

# INSIDE SCOOP WINTER 2023 EXHIBITOR INFORMATION

## SETUP AND TEARDOWN TIMES

Tuesday, December 5

Load-in for large items (or if additional set-up time is needed): 11:00AM – 12:00PM

General load-in for all other exhibitors: 12:00PM – 1:30PM

General teardown (all exhibitors): 6:00PM – 8:00PM

**Load-in and load-out via the loading dock entrance** (the north entrance next to the upper parking lot off Sunshine Place). The main entrance will be closed until 2:00PM when it will open for attendees. Only active loading and unloading will be permitted at the loading dock. No parking at the loading dock please.

Please adhere to all setup, tradeshow, and teardown hours: arrive on time and stay until the end of the event. All booths must be set-up by 2:00PM when the doors open for attendees. Please do not strike early; please wait until 6:00 PM.

## HOURS OF OPERATION + LOCATION

Open to Whistler staff 2:00PM – 6:00PM

4010 Whistler Way – Whistler Conference Centre

## EXPECTED ATTENDANCE

Approximately 700 attendees. Please encourage your staff to attend; this tradeshow is for them! Use this as an opportunity to educate your staff on winter in Whistler, and/or have them rotate at your booth so everyone gets to explore the tradeshow. Reminder: this is a **FREE** event to attend.

## TRADESHOW CHECK-IN

Check-in at the loading dock entrance with the friendly Village Host Team for booth assignments.

Registration fees include:

- ✓ 6ft table x 1
- ✓ Linen on table
- ✓ Chairs x 2
- ✓ Pen x 1
- ✓ Drink Ticket x 2

Space is limited, so please stay within your designated area.

## POWER RENTALS

Exhibitors that have rented power cords will be guaranteed power at their booth. **Please bring your own power strip if you have rented power to your booth and will have more than one item to plug in.** If you require a power supply for your display, it is advised that you bring your own charging device.

## PARKING

Parking adjacent to the Whistler Conference Centre is limited and managed by the Resort Municipality of Whistler. Rates for underground parking vary by length of stay and the maximum stay is 24 hours. The maximum height for underground parking is 6.10 feet/2.08 metres. Rates and availability are subject to change without notice. For Whistler parking information, visit the Resort [Municipality of Whistler](#) website.

## FOOD AND BEVERAGE

Exhibitors that have submitted and had their [Temporary Food Services Application Form](#) approved will be permitted to serve samples at the event. If you will be providing samples, please bring your own sampling supplies. We prefer that you bring something compostable or recyclable, as our building mandate includes waste diversion. **No outside alcohol is permitted in the Whistler Conference Centre.**

## TIPS FOR ANIMATING YOUR BOOTH

- ✓ Bring a visual presentation device (e.g., iPad, laptop, or TV), as well as inventory/decor to better engage with attendees. Attendees are drawn to interactive displays and creativity.
- ✓ Set up your own on-site contest and prize to attract attendees to your booth.

## FREQUENTLY ASKED QUESTIONS

### **How do I know where my booth is located?**

Your booth assignment will be shared with you upon check-in at the business registration desk, inside the loading bay doors, between 11:00AM -12:00PM for large item load ins, or 12:00pm – 1:30pm for general load in.

### **Can I see the floorplan beforehand?**

Unfortunately no; sometimes last minute changes need to be made, so to avoid confusion we prefer to share the floorplan with exhibitors onsite rather than beforehand.

### **Can I strike early?**

Please do not strike or teardown your booth early. Some people cannot attend the Inside Scoop early, so we want to make sure that the experience for them is just as positive as for the early arrivals.

### **Is there complimentary food and beverage available on site?**

Yes! Some exhibitors are bringing in food samples. Whistler.com will be handing out food, and complimentary tea and coffee are available to exhibitors from the bar upon request.

### **How many drink tickets do exhibitors get?**

Two drink tickets per booth will be provided upon exhibitor load-in at the business registration desk.

### **How many exhibitors are there?**

This edition of the Inside Scoop has 80 exhibitors and there are still a few spots left to reserve.

**What do attendees get for coming to the Inside Scoop?**

Knowledge! Seriously: they get to learn firsthand from exhibitors what offerings they have for the winter as well as year-round. Most attendees participate in the quiz to earn a complimentary drink ticket and be entered into the prize draws.

**Where can I find the Inside Scoop Quiz?**

Please download the [Go Whistler Tours App](#) beforehand, where the Inside Scoop Quiz will be live on Tuesday, December 5.

**Why is the quiz on an app rather than a paper handout?**

Tourism Whistler wants to shift away from paper maps and drive engagement through the Go Whistler Tours App for sustainability purposes. Go Whistler Tours is a resource for visitors to adventure more deeply in Whistler.

**But what if Go Whistler Tours doesn't work?**

During the Winter Inside Scoop, Go Whistler Tours App was subject to an ill-timed routine maintenance. We have triple checked with our app provider that they will not schedule any outages or maintenance during the Inside Scoop this year. If such an unfortunate situation occurs, we will revert to paper passports.

**Can I complete the quiz, too?**

Yes, exhibitors are encouraged to also participate in the quiz.

**I still have questions. Who can I contact?**

If you have questions before the day of the event, please email [insidescoop@tourismwhistler.com](mailto:insidescoop@tourismwhistler.com). If you have questions onsite, please visit the whistler.com booth located in the ballroom against the back wall, and Tourism Whistler's friendly team will put you in touch with the best person to answer your question.