

Info for Exhibitors

APPLIED RESEARCH DAY

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APPLIED RESEARCH DAY

Event Logistics

Thank you for being an exhibitor at our upcoming Applied Research Day. The Applied Research Centre is looking forward to seeing your work and sharing it with the Langara community.

This info sheet provides important details about the event, from key deadlines to preparing display materials to booth set-up. Please take a moment to review the following info.

Applied Research Day

Thursday, March 23, 2023
10:00 am–3:00 pm
A Building Foyer

Schedule:

- 10:00 am–11:00 am: Booth set-up for exhibitors
- 11:30 am–2:30 pm: Exhibition of projects
- 2:30 pm–3:00 pm: Booth take-down and equipment return

Deadlines

February 24 5:00 pm	Submit your final request for equipment and booth support (eg. audio/visual, peripherals, etc.). Note: Limited equipment available. First come, first served.
March 23 9:00 am–11:00 am	Pick up your audio/visual equipment from A/V Distribution (C265). Set up your booth.
March 23 2:30 pm–3:00 pm	Pack up your booth. Return your audio/visual equipment to C265.

About Your Booth

What we provide as organizers:

- Backdrop space (2 x 24" wide x 36" high) for mounting posters, photos, etc.
- 1 table
- 1 black tablecloth
- A maximum of two (2) chairs will be **provided upon request**.

Your responsibilities as an exhibitor:

- Booth set-up and take-down
- Be available to discuss your project with attendees for the full duration of the event, or ensure there is someone to represent your booth if you cannot attend the event

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- Pick up and return your equipment to A/V Distribution
- Bring all the display materials and information handouts you need that are not provided by the organizers
- Design, layout, printing, and production of your display materials and information handouts
- Costs associated with printing and producing any materials not provided by the organizers

Design & Layout Support

As an exhibitor, you are responsible for producing any display materials or information handouts you need to give out at the event.

If you need design or layout support, consider asking or hiring a student or colleague with time and experience to help you design and prepare print-ready files.

Strategic Communications & Marketing and the Printshop will not be able to provide design and layout support.

Printing & Production of Oversized Display Materials

As an exhibitor, you are responsible for printing and producing any oversized display materials you need for your booth. Due to limited resources, the event organizers will not be able to provide support.

If you need printing and production support, please note the following:

1. Communications & Marketing will not be able to print or produce your large format orders
2. The Printshop will accept large format printing orders if:
 - Your files are print-ready (see printing specs below)
 - You provide at least 7 business days' notice
3. The Printshop does not provide:
 - Design or layout support
 - Trimming of materials larger than 11" x 17" (tabloid size)
 - Lamination
 - Mounting of materials on foam core

Other printing and/or lamination options:

- Take your print-ready files to Staples or any other similar business
- Keep your receipt(s) for department reimbursement later, if applicable

For mounting or printing on special materials:

- Take your print-ready files to Fastsigns (www.fastsigns.com) or any other similar business
- Note: This type of work requires a minimum of 10 days to turn around
- Keep your receipt(s) for department reimbursement later

Large-Format Printing Specs

- Acceptable files: AI, EPS, PDF, JPEG/JPG
- Photos: 300 dpi or higher, copyright-free
- Include bleeds if needed
- Do not supply Powerpoint files

Reimbursement

As an exhibitor, you are responsible for costs associated with printing and producing any materials not provided by the organizers.

Before you make a significant purchase, please check with your Department Chair, instructor, fellow exhibitor, or manager about budget and reimbursement. Keep your receipt(s) or invoice(s) for any purchases you make.

Booth Set-Up Tips & Resources

Organizers will reach out via email with information on setting up your booth. There will also be information on exhibiting in the A Building Foyer.

Event Planning Reminders

- Make note of the deadlines and emails you receive from the event organizers.
- Book the equipment you need for your booth.
- Allow enough time to produce your booth materials.
- Invite your colleagues and students to attend.

Event Day Reminders

- Pick up your audio/visual equipment from A/V Distribution (C265) by 11:00 am.
- Check in at the Welcome Table to find your booth location.
- Set up your booth between 9:00 am and 11:00 am.
- Test your equipment and report any problems to the organizers or A/V person.
- Enjoy sharing your research with the Langara community!

Contacts

General event inquiries, venue set-up and logistics

Seetha Kumaran, Manager | skumaran@langara.ca

Audio/Visual equipment booking

AskIT Portal <https://langara.ca/ask-it>

Event Promotion

Gladys Tsang, Communications Advisor, Strategic Communications & Marketing | gtsang@langara.ca

Applied Research Day is organized by a committee of volunteers who generously contribute their time and energy to showcasing Langara's scholarly activity. We welcome your participation.

Contact us.

appliedresearch@langara.ca to get involved in a future event or get your own project started.

Learn more.

langara.ca/about-langara/applied-research/applied-research-day/index.html