

Exhibitor Kit 2023

SECURITY CANADA WEST

Richmond, British Columbia

June 14, 2023



[SECURITYCANADA.COM](https://www.securitycanada.com)

[#securitycanada](https://twitter.com/securitycanada)

Security Canada

INTERNATIONAL SECURITY CONFERENCE & EXPOSITION

Dear Exhibitor,

Welcome to **Security Canada West International Security Conference & Exposition!**

We have made a few changes this year to make it easier for those working from home or on the road. Everything can now be done online.

We have improved our online floor plans and Exhibitor listings, resulting in some of our providers needing to contact you. Please add expofp.com, securitycanada.com and canasa.org to your list of *safe senders* so that our messages do not end up in your spam folder.

Please also add Microspec.com to your safe senders as they will be contacting you for booth staff badges and lead retrieval orders.

We would also like to remind you to complete your **Exhibitor information in our ExpoFP platform** by creating a company profile within the system. The information you provide in ExpoFP feeds directly into the Security Canada website and **allows attendees to find your** company before, during, and after the show. Easily promote your organization by uploading your company description, sales contact information, a product category, logo, your website URL and social media links. The contact information is also used for the **Show Guide** that will be distributed to all attendees. A link to your **ExpoFP profile** was sent to you from admin@securitycanada.com. If you did not receive it, please check your spam folder, and, if necessary, contact sbasnett@canasa.org for a new link.

Should you require any additional information please contact me at sbasnett@canasa.org

Sincerely,

Steve Basnett

Steve Basnett CEM

Director, Trade Shows and Events

SECURITY CANADA WEST

Exhibitor Check List

Item	Due Date	Complete
add expofp.com , Microspec.com , securitycanada.com and canasa.org to <i>safe senders</i>	ASAP	
Hotel Room Group Rate Deadline	May 11	
Lead Retrieval Unit Deadline	June 6	
Exhibitor Badge Request Deadline	May 24	
Advise Booth Staff of Return Shipping Procedures		
Return Shipping Labels and Waybill		

Important Exhibiting Information

Show Hours

The show will open at Noon and close at 5:00 p.m. on June 14.

Please advise your booth staff so they can book their flights accordingly as there is a penalty for tearing the booth down early.

Set Up Times

Booth set up is the morning of the show, June 14, from 8 a.m. until 11:30 a.m.

Booth Number

You can find your booth number online [here](#).

Booth Size

The **main floor** booth size is **10 feet wide by 8 feet deep**.

The **hallway** booth size is **10 feet wide by 6 feet deep**.

Booth Inclusions

Each booth **includes** a 6' draped table, floor covering by venue and access to electrical.

Important Information

- Lead retrieval is available for a nominal fee. Please click [here](#).
- Exhibitors do NOT need to bring their own carpet. The floor covering is at the discretion of the venue.
- We strongly advise that you bring a good quality surge suppressor along with your extension cord and power bar as we cannot control fluctuations in the power provided.
- As in previous years storage will not be provided on-site. Your shipping material will need to fit under your draped table or you will need to make arrangements with the show contractor Goodkey.

Questions?

If you don't see an order form for something you need or if there's something you'd like to sponsor that doesn't appear in our offerings please contact sbasnett@canasa.org

GENERAL OVERVIEW**SHOW PRODUCTION**

Canadian Security Association
50 Acadia Avenue, Suite 201
Markham, Ontario
L3R 0B3
Email: sbasnett@canasa.org

PURPOSE

The Security Canada West International Security Conference & Exposition has been designed to provide attendees with education and information on products and services through the exhibition.

SCHEDULE**Wednesday, June 14, 2023**

8:00 a.m.	Exhibitor Badge Pickup Opens
8:00 a.m. - 11:30 a.m.	Exhibit Set-up
12:00 p.m.	Exhibits open
5:00 p.m.	Exhibits close
5:01 p.m.	Tear Down Begins
8:00 p.m.	Exhibit Hall closes and must be clear

CONFERENCE CENTRE & HOST HOTEL

Sheraton Vancouver Airport Hotel
7551 Westminster Hwy.
Richmond, British Columbia
V6X 1A3
Tel: 604-273-7878 or 800-663-0299

SPECIFIC INFORMATION**ACCOMMODATIONS**

The host hotel for Security Canada West is the Sheraton Vancouver Airport Hotel and the rate is \$239.00 per room, per night, plus taxes. The **deadline for reservations is May 11** and the online booking link is [here](#).

ADVANCE WAREHOUSE

Goodkey Show Services, subcontracted through Lange, has been chosen as our General Contractor. They can arrange for advanced storage and delivery of your exhibit as well as storage during the show. Exhibitors are responsible for any drayage or storage charges incurred. Please contact Goodkey by clicking [here](#). The show code is **SCW61423** and the pre-selected password to create an account is blue. Please change that when you make your account.

AUDIO VISUAL

AV is available at the Exhibitor's expense by contacting the in-house provider at Randy.huang@encreoglobal.com or 604-315-9715

CANADA CUSTOMS

Please contact the official broker or the broker of your choice, to find out all the regulations for clearance of your display materials. For a copy of the Canada Customs recognition letter please contact sbasnett@canasa.org

CUSTOM BROKERAGE

The Official Customs Broker for Security Canada is Consult Expo, please contact:

Heather James
Tel: 514-482-8886 x3
Fax: 888-629-9008
Email: heatherj@consultexpoinc.com
www.consultexpoinc.com

DISPLAY

Main Floor booths are 10 ft. wide by 8 ft. deep.

Hallway booths are 10 ft. wide by 6 ft. deep.

Each Exhibitor will be provided with a **6 ft. x 2 ft.** table skirted on 3 sides. There will be draping for the back wall (8 ft. high) and side railings (3 ft. high).

Exhibits may not exceed 8 ft. in height and all visible areas must be finished. Display material must fit within the booth space. No part of the structural display at its full 8 ft. height may extend out more than 4 ft. from the back wall. The remaining frontage may not exceed 3 ft. in height to allow for greater visibility to all booths.

Show management reserves the right to adjust or remove an Exhibitor's display should it exceed the intent of the environment or to accommodate those products that do not fit or block the sight line of other Exhibitors.

ELECTRICAL SERVICES

Every booth will have access to a basic electrical outlet; however, **you must provide your own extension cords and power bars.** Should you require extra power please contact show management.

We strongly recommend that you use a surge suppressor as neither show management nor the facility is responsible for power fluctuations.

EXHIBITOR BADGES

Our registration company, Microspec, will be emailing you a link to the badge ordering site along with your password.

Please be sure to add **Microspec.com** to your safe senders.

Please do not register your customers for Exhibitor badges. Attendees may register online for free at www.securitycanada.com/scw

EXHIBITOR LIST & FLOOR PLAN

Please refer to the show website for the latest [floor plan](#) and list of Exhibitors including booth numbers.

FURNITURE

Each booth **includes** a 6' draped table, floor covering by venue and **access** to electrical. To order additional items please click [here](#) and then on the **Order Online** tab. The show code is **SCW61423** and the pre-selected password to create an account is blue. Please change that when you make your account.

INTERNET

Internet is not supplied with your booth but can be ordered through the show AV providers. Exhibitors are responsible for all charges. Please contact randy.huang@encoreglobal.com.

LEAD RETRIEVAL

Lead Retrieval units (scanners) are available at this show. Make the most of your investment by ensuring you capture contact information from everyone you meet. To order please click [here](#).

MOVE IN

Booths will be identified upon arrival to assist Exhibitors with their set-up. Move in is from 08:00 a.m. - 11:30 a.m. on the morning of the show.

MOVE OUT

The exposition will close at 5:00 p.m. **Please advise your staff not to tear down your display until that time and to book their travel accordingly as early tear down will result in a financial penalty per the terms of the contract.**

RESOURCES

Please visit the [Invite Your Customers](#) page for show promotional material to assist you in inviting your customers and potential customers to your booth.

SHIPPING

The hotel will not accept shipments before June 12th. Please plan accordingly. If your shipment might arrive earlier please arrange for advance warehousing through Goodkey Show Services. They can store and deliver your exhibit as well as store it during the show. Exhibitors are responsible for any drayage or storage charges incurred. Please contact them directly by clicking [here](#). The show code is **SCW61423** and the pre-selected password to create an account is blue. Please change that when you make your account.

SHOW GUIDE

We will be producing a show guide, which will list all Exhibitors, floor plan and agenda of the event. This issue will be distributed to all attendees at the show. **Your company info will appear as you entered it on your [online listing](#).**

STORAGE ON-SITE

Storage will not be provided on-site. Your shipping material will need to fit under your draped table or you will need to make arrangements with the show contractor Goodkey. Please contact them directly by clicking [here](#). The show code is **SCW61423** and the pre-selected password to create an account is blue. Please change that when you make your account.

SECURITY CANADA WEST

IMPORTANT SHIPPING INFORMATION

Beginning on Monday June 12th the Sheraton Vancouver Airport Hotel will accept clearly labeled shipments from Security Canada West Exhibitors. **They will not accept anything prior to June 12th.** If you are shipping to the Sheraton Vancouver Airport Hotel you must use the included labels so they may easily identify SCW shipments. Failure to do so may result in your shipment not being accepted.

Exhibitors will need to store their own items under their tables. No storage is provided on-site.

At show close, Exhibitors must prepare their items for shipment, clearly label them, including their name and the event name, and attach a completed bill of lading.

The “Shipper’s Information” on the Bill Of Lading must be your company name and address, or your personal name and address, not the hotel’s.

Once this is done please contact Banquets for further instructions. Items must be picked up no later than 5 p.m. on June 15th. The hotel will not be responsible for them after this time but reserves the right to charge a storage and handling fee for any items left on premise after this date.

Exhibitors will need to bring their own courier way bills and arrange with their courier for pick up. The hotel is not able to do this.

We have arranged with **Goodkey Show Services** to provide advance warehousing, storage, drayage and return shipping services for those wishing the convenience of these services or who have items for storage that will not fit under their table. Please contact them directly at **877-726-2211** or by clicking [here](#). The show code is **SCW61423** and the pre-selected password to create an account is blue.

PLEASE FORWARD THIS INFORMATION TO THE STAFF WORKING YOUR BOOTH TO AVOID ANY CONFUSION OR LOST SHIPMENTS.



Ship To:

Sheraton Vancouver Airport Hotel
 7551 Westminster Hwy.
 Richmond, BC V6X 1A3
 604-273-7878

Please Hold For:

Security Canada West 2023
For arrival June 12 or 13 only
 Britannia Ballroom
 Booth #: _____
 Exhibiting Company: _____
 Exhibitor's Full Name: _____
 Exhibitor's Cell Number: _____
 Piece _____ Of _____



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