Hello,

On behalf of everyone at EPTECH, we’re truly looking forward to welcoming you in-person to our 2023 event at Best Western Premier Calgary Plaza Hotel and Conference Centre in September. Here’s some general information to help you with your planning:

# LOCATION & DATE

## Exhibitor setup – September 26, 2023, at 8 AM

**Trade Show – September 26, 2023, at 10 AM**

[Best Western Premier Calgary Plaza Hotel and Conference Centre](https://www.calgaryplaza.com/)

1316 33 St NE, Calgary, AB T2A 6B6

# AIRPORT OPTIONS

You can fly into YYC with easy access to the hotel.

Calgary International Airport

Distance to hotel 12.7km. Estimated taxi fare: $30 CAD (one way)

[Visit YYC airport website](https://www.yyc.com/)

# ACCOMMODATIONS

Reservations can be made online by direct booking or by calling (403)-248-8888

EPTECH 2023 is a 1-day event (September 26, 2023), however, we have successfully secured a special room rate of $125 per night for delegates staying between Wednesday, September 25th – Friday, September 27th, 2023.

You can reserve by:

- Calling the Reservations Dept: 403-248-8888 or 1-800-661-1464

-Emailing at [res@calgarplaza.com](mailto:res@calgarplaza.com)

-Quoting either: EPTECH Show

­­­­­­­­­­Or

Block ID: 223205

Reservations must be received on or before **5:00PM, Thursday, August 1sh.** After 5:00pm, the Hotel will release the unreserved rooms for general sale and determine whether it can accept reservations based on a space.

# PARKING

FREE parking will be available. Attendees can access the parking lot through 33 St NE.

License plates must be registered at the Front Desk.

# SHIPPING / RECEIVING

For shipping, please use the address below and note Calgary Show.

**ATN: Jessica Davey**

**EPTECH SHOW – Plaza 1&2**

**BWP Calgary Plaza**

**1316 33 ST NE**

**CALGARY, AB**

**T2A 6B6**

The hotel does not have storage space for crates, pallets, or large shipments. Any materials to be sent to the Hotel may arrive no earlier than **5 days prior to April 20, 2023**.

If you require advanced warehousing for other EPTECH shows, please contact Kevin at Boneyard Event Services [kevin@bes.show](mailto:kevin@bes.show) or by calling 416-938-1063.

# POWER at your BOOTH

If power is required or if you aren’t sure, you have booked power, please contact Maria Parada at [mparada@annexbusinessmedia.com](mailto:mparada@annexbusinessmedia.com)

# WIFI

Wi-Fi is available in guest rooms, public space, and the meeting space-for general browsing. If you were showing a product demo online at your booth, for example, you might want to purchase a better connection.

# BOOTH SPECIFICATIONS

Your space includes one 8’ skirted table (8’ = 1.82m) with 2 chairs.

Plaza 1-2 is a fully carpeted space (photo below).

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# STAFFING

Sponsor and exhibitor packages includes 2 complimentary staff pass. This pass includes a light breakfast and lunch.

# NAME BADGE

Please fill out the spreadsheet attached and email back to [mparada@annexbusinessmedia.com](mailto:mparada@annexbusinessmedia.com%20) for attending staff (as you would like it to appear on the name badge).

# INSURANCE

Exhibitor insurance is mandatory. A certificate of insurance can be requested either through your existing insurance provider or can be purchased via link below. Insurance Certificates can be submitted to [mparada@annexbusinessmedia.com](mailto:mparada@annexbusinessmedia.com).

[Exhibitor Insurance Application](https://www.exhibitorinsurance.com/pub/srch/?e=EPTC2023)

If there’s anything else I can help with, please don’t hesitate to reach out!

Maria Parada