

## BCFT SUPPLIERS' NIGHT 2023 F.A.Q.

### FOR EXHIBITORS

#### **BEFORE THE EVENT**

**Q: When is the day of the event?**

The event will be held on March 1st, 2023 at the [Delta Burnaby Hotel & Conference Centre](#)

**Q: When is the early bird registration cut-off deadline?**

The early bird registration deadline is November 30<sup>th</sup>. Following this date, tables will be charged at the regular and last-minute prices.

**Q: I have ordered advertising posters and would like to know when I will receive them.**

Posters are typically mailed out through Canada Post in January. Once mailed, you may expect the ordered materials to arrive at your chosen address in approximately two weeks. (Note: delivery time will vary by location)

**Q: I would like to change the names and/or number of individuals representing my company.**

Please contact the BCFT Suppliers' Night Committee through the contact form on our website, or by sending us an email directly at [suppliersnight@bcft.ca](mailto:suppliersnight@bcft.ca). It is highly recommended to request changes as soon as possible to ensure adequate time to process and print additional representatives name badges. For late name changes or additions, a name badge can be written up on the day of the event at the Suppliers' Night registration desk.

**Q: I plan to use electrical equipment at the event that will require a plug(s) and would like to know how many I should purchase.**

The plugs are rated for lights and charger use only. The use of equipment exceeding 300 watts may result in tripping the circuit breakers at the venue. As a courtesy to your fellow exhibitors, please contact the organizing committee directly if you are using equipment exceeding 300 watts so that venue accommodations can be made.

**Q: I tried to register my company for a table but there are none left, what can I do?**

Please contact us at [suppliersnight@bcft.ca](mailto:suppliersnight@bcft.ca) to be placed on the exhibitor waitlist. Suppliers on the waitlist will be contacted on a first come first serve basis if a table cancellation occurs. Since table cancellations are rare, we will regretfully not be able to accommodate all requests for a spot.

## **DAY OF THE EVENT**

### **Q: I am an exhibitor at the event and want to find my table number and table location.**

Your company table number can be found on the display board near the BCFT Suppliers' Night registration desk.

### **Q: Where can I find my exhibitor name badges and package? Do I need to check-in at the registration desk?**

You will not need to wait in line at the Suppliers' Night registration desk, your company representative name badge(s) and package can be found on top of your table. Please consult the display board next to the registration desk for your respective company name and table number.

### **Q: I am having technical issues with accommodations available at the venue and need assistance.**

Please contact the hotel floor manager or associated hotel staff for assistance with immediate technical problems. Questions regarding overall event layout and organization can be addressed towards BCFT Suppliers' Night organizing staff.

### **Q: Is wearing a mask required at the event?**

In accordance with [current provincial health guidance](#), masks will not be required for entry into the event but are recommended. Please also take the opportunity to review [local](#) and [federal](#) COVID-19 guidance resources and monitor your health before, during, and after attending the event.

## **AFTER THE EVENT**

### **Q: I need my materials shipped out after the event, what process is involved and whom should I contact?**

Shipping and handling at the event is governed by *Delta Hotels by Marriott™*, please see their [shipping policy](#) for more information.

## **FOR ATTENDEES**

### **Q: How do I register online?**

Simply use the QR code provided through our promotional emails and social media, you will then be taken to the Eventbrite attendee registration page. If you are unable to register by using the QR code, the registration link is also available on the [BCFT website under the Suppliers' Night section](#).

### **Q: I did not manage to register online in time, can I still attend the event?**

Yes, we still allow registrations at the door on event day. While free, registration is still mandatory for entry.

**Q: I have chosen to attend one of the complimentary seminars and would like to know where they will be held.**

Seminar rooms are located on the hotel's 3<sup>rd</sup> floor which can be accessed by elevators on the ground level or near the Suppliers Night registration desk on the 2<sup>nd</sup> floor.

**Q: Is wearing a mask required at the event?**

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### FOR SPONSORS

**Q: I have chosen to be a sponsor this year, how are sponsors recognized at Suppliers Night?**

Sponsors are acknowledged through print materials at the event and through our monthly newsletter *TechTalk*.

**Q: For print materials is there anything I need to provide as a sponsor?**

Yes, all sponsors are required to submit a high-resolution image of their company logo that will be displayed alongside other sponsors for the event.

**Q: I have chosen to sponsor lanyards, how does this process work?**

As a lanyard sponsor your company will be required to provide and ship to us approximately 300 finished lanyards. During the event your lanyards will be distributed to attendees by our volunteers.

**Q: I have signed up to sponsor giveaway bags, how does this process work?**

As a giveaway bag sponsor your company will be required to provide and ship to us approximately 300 finished giveaway bags. During the event your bags will be distributed to attendees by our volunteers.

**Q: I have chosen to sponsor lanyards and/or giveaway bags, when and where should I ship them to?**

Lanyards and giveaway bags may be shipped at least one month before the event day, BCFT will follow up with each individual sponsor regarding shipping details. In the case where you are unable to ship your lanyards and/or giveaway bags, you must bring them with you to the event in a timely manner. If your lanyards come with plastic sleeves, please that name tags may fit inside them.