



#ATMsCanada2020

Canada Conference 2020

Advancing the ATM into the Next Generation, Together

September 22-23, 2020

Sheraton Vancouver Wall Center • Vancouver, Canada



EXHIBITOR MANUAL

Exhibitor Manual

Please read this manual carefully and completely. It contains important information relating directly to exhibit procedures. You will obtain prompt and efficient attention to your exhibit needs if you follow the enclosed procedures in advance of the ATMIA Conference 2020. It is important to us that you have a successful show, including an easy move-in and move-out.

To make your participation in the ATMIA Conference 2020 as smooth as possible, we urge you to:

- Mail, email or fax ALL forms as early as possible.
 - Keep duplicate copies of forms for your records and bring them to the show.
 - Avoid on-site orders.
 - Pre-fabricate your display to reduce set-up time to minimize your labor cost.
 - Immediately phone Dana Benson (605-582-7058, dana.benson@atmia.com) with any questions.
- **Conference web site.** For complete information on the conference please visit the [web site](#). It contains up to date information on the schedule, exhibitors, speakers etc.

➤ **Contact Information**

ATMIA Event Staff

2260 Byrum Circle
Brandon, SD 57005
2260 E. Byrum Circle
Brandon, SD 57005

Exhibitor/Sponsor Information:

Dana Benson, Director of Conferences & Sponsorships
Telephone: 605-582-7058
dana.benson@atmia.com

Attendee Registrations:

Brita Price, Event Business Manager – US, Canada, Africa
Telephone: 605-271-8494
brita.price@atmia.com

Hotel: Sheraton Vancouver Wall Centre

1088 Burrard Street,
Vancouver BC V6Z 2R9 Canada
Reservations: 1-604-331-1000

Reservations link: <https://book.passkey.com/event/50015006/owner/7720/home>

Event Contact: Rachel Collier
Meeting & Event Manager
Telephone: 604-893-7144
rcollier@wallcentre.com

Exhibit Company: Can-West Display Services Ltd

Tony Morrell
604-434-4433
tony@canwestdisplay.com

Customs: Davidson & Sons Customs Brokers

Remy Perrot
604-697-2595
remy@davidsonandsons.com

➤ **Details**

Move-In and Set-up Day - You may set up your booth on Monday, September 21 beginning at 10:00am. ** All exhibits must be set up by 8am on Tuesday, September 22.

Exhibit Hours

The exhibit hall will be open the following days and times. It is recommended that you keep your booth staffed the entire time. *(These times are subject to change so please see [web site agenda](#))*

Tuesday	September 22	8:30am – 6:30pm
Wednesday	September 23	8:00am – 12:30pm

Tear-Down Hours

Wednesday	September 23	12:30 – 5:00pm
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➤ **Conference Passes & Registrations**

Registering your Staff: In order to register your staff using your complimentary passes, please make sure to fill out the **Exhibitor Pass Request Form** at [available at this link](#). To register staff online your complimentary passes using the link above, you will need your Confirmation Number that was included on the confirmation email when you registered your booth. If you do not have it, please click the ‘What is my confirmation number’ link on the web page and it will be emailed to the email account on the registration.

All attendees, exhibitors, and sponsors must be registered for the conference. If you need to register additional staff for the event, please complete and return the **Additional Staff Pass Registration** form in this kit by **September 10, 2020** to have all names printed in the Attendee List.

<u>Booth Size/Sponsorship</u>	<u>Complimentary passes for event</u>
Evening Reception Sponsor	two (2) full conference passes
Coffee Break Sponsor	two (2) full conference passes
Beverage Station Sponsor	two (2) full conference passes
Single booth (10'x10')	three (3) full conference passes
Double booth (10'x20')	five (5) full conference passes
Bronze Sponsor – Single Booth	4 full conference passes
Bronze Sponsor – Double Booth	6 full conference passes
Silver Sponsor	6 full conference passes
Gold Sponsor	7 full conference passes

Platinum Sponsor

8 full conference passes

Full Conference Pass includes:

- ◆ Entrance into each general session and breakouts
- ◆ Access to the exhibit hall
- ◆ All meals served at the event (coffee breaks, continental breakfasts, lunches, and receptions)
- ◆ Conference materials

Exhibit Hall passes include:

- ◆ Entrance into the exhibit hall
- ◆ All meals in the exhibit hall (coffee breaks, continental breakfasts, lunches, and receptions)
- ◆ Conference materials
- ◆ Does not include ATMIA pre-conference workshops or any other sessions/keynotes/breakouts.

Additional Passes can be purchased:

- ◆ Full conference passes: \$400 each for people within your company.
- ◆ Additional Exhibit Hall Only passes: \$200 each for people within your company. (Does not include ATMIA pre-conference workshops or any other sessions/keynotes/breakouts.)

➤ Hotel Reservations

A limited block of reduced rate rooms has been reserved for ATMIA Conference 2020 participants at the Sheraton Vancouver Wall Centre for \$219CAD per night. To secure accommodations, call 604-331-1000 or book online at: <https://book.passkey.com/event/50015006/owner/7720/home>. Be sure to indicate the conference title: ATMIA Conference 2020. *Please note: The only secure way to make your reservations is by contacting the hotel directly via phone or using the link below. Do not make your reservation if someone calls you or send your and email claiming to be from the hotel for from ATMIA or offering "better rates". Contact ATMIA staff if you have any questions.*

➤ Company Descriptions for event app

All exhibitors complete the company description and download logo for ATMIA to use on the event app as soon as possible or by August 1, 2020. Please complete the **Exhibitor Description Form** online:

<https://www.atmia.com/conferences/canada/exhibitorsponsor/exhibitor-kit/>

➤ Security

Security will be provided by Sheraton Vancouver Wall Centre, and the exhibit hall will be locked during non-conference hours. While show management exercises reasonable care in safeguarding your property, neither ATMIA nor any of their officers, agents, or employees assume responsibility for such property. Do not leave unpacked display materials unattended. Securely fasten all lightweight high-theft-risk items to display boards or lock in showcases. Personal items of value should never be left unattended (esp. handbags, phones, and laptops). During move-out, exhibitors should remain with their goods and merchandise until it is picked up or receipted for in a designated storage area.

➤ Liability Insurance

Exhibitors must make sure the company insurance includes extraterritorial coverage as well as theft, public liability, and property damage insurance covering travel to the show, during the show, and in transporting equipment to its next destination. **ATMIA requires a copy of each company's proof of insurance. Email a copy to Dana Benson dana.benson@atmia.com by August 1, 2020.** Exhibitors should be aware that ATMIA takes no responsibility for loss, theft, or disappearance of property.

➤ Cancellation Policy

Cancellation Policy for Exhibitors/Sponsors/Advertisers:

Timeline:

90+ days prior to the event
45-90 days prior to the event
<44 days prior to the event

Amount Refunded:

\$1,000 administrative fee will be deducted
50% cost of booth
no refund

In the event that ATMIA or the represented organization elects to cancel an event, ATMIA will refund only payment made directly to ATMIA and will not be held responsible for other costs of expenditure incurred by the sponsor/exhibitor. ATMIA will not refund payment or assume additional costs and liability that result from "acts of God" or criminal activity. All refunds will be issued within six weeks of receipt of written cancellation.

➤ **Hospitality Suites/Social Events/Meeting Rooms**

ATMIA would be happy to arrange a room for your company for hospitality suites, meetings or social events throughout the week. However, these events must not encourage absence of attendees or exhibitors from the convention or exhibit hall during official hours of the conference. Please complete the [online form](#) to reserve a room appropriate for your company's needs.

➤ **Sponsorship**

To increase your visibility at the ATMIA Conference 2020, take advantage of our sponsorship program. There are several different sponsorship packages available. A list of sponsorships is available by contacting Dana Benson (dana.benson@atmia.com) or 605-582-7058.

➤ **Program Advertising**

Your company can now place an ad in the conference program of events. Everyone attending the conference receives a program of events so your company message is guaranteed to go home with all who attend. Full and half page ad sizes are available in full color. Complete the form attached to place your ad. All ads reservation forms are due **August 11, 2020** and the ads are due **August 18, 2020**.

➤ **Marketing Insert into Attendee Bag**

Your company can now place one marketing item into the delegate bag. Everyone attending the conference receives a bag so your company brochure/trinket is guaranteed to go home with them. With this fee you can put one item into the bag –that can include one trinket (notepad, keychain, pen, etc) or one marketing document. The item must be supplied by the advertising company and be to the address provided by **September 17, 2020**. If you are interested in taking advantage of this advertising opportunity please complete the [online form](#) or in this kit.



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All forms can also be found online:

<https://www.atmia.com/conferences/canada/exhibitorsponsor/exhibitor-kit/>

Exhibitor Check List

	<u>Page</u>	<u>Date Due</u>	<u>Completed</u>
Full Booth Payment		Immediately	_____
Sponsorship Payment	4	Immediately	_____
Meeting Room Reservation Complete this form online		Immediately	_____
Advertising Placement	6	August 11, 2020	_____
Ads for program of events	6	August 18, 2020	_____
Exhibitor Description Complete this form online		August 1, 2020	_____
Exhibitor Pass Request Form Complete this form online		September 10, 2020	_____
Additional Pass Request Form	7	September 10, 2020	_____
Certificate of Insurance	3	August 1, 2020	_____

Please submit forms on time!



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Advertising Placement Form

Reservations Due: August 11, 2020

Ads Due: August 18, 2020

Email dana.benson@atmia.com

Company _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

**** All ads must be camera ready (see below). If they need to be created or adjusted in any way, a fee will be charged to the advertising company.**

Ad specifications Images

- All images should have a minimum resolution of 300 dpi at 100%.
- All images should be converted to CMYK.

Colors

- All art files should be converted to CMYK. We cannot guarantee color consistency for files that must be converted from Index, LAB or RGB color spaces to CMYK.

Accepted File Formats

PDF- Press-ready

minimum resolution of 300 dpi at 100% (Includes bleeds with all fonts embedded or converted to outlines)

Full Page Bleed Ad

Final Trim Size: 8.5" x 11"

- Must include
- 1/8" bleed: 8.75 x 11.25
- Live area 8" x 10.5"

Full Page Non-Bleed Ad: 8" x 10.5"

Half Page Horizontal Bleed Ad

- Final Trim Size: 8.5 x 5.5

- Must include 1/8" bleed: 8.75" x 5.75"

Half Page Horizontal Non-Bleed Ad: 8" x 4.75"

For questions contact Bob Kobernusz bkobernusz@sio.midco.net

Full Page (8.5"x11") – Full Color

Member \$550 USD
Non member \$1050 USD

\$ _____

Half Page (8.5"x5.5") – Full Color

Member \$400 USD
Non member \$800 USD

\$ _____

Total Amount Due \$ _____

Payment Options

Check enclosed (payable to ATMIA)

Credit Card: Visa MasterCard American Express Diners Club JCB Discover

Name (as it appears on card) _____ Expiration Date _____

Card # _____ Card ID# _____

Signature: _____ Date _____



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Additional Pass Request Form

Due: September 10, 2020

Fax: 1-605-271-8498 or email brita.price@atmia.com

Additional Staff (*please remember that these attendees must be from your company*):

Company: _____

Address: _____

City: _____ State: _____ Postal Code _____ Country _____

(1) Name: _____ *Registration Choice:* Full Conference \$400
 Title: _____ Exhibit Hall Only \$200
 Email: _____
 Phone Number _____

(2) Name: _____ *Registration Choice:* Full Conference \$400
 Title: _____ Exhibit Hall Only \$200
 Email: _____
 Phone Number _____

(3) Name: _____ *Registration Choice:* Full Conference \$400
 Title: _____ Exhibit Hall Only \$200
 Email: _____
 Phone Number _____

(4) Name: _____ *Registration Choice:* Full Conference \$400
 Title: _____ Exhibit Hall Only \$200
 Email: _____
 Phone Number _____

Total Amount Due \$ _____

Check enclosed (payable to ATMIA)

Credit Card: Visa MasterCard American Express Diners Club JCB Discover
 Name (*as it appears on card*) _____ Expiration Date _____

Card # _____ Card ID# _____

Signature: _____ Date _____



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Marketing Bag Insert

Items Due September 17, 2020 (to hotel)

All Conference Sponsors may put a company branded marketing item into the attendee bag. If your company is not a sponsor but would like to include a marketing item in the bag the cost is \$400. Please complete and return this form as well

Total Amount Due:

ATMIA Member \$400 ----- Non member \$800

Check enclosed (payable to ATMIA)

Credit Card: Visa MasterCard American Express Diners Club JCB Discover

Name (as it appears on card) _____ Expiration Date _____

Card # _____ Card ID# _____

Signature: _____ Date _____

SHIPPING INFORMATION

To ensure that the piece is included into the bag, please send 200 items to the following address by September 17.

Sheraton Vancouver Wall Centre
Attn: Dana Benson, ATMIA Conference
1088 Byrard Street
Vancouver, BC V6Z 2R9 Canada
1-604-331-1000

Please Email (dana@atmia.com) this completed form to Dana Benson for on-site confirmation and tracking purposes.

Company Name: _____

Contact at Company: _____

Phone: _____ Email: _____

Shipping Company:

DHL

Fed Ex

UPS

USPS

Other _____ Phone Number _____

Number of Boxes in Shipment: _____

Date Shipped: _____

Expected Arrival Date: _____

Tracking Numbers: _____