



Sponsor & Exhibitor Guide

On behalf of the Association of Fish & Wildlife Agencies, thank you for participating in the 113th Annual Meeting. This important meeting would not be possible without the support of our valued sponsors and exhibitors. Thank you!

Please take some time to review the following important exhibitor & sponsor details. Due to the event taking place in Canada this year, there are a few very specific action items that you need to prepare for ASAP.

Preparing for travel to Canada:

Going to the Conference from the United States to Canada:

- **Download and print a copy of your conference registration confirmation** email from Cvent.
- **Download and print a copy of the [Letter of Invitation](#)** provided by the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP). While this letter is addressed to Cindy Delaney, it is permitted for use by all event attendees as verification that this conference is an officially recognized event.
- **[Download the ArriveCan app](#)** to take advantage of Advance Declaration – this will cut down on wait / processing times at customs for attendees arriving by air.

Shipping & Logistics:

- **JORI Logistics is the official Customs Broker for the AFWA Annual Meeting – we recommend all shipments coming from outside of Canada be coordinated directly with them using [this form](#).** Each Vendor / Company pays for their own fees with JORI, which will be quoted ahead of time. If you have your own customs broker, you do not have to use JORI.
- **Please begin planning shipments NOW** – estimating # of boxes, dimensions, and shipping addresses. Send this information **ASAP** to JORI via [this form](#), JORI will then provide a quote of the total fees within 2 business days. JORI will work with you directly to ensure your shipments arrive without difficulty. Please direct all questions regarding customs & shipments to Linda Norcott Linda@jorilogistic.com .
- **Your goal should be to have all boxes shipped / enroute to the facility two weeks in advance of the conference dates.**
- The conference is required to contract with **Global Convention Services** to manage all exhibitor details for the TELUS Convention Center. We recommend shipping all boxes to Global Convention Services, who will deliver them to your exhibit table during the planned exhibitor set up times. Boxes shipped directly to the TELUS Convention Center must arrive no sooner than Thursday, September 21st. [CLICK HERE](#) to review the exhibitor kit.
- **Materials Handling:** If an exhibitor ships something directly to the TELUS Convention Center (i.e. one box or a pull up banner) and wishes to pick it up from the loading dock, they will not be charged a materials handling fee. Anything that requires a dolly or requires labor to be carried in, will be charged a material handling fee of \$96 per 100lbs with a minimum of 200lbs.
- [CLICK HERE](#) for shipping address information as well as exhibitor instructions from the TELUS Convention Center (Click on the Shipping & Logistics tab).

Exhibit Space Details:

Please check in at the conference registration desk upon your arrival and our Conference Management team will direct you to your assigned exhibit space. Exhibit tables will be set up in the Macleod E Pre-function area. This will be a high traffic area near the main meeting space. There will be a sign with your company name on your assigned table.

Your exhibit area will include:

- 1 – 6' skirted Table with 2 chairs
- Standard booth sign with your company name
- Carpeted exhibit area

Exhibitor Electricity / A/V:

If you require electricity for your exhibit table you will need to order and pay for this directly with Global Convention Services. Order forms are included in the Global Convention Services Exhibitor Kit. [CLICK HERE](#) to review the exhibitor kit.

Exhibit Hours:

The exhibit area will have the most attendee traffic during scheduled breaks and lunches. Please refer to the [CONFERENCE SCHEDULE](#) for more details and specific times.

We recommend attending your table during the scheduled break times and lunchtime. There will be refreshment breaks in the exhibit area mid-morning and mid-afternoon.

Activity	Time
Set Up	Sunday Sept. 24 th 1:00 – 5:00 p.m.
Vendor Area Open	Monday Sept. 25 th 7:00 a.m. – 5:00 p.m. Tuesday Sept. 26 th 7:00 a.m. – 3:30 p.m. and 6:00 – 7:00 Reception w/Exhibitors Wednesday Sept. 27 th 7:00 a.m. – 10:45 a.m.
Tear-Down	Wednesday Sept. 27 th 10:45 a.m.

Company Representatives:

As part of your sponsorship / exhibit fee, you are entitled to complimentary registrations, which include access to all sessions and meals. The number of complimentary registrations you receive is dependent on your sponsorship level. Please register all staff by **Friday, September 1st**.

All staff must register using this link:

<https://cvent.me/EQG40o?RefId=AFWAAttendeeReg>

Apply the discount code provided in the accompanying email to change the registration fees to \$0.00.

Conference App - Whova:

We will be using the conference app, Whova, which will be the main information source throughout the conference. Each exhibitor & sponsor will be provided with a personalized page. When an attendee clicks on the link to your sponsor page they can read through the information, download any resources you've added, etc. We have created the initial framework for your sponsor page and have uploaded your basic company information (name, brief description and logo).

If you would like to edit or customize your page, please use the link provided in your email to access a personalized form for your company/organization. You customize your sponsor page by making any necessary edits to the form, adding a link to a promotional video, and uploading two documents. When you review the form, please pay special attention to the quality of your logo. If you have a logo file that is a higher resolution you may want to edit this and upload a new logo.

We ask that you please have all of your content uploaded and completed by **Friday, September 1st** so that your page presentation is finalized before attendees are given access to the conference site. Please refer to this [WHOVA SPONSOR GUIDE](#) for step-by-step instructions on how to customize your page in the Whova app. The guide includes a short, 6-minute, video that walks you through each step.

Questions?

Contact Karen Forbes, Exhibitor/Sponsor Coordinator

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