



Dear World Conference Sponsor -

Thank you for choosing to sponsor IABC's World Conference 2025, held in person 8-11 June 2025. The conference will take place in Vancouver at the Hyatt Regency Vancouver 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 general event information, travel & hotel details and order forms for audio visual, catering, shipping and electrical needs.

We have found it most efficient if this sponsor kit is provided to the person directly responsible for your company's participation at World Conference 2025. If you will not be onsite in Vancouver, 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 Emma Barrington (312.673.4883 or ebarrington@IABC.com)

We look forward to seeing you in Vancouver!

Sincerely,

Emma Barrington
Events Services Senior Associate

Michael Sanders
Sales Manager



GENERAL INFORMATION & INSTRUCTIONS

A. LEAD RETRIEVAL

Lead Retrieval can be ordered through our registration team, via this [link](#) provided further down in this Sponsor Service Kit.

Note: If lead retrieval is included in your sponsorship package, IABC will place this order on your behalf and send you details closer to World Conference.

B. 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 per your signed agreement with IABC: [Rules & Regulations](#)

C. 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 Hyatt Regency Chicago, as well as directions to the hotel on this [page](#).

D. REGISTRATION

Please register via the email sent directly to our primary contact on file from our registration team. If you need your email re-sent to you, please email registration@iabc.com.

E. Catering Orders

To place orders, review the [Hyatt Regency Vancouver menu](#).

Contact [Darin Lee](#) at the Hyatt Regency Vancouver with the following details to place your order –

- Time/date
- Company Name
- Billing Address
- Item and quantity

F. Shipping Details

Items shipped cannot arrive any earlier than Wednesday, June 4 before World Conference kicks off June 8-11. Please ship to the following address –

Hyatt Regency Vancouver
Attention – IABC World Conference
[Insert Sponsor Name]
655 Burrard Street
Vancouver, BC V6C 2R7

Please Note – per the Vancouver Fire Marshal, companies may only bring the following if you have a sponsored tabletop –

- Pull up banners that do not block any table, hallway or entrance
- Collateral equal to brochures, flyers, small signs with QR codes, etc.

No pop-up banners (example shown below) will be allowed per the City of Vancouver Fire Marshal regulations within the Hyatt Regency Vancouver. Anyone that attempts to display will be asked to take down in compliance with fire regulations.





TRAVEL AND HOTEL INFORMATION

Hotel Accommodations & Rates

World Conference 2025 will be held at the Hyatt Regency Vancouver, in the heart of downtown Vancouver.

Hyatt Regency Vancouver
655 Burrard St, Vancouver, BC V6C 2R7, Canada

IABC is pleased to offer a special room rate for World Conference Attendees of \$445.00 CAD plus taxes and fees.

Cancellation Policy: Hotel requires all reservations be guaranteed with a deposit equal to one night's room and tax. Should a Guest cancel a reservation, the Hotel shall refund the deposit, provided notice of cancellation is given 72 hours prior to arrival

Book your hotel stay [HERE](#) by **12 May 2025** to receive the discounted room rate for IABC's World Conference attendees!

Fairmont Hotel Vancouver
900 W Georgia St, Vancouver, BC V6C 2W6, Canada

IABC also has a room block at the Fairmont Hotel Vancouver! Book your room at the discounted rate of \$439.00 CAD plus taxes and fees [HERE](#) by **5 May 2025**.

Cancellation Policy: Hotel requires all reservations be guaranteed with a deposit equal to one night's room and tax. Should a Guest cancel a reservation, the Hotel shall refund the deposit, provided notice of cancellation is given 72 hours prior to arrival.

Find flight discounts to take advantage of, as well as other information regarding housing [HERE!](#)

Please note that no other group represents IABC World Conference 2025 group in the sale of sleeping rooms except the Hyatt Regency Vancouver.

IABC has been notified that there are some "Fraudulent Housing Reservation Companies" reaching out to World Conference 2025 attendees and sponsors. IABC has reserved room blocks **directly** with the Hyatt Regency Vancouver Hotel & Fairmont Hotel Vancouver. 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 Vancouver, you have several options for getting to the Hyatt Regency Vancouver/Fairmont Hotel Vancouver.

From Vancouver International Airport:

- **Ride Share or Taxi** (approximately 30 – 40 minutes)
- **Public Transportation** (approximately 25 minutes)
 - **Train:** From YVR airport, take the [Canada Line](#) train from Platform 1 towards Waterfront. Get off at the Waterfront station (9 stops) and then, walk 6 minutes to the hotel. The Hyatt Regency Vancouver is 3 blocks Northwest and half a block Northeast from the train station. The Fairmont Hotel Vancouver is 2 blocks Northwest from the train station.



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EVENTS THAT TRANSFORM

EXHIBITOR SERVICES

- Raquel Martinez
raquel.martinez2@encoreglobal.com
 - Kayla Tsang
Kayla.Tsang@Encoreglobal.com

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature & payment details.

Labor charges, sales tax, loss damage waiver, and service charges may apply. Minimum labour charge of 1 hour at \$105.75/hour, additional labour may be required for multiple items.

Sales tax and service charges apply.

PROJECTION	QUANTITY	ADVANCED RATE	DAYS
LCD PROJECTOR		\$471.75	
TRIPOD SCREEN		\$80.75	
MONITOR	QUANTITY	ADVANCED RATE	DAYS
24" MONITOR TABLE TOP		\$168.75	
55" MONITOR		\$732.75	
FLOOR STAND		\$80.75	
AUDIO	QUANTITY	ADVANCED RATE	DAYS
PERSONAL SPEAKER WITH STAND		\$168.50	
INTERNET	QUANTITY	ADVANCED RATE	DAYS
SIMPLE WIFI CONNECTION		\$17.50	
HARD LINE CONNECTION		\$169.50	
POWER	QUANTITY	ADVANCED RATE	DAYS
120V SINGLE PHASE – 15 AMP		\$181.25	
Extension Cable and Power Bar		\$25	
MISCELLANEOUS	QUANTITY	ADVANCED RATE	DAYS
LAPTOP		\$302.75	
FLIPCHART PACKAGE		\$95.25	

If You Are Experiencing Technical Difficulties On Site
 Phone: 604. 830.6785

