

## 2017 BCSLA CONFERENCE, SHOWCASE & AGM Program Supporter & Exhibitor Booth Information Kit

March 8, 2017 - Updated

### Dear Valued BCSLA Friends and Supporters:

We welcome this opportunity to invite you to participate in the BC Society of Landscape Architects Annual Conference & Showcase of Products and Services from **March 31- April 1, 2017** at the Delta Grand Okanagan Resort & Conference Centre in the Okanagan Ballroom, 1310 Water Street, Kelowna, BC. Volunteers have scheduled the popular BCSLA Landscape Café, Poster Session & Social as a pre-conference event on Thursday, March 30, 2017.

This information package includes details of program support opportunities and Showcase Exhibitor booth options. We anticipate more than 300 delegates, speakers, volunteers and exhibitors will gather for this foremost event for landscape architects, emerging professionals and allied design professionals in BC. These delegates represent public sector, large firms, sole practitioners and academia from across BC and beyond. Mayor Colin Basran has proclaimed March 31, 2017 as "Landscape Architecture Day" in the City of Kelowna. We hope that you can join us to celebrate the profession!

Cradled within a glorious range of mountains, is a sanctuary filled with pristine lakes, pine forests, abundant gardens, orchards and vineyards, sandy beaches and superb amenities. Stretching from north to south for approximately 135 km is beautiful Okanagan Lake. The lake sustains several diverse communities along this corridor known as the Okanagan Valley. The Okanagan Valley is located at the northern most end of the Sonora Desert and hence has a semi-arid climate, boasting long warm summers and short mild winters. The city of Kelowna, is the largest community and is located midway through the valley. It has a population of 122,000 and is the transportation, business and service hub of the valley.

The conference theme is "**Whatever the weather: Resilient responses to climate change**". Through a landscape design lens, invited key speakers will frame the conference theme and sub-themes. Presentations in the four sub-theme formal sessions and a general poster session, will address what landscape architects and allied professionals are doing, on the ground, and in our communities.

Volunteers are drafting the preliminary program that includes points of view from interdisciplinary or collaborative perspectives and practices) that respond to the conference theme of resilience. The program is a combination of responses to the Call For Papers and invited speakers. We recommend that you check the website regularly as the program is constantly evolving due to speaker availability. .

The BCSLA appreciates your interest in supporting the 2017 Annual Conference, Showcase and AGM, and for helping to make this event a tremendous success.

Warmest regards,

**BC Society of Landscape Architects**



Tara Culham  
Executive Director

*The BC Society of Landscape Architects (BCSLA) was formed in 1962 and registered in 1964 under the BC Societies Act. BCSLA regulates the profession of landscape architecture according to provincial statute. Landscape architecture is a comprehensive discipline involving land analysis, planning, design, management and conservation and rehabilitation. Typical projects include site design, urban planning, environmental impact studies, parks and recreation planning and residential garden design. The BCSLA promotes continuing education and high standards of professional practice in order to assure the health, safety and welfare of the public in British Columbia.*

## 2017 CONFERENCE PROGRAM SUPPORT INFORMATION

The program is constantly evolving check [www.bcsla.org](http://www.bcsla.org) for updates. Make the most of your participation at the BC Society of Landscape Architects Annual Conference, Showcase of Products & Services and AGM Meeting by becoming a supporter. We welcome this occasion to offer our valued supporters a wide choice of options that will provide your company with an opportunity that will fit with your marketing message and keep you on budget. **Please complete the Conference Program Support Agreement on Page 10 and submit it to the BCSLA office by email or mail.**

**Diamond Elite Supporter (\$10,000 and above) receive exclusive benefits:** The Diamond Elite level supporter is recognized as the premier conference supporter before, during and following the conference. Your company will benefit from naming rights on all event materials. Your company profile will be enhanced by:

- ✓ The opportunity to place a brochure or flyer on each seat at all conference programs.
- ✓ Address the conference delegates for a ten minutes on both days
- ✓ Showcase Exhibitor Booth
- ✓ Acknowledgement in the Friday File (circulation: 700+), the websites, in Sitelines Magazine at the conference
- ✓ Dedicated onsite color signage acknowledging your support will be featured at key functions.
- ✓ Your company logo on the day program and the program that you support
- ✓ Six complimentary tickets to the Welcoming Reception, both Awards Luncheons and the Closing Social

**Platinum Supporters (\$5,000 level and above) receive:** This premium level of support will be recognized with a unique visibility at the conference:

- ✓ The opportunity to place a brochure or flyer on each seat at the event that you support
- ✓ Address the conference delegates for five minutes at the event that you support
- ✓ Acknowledgement in the Friday File (circulation: 700+), the websites, in Sitelines Magazine and at the conference
- ✓ Dedicated onsite color signage acknowledging your support of the event
- ✓ Your company logo on the day program and the program that you support
- ✓ Four complimentary tickets to the Welcoming Reception and both Awards Luncheons

**Gold Supporters (\$3,000- \$4,999) receive:** This level of support will be recognized with a high profile at the conference:

- ✓ The opportunity to place a brochure or flyer on each seat at the event that you support
- ✓ Address the conference delegates for five minutes at the event that you support
- ✓ Acknowledgement in the Friday File (circulation: 700+), the websites, in Sitelines Magazine and at the conference
- ✓ Dedicated onsite color signage acknowledging your support of the event
- ✓ Your company logo on the day program and the program that you support
- ✓ Two complimentary tickets to the Welcoming Reception and both Awards Luncheons

**Silver Supporters (\$2,000- \$2,999) receive:** This level of support will be recognized with a distinct profile at the conference:

- ✓ The opportunity to place a brochure or flyer on each seat at the event that you support
- ✓ Acknowledgement in the Friday File (circulation: 700+), the websites, in Sitelines Magazine and at the conference
- ✓ Dedicated onsite color signage acknowledging your support of the event
- ✓ Your company logo on the day program and the program that you support
- ✓ Two complimentary tickets to the BCSLA or CSLA Awards Luncheon

**Bronze Supporters (\$1,000- \$1,999) receive:** This level of support will be recognized with a key profile at the conference:

- ✓ Acknowledgement in the Friday File (circulation: 700+), the websites, in Sitelines Magazine and at the conference
- ✓ Dedicated onsite color signage acknowledging your support of the event
- ✓ Your company logo on the day program and the program that you support
- ✓ Two complimentary tickets to the CSLA Awards Luncheon

1. **Welcoming Reception- *Proudly Sponsored by: Abbotsford Concrete Products Ltd.***  
**Friday, March 31:** This is the best chance to brand your company as well as network and socialize on the first night of the conference. You will hear senior practitioners, emerging professionals, presenters; supporters and exhibitors get to know each other and swap business cards. Listen to the experts engage each other in a dialogue about the aspects that were talked about in the day's session. .
2. **BCSLA Closing Social- *Proudly Sponsored by: T. Moscone & Bros. Landscaping Ltd.***  
**Saturday, April 1:** Meet all of the attendees to discuss the conference proceedings while celebrating the profession in the heart of BC's Okanagan as the conference winds down. Scott Watson, BCSLA President will have the honour of introducing you and you will be invited to share the word about your products and services at this informal social.
3. **Refreshment Sponsor - \$3,000** **Gold Supporter**  
 An opportunity that will raise your profile while enjoying the networking receptions.  
**3A. Friday, March 31** or **3B. Saturday, April 1**
4. **Keynote Speakers - \$3,000** (3 available) March 31 and April 1 **Gold Supporter**  
 Keynote Supporters will be recognized at the plenary session and will have the opportunity to introduce the Speaker. Your promotional material will be placed prominently at the registration desk.  
**4A. Don Luymes** **4B. Debra Guenther** **4C. Marta Farevaag**
5. **Entertainment Sponsor - \$2,000** **Silver Supporter**  
 Volunteers are busy working to identify fabulous entertainment for the networking receptions.  
**5A. Friday, March 31** or **5B. Saturday, April 1**
6. **Luncheons - \$2,500** **Silver Supporter**  
**6A. Friday, March 31:** - *Proudly Sponsored by Metrix Professional Insurance Brokers & XL Catlin*  
**CSLA Awards Luncheon:** Join us for a buffet lunch in the Okanagan Ballroom. Don Wuori, BCSLA Juror, will honouring all of the BCSLA recipients of the 2017 CSLA Awards of Excellence.  
**6B. Saturday, April 1:**  
**BCSLA Awards Luncheon**  
 Al Neufeld, Jacqueline Lowe and Scott Watson and will honour winners of the prestigious BCSLA Awards at a plated luncheon in the Okanagan Ballroom.
7. **Informative Presentations – \$2,000** (10 available) March 31 and April 1, 2017 **Silver Supporter**  
 Support of one of the official conference sessions. This is a great opportunity to position your company as a knowledge leader for specific topics. Title Supporters will be recognized at the session and will have the opportunity to introduce the Speaker(s). Please see the preliminary program for speaker and panel discussion details.
9. **Clive Justice New Member Book Awards - Proudly Sponsored by Cedar Crest Lands (B.C. ) Ltd.**  
 Saturday, April 1- The Clive Justice New Member Book Awards continues a tradition started many years ago. All individuals who became landscape architects in 2016 will be recognized and presented with a book.
10. **Tours - \$1,000** (4 available) Saturday, April 1 **Bronze Supporter**  
**10A. Urban Sketching** **10B. UBC Okanagan** **10C. Kelowna Public Spaces** **10D. Mission Creek Tour**
11. **Documentary Screening: *One Big Home*** Various screening times - **\$500** **Supporter**  
 Directed by Thomas Bena - Twelve years in the making, One Big Home, follows one carpenter's journey to understand the trend toward giant houses.
12. **BCSLA Landscape Café, Poster Session & Social - \$1,000** March 30 **Bronze Supporter**  
 As an exclusive supporter you will be recognized at the session and will have the opportunity to mingle with delegates and presenters. This year we are switching things around to showcase projects in the BC Interior in a relaxed atmosphere. Posters provide an opportunity for an informal presentation featuring "give and take" with conference attendees. Presenting a poster is also a good way in which to discuss and receive feedback on a work in progress. Delegates may choose to visit some of the projects while they are in town.

**13. Breakfast - \$1,000 each station** (3 stations)**Bronze Supporter**

Welcome all attendees to the by supporting a light breakfast each morning of the conference. Arrive early and mingle with the delegates in the beautiful Okanagan.

**13A.** Friday, March 31 **or** **13B.** Saturday April 1**14. Coffee Breaks - \$500** (three stations - each break)**Supporter**

Meet and greet the attendees to by sponsoring coffee/tea during the breaks. A great chance to say hello to delegates and chat about your products and services.

**14A.** Friday, March 31 **or** **14B.** Saturday, April 1

**15. In-Kind:** We welcome in-kind support of stage décor, table décor, printing, plant material, signage, lighting, notebooks, delegate bags, lanyards and badges and more! You will be recognized for your generous support.

**Terms of Payment**

Once your Program selections(s) have been confirmed, the BCSLA will issue you an invoice. Please mail a copy of this Showcase Opportunities Order Form and a cheque payable to "BC Society of Landscape Architects" for the full amount of your participation selections by **February 28, 2017**. Due to high demand, if payment is not received by this date, the program component will be released for re-sale. No refunds after February 10, 2017. No exceptions.

**Material Deadlines**

Exhibitors must provide the BCSLA office with a high resolution, digital copy of their company logo for inclusion on conference promotional material. All logos should be submitted in PDF, JPG, GIF, or PCT/PCIT format. Suggested logo sizes:

PDF - 6 x 6" (15 x 15cm) min. or JPG, GIF, PCT/PCIT - 400 x 400 pixels min., 2000 x 2000 pixels max.

Please coordinate your artwork requirements with Stephanie Nguyen at 604.682.5610 or [office@bcsla.org](mailto:office@bcsla.org). **All artwork must be delivered by March 15, 2017 to be included in the Showcase floor plan and signage.**



## BCSLA Showcase Opportunities Order Form

Please indicate which exhibitor booth(s) you wish to reserve and email or mail pages 5 and 6 to the BCSLA at \_\_\_\_\_  
450, 355 Burrard Street, Vancouver, BC V6C 2G8 [admin@bcsla.org](mailto:admin@bcsla.org). Sorry no refunds after 01/31/2017. **NO FAXES PLEASE.**

### Showcase Exhibitors receive:

- ✓ Two passes per booth includes entry to all conference sessions, lunches, breaks and selected special functions.
- ✓ Acknowledgement in the Friday File, on our websites, in Sitelines Magazine and at the conference
- ✓ Additional exhibitor passes may be purchased at the rate of \$350 per pass.

<b>Contact Name</b>	<b>Company</b> (Print full name of company for name tag)		
<b>Address</b>	<b>City</b>	<b>Province/State</b>	<b>Postal/Zip Code</b>
<b>Phone</b>	<b>Fax</b>	<b>Email</b>	

### Showcase Booth Options

**Please see the Showcase Floor Plans on page 9.** The Okanagan Ballroom and Foyer are on the conference level. Booth spaces will be clearly marked and exhibitors are requested to adhere to these guidelines. Multiple booths are available. All exhibitor booths are subject to BCSLA approval and restrictions. If your first choice of space is not available we will be happy to work with you to identify another location. BCSLA Affiliates and previous exhibitors were offered preferred choice of space until **February 10, 2017.**

Size*	Floor Plan	Colour	Cost**
◆ Extra Large Premier Booth [1] (Booth #49)	8' x12'	Green	\$1,500
◆ Large Booth Regular [2] (Booths: 47 & 48)	8' x 10''	Yellow	\$900
◆ Medium 6' x8' (48) (Booths #: 1-46)	6' x 8'	Orange	\$850

\*Sizes are approximate and are subject to change by the organizers. \*\*5% GST apply to all booth reservation fees.

**Booth #(s): First Choice:** \_\_\_\_\_ **Second Choice:** \_\_\_\_\_ **Third Choice:** \_\_\_\_\_

### An authorized company signatory must sign below.

The BCSLA, its Members, employees, and agents ('the BCSLA') assume no responsibility for the security, loss, or damage of any materials or merchandise stored or used at the 2017 Showcase of Products & Services. The participants, the company, its employees, and agents ('the Participant') shall indemnify and save harmless 'the agencies' for injury or damage or loss from partaking in the 2017 BCSLA Conference & Showcase of Products & Services. 'The Participant' assumes the responsibility of restoring the booth space to its original condition. 'The Participant' will pay for any damage that 'The Participant' causes directly to the Delta Grand Okanagan Resort Speakers listed at each time slot are not guaranteed. Where required, replacement speakers may be substituted at the discretion of the conference organizers. **Exhibit booths are subject to change by the organizers.**

I have read and acknowledge all of terms

<b>Company Representative Name</b> (Print)	<b>Signature</b>	<b>Date (MM/DD/YYYY)</b>
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To safeguard and protect any personal information provided to us, the BCSLA adheres to 'Ten Principles of Privacy Protection', which addresses the requirements for handling "personal information" as defined in both the federal 'Personal Information Protection and Electronic Documents Act', Anti-SPAM legislation and the 'BC Personal Information Protection Act'. For a complete copy of the Policy please visit [www.bcsla.org](http://www.bcsla.org).

### Showcase Catering

Your booth rental includes catering for two people per booth including the: Welcome Reception, two breakfasts, two lunches and four coffee breaks. **Please order additional tickets for exhibitor staff by completing page 6 of this form.**



Quantity	Description	Price	Total
	2-Day Meal Ticket	\$350.00	
	One Day Meal Ticket (Friday <u>or</u> Saturday) <i>Please Specify Day:</i>	\$150.00/Day	
		<b>Sub-Total</b>	
		5% GST	
		<b>Amount Due:</b>	

### Showcase Booth Accessories

All orders must be submitted at the time you reserve your booth. If you require other banquet accessories please contact us and we will do our best to accommodate you. Exhibitors are solely responsible for all costs and the safe return of the accessories. **Return this page along by noon on February 28, 2017.**

Quantity	Description	Price	Total
	Electrical Hook Up*	\$50.00/both days	
	50' Extension Cable	\$10.00/both days	
	6-Outlet Power Bar	\$10.00/both days	
	Hard Wire Internet Connection	\$75.00per day	
	Easel	\$10.00/per day	
	6' x 30" Skirted Table and Two Chairs	No Charge	00.00
		<b>Sub-Total</b>	
		17% Service Fee	
		7% PST	
		5% GST	
		<b>Amount Due:</b>	

\*All exhibitors must order power services through BCSLA in advance of the event. Freeman Audio Visual will be on site to assist with all your requirements throughout the conference. If you order power or accessories on set-up day the on-site rate will apply. You may not access power without ordering via this form. BCSLA has negotiated a reduced rate. **Note:** You may bring your own power bar, extension cord and duct tape to save on power accessory fees.

### Audio Visual Exhibitor Services

Please order all of your electricity, internet connections, and accessories using this form. Special equipment orders can be made directly through Kevin Maclsaac at 250-763-4500 ext. 5563 or [Kevin.Maclsaac@freemanco.com](mailto:Kevin.Maclsaac@freemanco.com).

### Name Badges

Please provide booth personnel names for name tags. **Limit: two staff per exhibitor booth per day.**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

### This Section is for BCSLA Office Use Only

Logo: Y / N / Use previous Move-in Time: \_\_\_\_\_

Booth #(s): \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Amount GST: \$ \_\_\_\_\_

Accessories: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Amount GST: \$ \_\_\_\_\_

Meal Tickets: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Amount GST: \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_ Sponsor Level: \_\_\_\_\_

Invoice #: \_\_\_\_\_ How Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

## Showcase Guidelines and Policies

### Showcase Liaisons

Tara Culham, Stephanie Nguyen and volunteers will be available to assist you with your requests.

### Exhibitor Registration / Badges

Register all exhibitor booth personnel by completing page 6 and submit it to BCSLA by **March 15, 2017**.

### Shipping, Storage & Materials Handling

The hotel does not accept exhibitor shipments. All exhibit materials must be sent to Showtime Event & Display. Showtime will receive, store and deliver items directly to the exhibit booth. Any exhibit materials sent to the hotel may be refused and/or returned to the sender without notice. All brokerage, shipping and handling costs are the responsibility of the exhibitor.

Please contact Katie Boyle at Showtime Event & Display at [Infodesk@showtimedisplay.com](mailto:Infodesk@showtimedisplay.com) or (236) 420-5077. *Note that 236 is a BC area code.* The Showtime Event & Display Information kit is available from the BCSLA or the BCSLA website.

If you require assistance with materials handling during tear down, please contact Katie. If you bring your own material and deliver to meeting space directly on March 30, 2017 at the appointed time there is no charge.

### Set-Up and Tear Down

In order to minimize waiting times and to facilitate larger deliveries, exhibitors **must** book a move-in time. We appreciate your patience in adhering to the schedule. Designated move-in times can be arranged by contacting the BCSLA office before **March 15, 2017**.

Set-up has been scheduled for Thursday, March 30, 2017 from 4:00 pm to 11:00 pm. Early and/or late access to the Showcase space will not be permitted.

If you do not require the loading dock you may set up after 5:00 pm Thursday, March 30, 2017 **or** on Friday, March 31, 2017 from 7:00 am.

The policy for the Showcase is the same as most other shows. These limits will be enforced.

- Exhibitors will be accountable if they obstruct the visibility of neighboring booths.
- Exhibitor booths will be marked. Please ensure all material stays within the confines of your booth.
- Use removable double-sided carpet tape to secure carpets and all other materials to the floor.
- All costs incurred for damaged floors and walls will be passed on to the exhibitor.
- Access to Showcase: You may access the show room at 7:00 am on all days. Please ensure you are wearing your badge.

- Packing materials (cartons, etc.) may be stored in your booth. There is no onsite storage.

### Move-Out Procedures

**Display take-down on Saturday, April 1 begins at 10:30 am. DO NOT dismantle booths prior to that time - - anyone doing so will not be invited to next year's show.**

Move-out proceeds on a first-come, first-serve basis for access to the loading docks.

The exhibit space will need to be completely clear from the hotel by **Saturday, April 1, 2017 at 1:30 pm**

### Garbage/Recycling

Garbage and recycling bins will be provided by the hotel in a central location within the trade show space for disposal of any unwanted materials (signage will be provided as to the location of the bins).

Only garbage, broken down cardboard boxes and paper will be accepted; all other materials brought into the hotel must be removed by the exhibitor. If excessive clean-up is required at a particular booth once set up or tear down is complete charges may apply to the responsible exhibitor directly

### Showcase Staffing

- View program updates regularly on our website at <http://www.bcsla.org/events/annual-conference>.
- We recommend that you staff your booth during all breaks. Please refer to the Preliminary Program-at-a-Glance that will be released in mid-February.
- As the program is constantly evolving, visit <http://www.bcsla.org/events/annual-conference> or the latest updates.
- There have been challenges with noise from the exhibitors in past shows. **Please respect the delegates and keep noise to a minimum while presentations are underway. Anyone not doing so will not be invited to next year's show.**

### Power / Electricity at Your Booth

Installation of electrical power lines and individual exhibitor power outlets are not included with Showcase booths; however these services may be arranged. Please see page 6 for details or contact Kevin MacIsaac at Freeman Audio Visual Canada at 250.763.4500 ext. 5563 or 250.859.4115 or [kevin.macisaac@freemanco.com](mailto:kevin.macisaac@freemanco.com)

### Wi-Fi

The venue provides complimentary wi-fi in the hotel function spaces. See page 6 if you require hard wired internet access

**Liability**

The BC Society of Landscape Architect and the Delta Grand Okanagan Resort and Conference Centre is not responsible for any injury to person, or for loss or damage to any products, equipment or booth furnishings caused by fire, theft, accident or neglect at any time.

**Loading Dock**

The hotel loading dock is located on the south side of the building, off Water Street. This dock is a courtesy dock meaning first come, first served. Two loading bays are available with the dock height of approximately four feet. A hydraulic ramp on the dock will adjust to a width variety of truck deck height; however it does not extend all the way to the ground. The hotel ballroom is located on the same level as the loading dock. Contact the BCSLA for a map.

Extended parking in the loading dock is not permitted; the dock is for active loading and unloading only. Any vehicle left unattended at the dock is subject to removal by the hotel at the owner's risk and expense.

The hotel does not have dollies, carts or other moving aids. During set-up, operation and tear-down of the Showcase, all common areas must be kept clear. This includes hallways, aisles, stairs and ramps. Fire exits, hose cabinets and pull stations must remain in clear sight and accessible at all times.

**Parking Options**

Located on the north side of the building, the Delta Grand Okanagan Resort and Conference Centre offers a self-service, three-level, Impark parkade including over height parking. Rates for self-parking are \$1.75/hour to a maximum of \$20/per day, or valet parking (at the main hotel entrance) at \$25/per day. Parking rates are subject to change). Street parking and nearby surface lots are also available.

**Hotel Facilities**

It is the exhibitor's responsibility to take proper care and diligence while moving equipment and materials through all areas of the hotel. Exhibitors are responsible for any damage incurred and will be charged accordingly. Nails, tape, screws, tacks, pins etc. area strictly prohibited on all hotel walls. Exhibitor floor space must be protected from damage to the carpet, and all furnishings must be free standing.

**Hotel Facilities (continued)**

Tape used to mark the exhibit floor must be completely removed at the conclusion of the Showcase. Tape that leaves flue residue on the carpet or flooring is not permitted; any expense for cleaning of tape residue will be charged to the exhibitor directly.

**Lost and Found**

While the hotel is not responsible for any items left behind, the hotel will keep and log any items located for a maximum of three months. If the Exhibitor believes to have left any items at the hotel please contact the Lost and Found Department at 250.763.4500 ext. 5666. Any items not claimed within three months will be disposed of by the hotel without notice.

**Waste Management Program**

To support the ongoing efforts that the hotel is taking to improve sustainability performance, the general objectives are to reduce waste and use the energy to increase the diversion rate on the exhibit floor. By considering the amount of materials provided at your booth, along with the ability to recycle or donate leftover materials, you will greatly assist the hotel in meeting sustainability targets.

**Showcase Hours****Friday, March 31**

7:30 am to 7:00 pm

**Saturday, April 1**

8:00 am to 10:30 am

Please see the online program for the updated break times at <http://www.bcsla.org/events/annual-conference>

**Need Help?**

Tara Culham, Executive Director  
Stephanie Nguyen, Member Services Coordinator  
**BC Society of Landscape Architects**  
#450, 355 Burrard Street  
Vancouver, BC V6C 2G8  
T 604.682.5610  
TF (Canada and US): 855.682.5610  
M 604.715.9655  
[admin@bcsla.org](mailto:admin@bcsla.org) / [office@bcsla.org](mailto:office@bcsla.org)  
[www.bcsla.org](http://www.bcsla.org) / [www.sitelines.org](http://www.sitelines.org)

**Hotel Accommodation Options**

Book your hotel guest room by **February 27, 2017** to take advantage of the group rates subject to availability.

The **Delta Grand Okanagan Resort**, 1310 Water Street, Kelowna, BC group rates by logging on to <http://tinyurl.com/heotkr8>. Alternatively, call 1 888 236 2427 to make your reservations. Callers should identify themselves as being with the BC Society of Landscape Architect Group





**2017 Annual Conference: *Whatever the weather: Resilient responses to climate change***  
**Program Support Agreement | March 31- April 1, 2017| Kelowna, BC**

**I. CONTACT INFORMATION**

Contact Name		Firm/Organization/Company	
Address	City	Prov/State	Postal Code
Email	( )	Phone	
Web Site Address	Twitter URL		
Billing Contact Name (if different from above)			

**II. PROGRAM**

Program Title (First Choice): \_\_\_\_\_ Program Title (Second Choice): \_\_\_\_\_

Total Sponsorship: \$ \_\_\_\_\_

Submission of this signed form indicates agreement to pay 100% of the support fee and applicable taxes. Payment in full must be received with the signed form. The BCSLA reserves the right to cancel conference support for non-payment. No refunds will be issued. This agreement is considered a confidential communication between the BCSLA and the Sponsor.

**III. FORM OF PAYMENT:**

- Vancity Interac E-Transfer (CA Funds Only) <https://www.vancity.com/Banking/Transfers/InteracETransfers/> to email [admin@bcsla.org](mailto:admin@bcsla.org). Please use BCSLA as your password. **OR**
- A cheque payable to BCSLA **OR**
- Visa\* Credit Card Name as appears on card: \_\_\_\_\_

Credit card number	Expiration date	Authorized Signature
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*\*Sorry no other credit cards accepted due to high banking fees.*

Please return the completed signed copy to: BC Society of Landscape Architects, #450, 355 Burrard Street, Vancouver, BC V6C 2G8 **or** Email: [admin@bcsla.org](mailto:admin@bcsla.org).

**IV. AUTHORIZATION**

To safeguard and protect your personal information, the BCSLA will only use this information for the purpose(s) specified. It will not be re-used or distributed in any form other than for its specified purpose in compliance with [BCSLA Privacy Protection Policy](#), [PIPEDA](#), [PIPA](#), and [Federal ANTI-Spam Legislation](#).

- I authorize the BCSLA to use the contact information listed for the purpose(s) specified.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_