Hello,

On behalf of everyone at EPTECH, we’re truly looking forward to welcoming you in-person to our 2023 event at Delta Hotels by Marriott Burnaby Conference Centre in June. Here’s some general information to help you with your planning:

# LOCATION & DATE

## Exhibitor setup – June 7, 2023 at 8 AM

**Trade Show – June 7, 2023 at 10 AM**

[Delta Hotels by Marriott Burnaby Conference Centre](https://www.marriott.com/en-us/hotels/yvrdb-delta-hotels-burnaby-conference-centre/events/)

 4331 Dominion St, Burnaby, BC V5G 1C7

# AIRPORT OPTIONS

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

## Vancouver International Airport (YVR)

Distance to hotel 18.7km. Estimated taxi fare: $54 CAD (one way)

 [Visit YVR airport website](https://www.yvr.ca/en/passengers)

# ACCOMMODATIONS

Reservations can be made online by direct booking or by calling [(604) 453-0750](https://www.google.com/search?q=delta+hotels+by+marriott+burnaby+conference+centre&rlz=1C5CHFA_enCA1037CA1039&oq=Delta+Hotels+by+Marriott+Burnaby+Conference+Centre&aqs=chrome.0.35i39j46i175i199i512j0i22i30.758j0j4&sourceid=chrome&ie=UTF-8)

EPTECH 2023 is a 1 day event (June 7, 2023), however, we have successfully secured a special room rate of $269 per night for delegates staying between Tuesday, June 6 – Thursday, June 8, 2022.

[**Book your group rate for EPTECH Vancouver Show**](https://www.marriott.com/events/start.mi?id=1673976768219&key=GRP)

Reservations must be received on or before **5:00PM, Wednesday, May 9th.** 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 Dominion St.

No special requirements for parking are needed.

# SHIPPING / RECEIVING

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

**Attn: EPTECH 2023 (your company name), Tianhu Fan, June 7, 2023, ballroom.**

4331 Dominion Street

Burnaby, BC V5G 1C7

(Box 1 of 3)

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 **1 day prior to June 7, 2023**. A handling and storage fee (plus all applicable dates) will be assessed and charged accordingly.

**Delta Hotels Handling Fees**

Services Include: Handling of packages at loading bay during business hours (Monday through Friday

8:00 am to 4:30 pm) and delivery to your function room.

* Boxes (under 30 lbs each) – $5 plus tax per box
* 75 plus taxes per palette each way ($150 round trip)
* Shipping assistance (boxing, labelling, packing) - $35/hour labour (includes tape and plastic wrap)

**Delta Hotels Policies**

Packages must be received through the loading dock and transported through the freight

elevators. Items received must not exceed 7’ tall by 5’ wide by 5’deep.

* Hotel will not receive packages through the front desk.
* Hotel will not receive or sign Cash-On-Delivery packages (C.O.D shipments) or be responsible for international duties. We recommend using a customs broker for international shipments.
* Outbound shipments require online waybills provided by the shipper, once packaged the Event
* Services Attendants will collect your package, and store with receiving for shipping the following business day. Please ensure the provider and waybills are clearly marked on the packages.
* Any packages left for more than 48 hours after an event, will be subject to freight storage fees by a third-party vendor as your packages will no longer be stored on property.

If you require advanced warehousing for other EPTECH shows, please contact Kevin at Boneyard Event Services 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

# 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.

The ballroom, is a fully carpeted space (photo below).

[CLICK HERE FOR A 360 TOUR](https://my.matterport.com/show/?m=S6sJJiqPTyD)



# 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 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.

[Exhibitor Insurance Application](https://www.exhibitorinsurance.com/pub/srch/?e=EPTV2023)

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

Maria Parada