop pass with the opportunity to purchase an additional pass at the discounted Speaker Rate of \$750.00. Please contact Renee Stake at rstake@atis.org for instructions on registering your company representatives.

Onsite registration and badge pick-up will open on Monday, March 13th starting at 3:00 pm.

Exhibitor Talks

Each exhibitor is allotted five (5) minutes to present during the scheduled Exhibitor Talks on Tuesday or Wednesday. These talks can give an overview of your company, new product offerings, etc. and can include PowerPoint slides, if desired. If you are unable to present on either or both of the days, please email Renee Stake at rstake@atis.org. PowerPoint slides must be in 16:9 format. Final slides and the name of each presenter must be submitted **by Monday, March 13th**.

Exhibitor Talks #1	Tuesday, March 14	5:05 – 5:45 pm
Exhibitor Talks #2	Wednesday, March 15	4:40 – 5:20 pm

Shipping

All items should be shipped for **arrival on Friday, March 10, 2023**—please do not ship for delivery on Monday, March 13th in case there are issues getting the packages through customs. **Packages should be addressed as follows—please use the sample shipping label attached to ensure proper delivery:**

Hotel Name:	JW Marriott Parq Vancouver
Hotel Address:	39 Smithe Street, Vancouver, BC, V6B 0R3, Canada
Event Name:	ATIS/WSTS 2023
Hotel Event Manager:	Daniel Herr Boulder
Event On-Site Contact:	Renee Stake (ATIS)
Event Start and End Date:	March 13-16, 2023
Number of Packages:	1 of 2, 2 of 2, etc.

When the number of packages has been determined, please email Renee Stake at rstake@atis.org so that ATIS can work with the hotel to make sure that the boxes have arrived. Packages will be brought to the Exhibit Hall on Monday morning.

Storage

Items may be stored for 72 hours prior and 48 hours after the event based on available space. Any additional storage outside of the hours stated above will be subject to additional fees.



Hotel Receiving Information

Loading Dock Hours of Operation

Monday-Saturday 7:30 am – 3:00 pm
Sunday CLOSED

Loading Dock Directions

ALL packages must be delivered to the Loading Dock bays located to the left of Expo Boulevard. Packages cannot be delivered to the main hotel lobby.

Package Handling Fees

1-2 Boxes No Charge
3-10 Boxes \$5.00 per box (for boxes received with 72 hours of the event)

Any large boxes, large pallets or any materials requiring special handling and delivery may incur additional charges. Please inform Renee Stake at rstake@atis.org if you have any packages that will require special handling.

Return Shipping

Exhibitors should have pre-printed return labels for all boxes. **Boxes shipped outside of Canada will require a Commercial Invoice (and possibly a customs form, if needed) on each package. These forms should be issued by the courier who will pick up the items and should be sent to you prior to the pick-up to ensure the information is correct.**

All pick-ups need to be scheduled by the exhibitor with your chosen courier. Boxes returned to exhibitors by the hotel will incur additional handling charges. All boxes MUST be picked up no later than Saturday, March 18, 2023.

****Please review the *Outbound Packages–Shipping Instructions* sheet on the following page****

AV /Electricity

120 volt AC will be provided and WiFi will be accessible in all meeting spaces. To order any AV services such as monitors, computers, additional power, etc., please contact:

Angelina Khamoshyna | Encore Global
Mobile +1 604-454-8477 | angelina.khamoshyna@encoreglobal.com

Sleeping Room Reservations

Reserve your room at the JW Marriott Parq Vancouver to ensure that you will be close to the meetings and your colleagues. Visit the WSTS website for more information:

<https://wsts.atis.org/logistics/hotel-and-travel/>

SHIPPING & RECEIVING GUIDLINES

At the JW Marriott Parq Vancouver & The DOUGLAS Hotel, we are committed to ensuring that you and your vendors have a seamless shipping experience with us. This document will guide you and your vendors on how to ship or deliver materials to our property for your event.

DELIVERY INFORMATION

Please confirm the time and date of delivery with your Event Manager. Once we know those details, we will reserve a Loading Bay for your delivery. Should the size of your packages require the use of a freight elevator, please communicate this to your Event Manager.

Due to limitations in secured storage space, **please schedule your shipment(s) to arrive a maximum of 72 hours prior to Event Start Date.** Please ensure that each individual package has a shipping label with the following information to prevent package routine delays.

Please note that any packages or deliveries outside of these hours will not be accepted without the advance approval of your Hotel Event Manager. A minimum of (7) days' notice is required for all deliveries outside of our scheduled Loading Dock service hours

EVENT/GROUP Shipments – Label Standard

Affix a label with the following information (in addition to the air bill)

- *Hotel Address: 39 Smithe St. Vancouver, BC, V6B 0R3, Canada*
- *Event Name*
- *Hotel Event Manager*
- *Event On-Site Contact*
- *Event Start and End Date*
- *Number of Packages (i.e.: 1 of 2)*

See suggested shipping label at the end of this document

HOTEL RECEIVING HOURS OF OPERATION:

Monday – Saturday: 7:30am to 3pm

Sunday: CLOSED

LOADING DOCK

All packages must be delivered to the Loading Bays of the hotel located to the left of Expo Boulevard. **No event packages will be accepted at the hotel lobby.** Please see map below:



PACKAGE HANDLING AND STORAGE FEES

Package Handling

Up to 10 boxes within 72 hours of event

10+ boxes within 72 hours of event

Complimentary

\$5 per box

Pallet Storage

\$75 per pallet/per day

Room Delivery

\$5 per package

Please note that Additional storage fees will apply for packages and pallets courier does not pick up packages and pallets within **72 hours of the conclusion of your event.*



OUTBOUND PACKAGES - SHIPPING INSTRUCTIONS

Step One:

All outbound packages must have a completed courier waybill affixed to each package. Please use the suggested label found at the end of this document.

Step Two:

Connect with your chosen courier to fill out waybills (one per box), and schedule pick up of your packages. The hotel does not have regularly scheduled courier pick-up times. Please work directly with your courier to arrange a pick-up time for your packages. This time must align with the hours of operation of our **Loading Dock**. There will be no pick-ups at the hotel lobby.

*If you are shipping your package to the **USA or any other foreign country**, please include a **Commercial Invoice** on *each individual* package.

Pallets or freight shipments require a **Bill of Landing with your broker information.

Step Three:

Please connect with the on-site Event Concierge by phone to (604) 506-0298 once you have scheduled a pick-up time for your packages. This way, our teams will ensure *all of your packages* are ready for pick up at the **Loading Dock**.

It is the Client and Vendor responsibility to ensure all packages are labeled with the appropriate documentation. JW Marriott Parq Vancouver is not responsible for lost or delayed packages due to improper labeling



JW Marriott Parq Vancouver and the DOUGLAS

39 Smithe St. Vancouver, BC V6B 0R3 CANADA

EVENT NAME:	
EVENT MANAGER NAME:	
ON-SITE CONTACT NAME:	
FUNCTION START DATE:	
FUNCTION END DATE:	
FUNCTION SPACE NAME:	
NUMBER OF PACKAGES: <i>(ex.: 1 of 6)</i>	