



Dear World Conference Sponsor-

Thank you for choosing to sponsor IABC's World Conference 2023, held in person 4-7 June, 2023. The conference will take place in Toronto at the Sheraton Centre Toronto Hotel! Our goal is to offer a valuable conference with dynamic learning sessions, community networking, and one-on-one conversations with solution providers such as your organization.

We would like the World Conference attendees to be fully immersed in the products and services your organization offers and have created an online services manual designed to provide you with all the information necessary for a successful experience. In this manual you will find forms for lead retrieval, hotel, AV and more.

We have found it most efficient if this services manual is provided to the person directly responsible for your company's participation at World Conference 2023. If you will not be onsite in Toronto, please send us the contact information of the person who will be, so that we can ensure your company has all the important information for a successful show.

On behalf of IABC, thank you for your support. If there is anything that we can do to assist you, please contact Kelsey Kwasniak (312.673.5387 or [kkwasniak@IABC.com](mailto:kkwasniak@IABC.com)) or Sarah Cauley (312.673.5499 or [scauley@IABC.com](mailto:scauley@IABC.com))

We look forward to seeing you in Toronto!

Sincerely,

Kelsey Kwasniak  
Sponsorship Manager

Sarah Cauley  
Sponsorship Coordinator

Michael Sanders  
Sales Manager



## **GENERAL INFORMATION & INSTRUCTIONS**

### **A. MEETING SPACE**

If you would like to host meetings while onsite at World Conference 2023, please reach out to [Michael Sanders](#), Sales Manager, to contract a private meeting room. Upon contracting a meeting space, you will be provided our Food & Beverage and Audio & Visual contact to place any necessary orders for your meeting room.

- For Audio & Visual needs, please email Rudy D'Souza ([Rudy.D'Souza@Encoreglobal.com](mailto:Rudy.D'Souza@Encoreglobal.com)). You can find the A&V pricing guide further down in the service kit.
- For catering needs, please email our contact at the Sheraton Centre hotel, Melody Artounian ([Melody.Artounian@sheraton.com](mailto:Melody.Artounian@sheraton.com)) to coordinate.

### **B. LEAD RETRIEVAL**

Lead Retrieval can be ordered through our registration provider, Maritz via the form provided further down in this Sponsor Service Kit.

### **C. RULES AND REGULATIONS**

Sponsors are responsible for compliance with all pertinent regulations which may be applicable in their sponsorship during the event. Sponsors must comply with all of the policies, rules, terms and regulations contained in this Sponsor Service Kit. Our rules & regulations can be reviewed here: <https://wc.iabc.com/Sponsors/Exhibitor-and-Sponsor-Resources>, per your signed agreement with IABC.

### **D. TRAVEL AND HOTEL**

For Travel and Hotel information, please reference the "Travel and Hotel" section provided further down in the Sponsor Service Kit. You will find the booking link for the Sheraton Centre Toronto, as well as directions to the hotel on this page.

### **E. REGISTRATION**

Please register via the email sent directly to our primary contact on file from our official registration provider, Maritz. If you need your email re-sent to you, please email [IABCEXH@maritz.com](mailto:IABCEXH@maritz.com).



## TRAVEL AND HOTEL INFORMATION

### Hotel Accommodations & Rates

IABC has secured a discounted rate of \$319 CAD per night (plus taxes) at the Sheraton Centre Toronto. Please click **HERE** <https://wc.iabc.com/Attend/Hotel-and-Travel> to make your lodging reservations today! Rooms are available on a first come first serve basis and must be reserved by **10 May, 2023** in order to be eligible for the discounted rates.

Sheraton Centre Toronto  
123 Queen St W,  
Toronto, ON M5H 2M9, Canada

To make a reservation by phone, call 1-888-627-7175 (you must state you are with the IABC World Conference 2023 block to reserve at group rate).

Find flight discounts to take advantage of, as well as other information regarding housing **HERE:** <https://wc.iabc.com/Attend/Hotel-and-Travel!>

\*\*\*IABC has been notified that there are some “Fraudulent Housing Reservation Companies” reaching out to World Conference 2023 attendees and sponsors. IABC has reserved room blocks **directly** with the Sheraton Centre Toronto Hotel. IABC **does not** endorse or have a relationship with **any** housing company. Please note that fraudulent hotel reservation companies may solicit IABC attendees and sponsors posing as IABC’s official housing company offering special discounted hotel rates. IABC is not responsible for and cannot guarantee any reservations made through any outside housing company.\*\*\*

### Getting to the Hotel

Once you arrive in Toronto, you have several options to get to the Sheraton Centre Toronto Hotel:

- **Ride Share or Taxi** (approximately 30-50 minutes)
- **Public Transportation** (approx. 35 min): From Pearson station at airport, ride the **UP Express Union Station line** to the Union stop. From there, you can reach the Sheraton Toronto hotel either by taking the bus or walking.
- **Bus:** Take the 1 Yonge-University to Vaughan Metropolitan Centre Station bus two stops to Osgoode. Get off bus and walk south on University Ave toward Queen St W. Turn left onto Queen St W. The Sheraton Toronto hotel will be on your right.
- **Walk:** Exit train station via Front & York. Head west on Front St W, turn right at York St, and turn right onto Queen St W. The Sheraton Toronto hotel will be on your right.

# IABC World Conference 2023

June 4 - 7, 2023 | Sheraton Centre Toronto | Toronto, Canada

Instantly capture contact & demographic data



Lead Retrieval Order Confirmation will be emailed to you.

**TERMS AND CONDITIONS:**  
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Click [here](#) for additional Terms and Conditions.

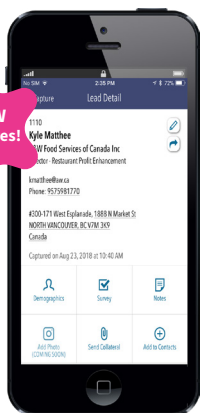
\* Additional SWAP User Licenses pricing applies to singular booths only. If you are part of a pavilion, please contact Exhibitor Services.

\*\* Processing fee waived when order is placed using company's online lead portal.

\*\*\* Taxable items and rates vary among states and are subject to change. Please call for exact quote.

LEAD RETRIEVAL OPTIONS	on or before 3/27/23	from 3/28/23 to 5/8/23	after 5/8/23	number of units	TOTAL
<b>Mobile App Badge Scanner</b> (up to 3 users)	\$ 549	\$ 579	\$ 599		\$
<b>Additional Mobile App Users*</b>	\$ 149 each				\$
<b>ADDITIONAL SERVICES</b>					
<b>Survey Setup</b> (up to 5 questions) Includes singular and branching questions		\$ 99			\$
<b>Developer's Kit</b> (Real Time Data Services) Click <a href="#">here</a> for more information		\$ 950			\$
Subtotal					\$
Processing Fee**					\$ 9.99
Total with <b>13%</b> sales tax***					\$
<b>TOTAL</b>					\$

**NEW Features!**



## SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Business card scanning

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for:  Exhibiting Company  Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

For Assistance Contact:

ExhibitorServices@maritz.com  
877-623-3487

*It is against Maritz Global Events' security policy to accept credit card information via email.*

Maritz Global Events®  
(formerly Experient)



# Event Technology Services



# Event Technology Services

## Video

Meeting Room Projector Package - 3000 lumens	\$605.50
<i>Includes: Projector, draped stand, tripod screen &amp; cables</i>	
Support Package for Customer's projector	\$194.00
<i>Includes: Draped stand, cables, tripod screen</i>	
LCD Projector 3300 lumens (Includes Lens)	\$411.50
LCD Projector 5500 lumens (Includes Lens)	\$1,080.50
6' x 10'.6" fast fold screen with dress kit	\$377.00
7'.6" x 13'.4" fast fold screen with dress kit	\$405.50
55" Monitor Display	\$729.00
70" Monitor Display	\$1,078.25
Basic Video Switcher Package	\$734.50

## Video Conference Accessories

RoboCam Package (2 Cameras)	\$842.00
HD Camera Package	\$1,197.50
Laptop & External Webcam	\$349.50
Meeting Owl Package (with Laptop)	\$726.00
Logitech Rally Plus (Laptop not Included)	\$873.50

## Computers & Internet

Laptop Computer	\$280.50
Basic Wi-Fi	\$15.50ea
Superior Wi-Fi	\$24.25ea
Basic Wired Internet (5mbps)	\$584.75
Upgraded Wired Internet (10mbps)	\$1,171.00

## Meeting Accessories

Wireless Presenter Clicker	\$39.25
Flipchart with pad and markers	\$82.50
Flipchart with Post-It pad and markers	\$114.78
Digital Presentation Timer	\$100.00
Power Bar & Extension (AC)	\$21.00
Power Center Hub (AC with USB Plugs)	\$40.00

**All Services are Subject to a Standard AV Service Charge of 18%.  
Taxes not included**

## Audio

Lectern/Table Mic	\$75.75
Wireless Microphone (Lavalier or Handheld)	\$187.00
4 Ch Mixer + Speaker Package	\$402.00
8 Ch Mixer + Speaker Package	\$444.75
Computer Audio Patch	\$49.75
Small Audio Package with Lectern Microphone	\$477.75

## Lighting

Basic Stage Wash Package	\$698.75
<i>Includes: 2 Lights with stands &amp; controller</i>	
Drape Lighting Package	\$619.75
<i>Includes: 6 Lights &amp; controller</i>	
LED Uplighting Package	\$1,861.75
<i>Includes: 24 Lights &amp; controller</i>	

## Scenic Options

40' Drapery - *Black Velour	\$813.00
sTiler Décor Panels (20 pcs)	\$781.50
Scenic Tiles (50 pcs)	\$1,402.25

*\*Grey Velour Available*

## Technical Support

06:00-Midnight	Base Rate
Standard Labour Rate	\$96.00/hour
Specialist Labour Rate	\$105.50/hour

Midnight-06:00	1.5 times base rate
After 8 consecutive hours.	1.5 times base rate
Statutory Holidays	2 times base rate

## Contact

sctsales@encoreglobal.com  
416-304-1354