

invitation to sponsors & exhibitors

CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS &
BRITISH COLUMBIA SOCIETY
OF LANDSCAPE ARCHITECTS

CONGRESS VANCOUVER - 2019



Awareness, Acknowledgement and Engagement –
Landscape Architecture and Reconciliation

<http://www.csla-aapc.ca/events/2019-congress>



British Columbia Society of
LANDSCAPE ARCHITECTS



CSLA Congress

AAPC Congrès

your invitation to sponsor

The Canadian Society of Landscape Architects (CSLA) in partnership with the British Columbia Society of Landscape Architects (BCSLA) is pleased to announce the **2019 Congress Invitation to Sponsors and Exhibitors**.

The Congress is the premier networking and educational event for the growing Canadian landscape architecture profession. The event brings together major decision-makers from Canada's landscape architecture profession, including landscape architects from private practices, educational facilities, municipalities, government ministries and agencies. The Congress provides a rare opportunity to engage with a cross-section of industry leaders.

We invite you to join us for the 2019 Trade Show or to participate as a 2019 Congress Sponsor to increase your company profile and remind our design professionals about quality services, new and innovative products, and leading-edge technology that can be used by landscape architects in their offices and projects.

We anticipate that over 200 delegates will register for the CSLA Congress. In addition, the 2019 Trade Show will be open to the delegates of the BC Land Summit: <https://www.bclandsummit.com/>

We look forward to your support as both a sponsor, exhibitor and participant.

The theme of the 2019 Conference is **Awareness, Acknowledgement and Engagement – Landscape Architecture and Reconciliation**

In 2007 the Truth and Reconciliation Commission of Canada (TRC) was established as part of the legal settlement of the largest class-action lawsuit in Canadian history. Between the 1870s and 1996 over 150,000 indigenous children were placed in residential schools as part of an organised effort to wipe out aboriginal culture in Canada. In 2015 the TRC released its report including 94 Calls to Action which invites all Canadians to read, adopt, and change behaviour and practices in the ongoing process of truth finding and reconciliation with Indigenous people in this country.

Since the release of the TRC Calls to Action the national dialogue on Indigenous issues has been growing. The 2019 CSLA Congress will explore three pillars: a) acknowledgement, b) awareness and c) engagement.

location and dates

The CSLA Congress will be held at the Westin Bayshore Hotel, 1601 Bayshore Drive, Vancouver, BC from Tuesday, May 7th, to Wednesday, May 8th, 2019. The 2019 BC Land Summit will follow at the same venue. Please see <https://www.bclandsummit.com/> for details.

Images are reproduced with permission from the CSLA Awards Atlas: <http://www.csla-aapc.ca/awards/awards-atlas>

sponsorship levels and associated benefits

The following describes the sponsorship levels and associated benefits. For trade show and exhibit opportunities, please refer to the next page.

Partner \$10,000	Principal \$5,000	Associate \$3,000	Benefits
X			Two tickets to the CSLA awards gala.
X			Sponsor of a keynote speaker, welcome reception, gala dinner or other major event, with a 10-minute speaking opportunity.
X	X		Complimentary Conference Registration for two, if no trade show booth purchased.
X	X	X	Logo recognition in preliminary program.
X (full-page)	X (half-page)	X (quarter page)	Advertisement in the Congress Program.
X	X	X	Logo recognition and link to company website on CSLA and BCSLA bulletins and congress news flashes
X	X	X	Logo recognition in Congress program
X	X	X	Logo recognition and link to company website on CSLA website.
	X		Recognition as sponsor one of the planned meals.
		X	Recognition as sponsor one of the planned breaks or tours.

Promo Table \$200 + HST	Giveaways/Marketing material on promotional table (maximum of two promotional pieces). Does not include conference pass.
In Kind Support	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. Please contact Tara Culham, BCSLA Executive Director, at admin@bcsla.org to discuss.

trade show prospectus

schedule

Tuesday, May 7th, 2019

8:30 am to 1 pm – Set up

1 pm to 8 pm – Exhibit hall open

Wednesday, May 8th, 2019

8 am to 4 pm – Exhibit hall open

4 pm to 7pm – Tear down

general information

The Trade Show is one of the most anticipated features of the Congress, ensuring your product or services are prominently displayed throughout the event. 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.

show services supplier

If you require the services of a trade show management supplier, please contact Levy Show Service Customer Service at 604.277.1726 or operations@levyshow.com. Their professional team is readily available to assist you. Exhibitors are responsible for all Levy Show Services fees and taxes.

electrical & internet

All electrical service must be ordered at the time you reserve your booth through the BCSLA in advance of the event. BCSLA and CSLA have negotiated a reduced rate. PSAV 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 PSAV rates apply. You may not access power without ordering via this form. Prices are for two days including 5% GST, 7% PST and 22% PSAV Service Fee.

<i>QUANTITY</i>	<i>DESCRIPTION</i>	<i>PRICE (both days)</i>	<i>TOTAL</i>
	Standard 7.5 Amp Electrical Hook Up (includes power bar and labour)	\$149.00	
	Wi-Fi*	\$25.00	
	Dedicated Hardwired Internet Connection* (includes one hour labour)	\$356.00	
	Other – as per special order:		
TOTAL AMOUNT DUE:			

**Both basic wireless and wired internet are sharing the bandwidth with every internet user in the hotel meeting space*

banquet accessories

All accessories must be ordered at the time you reserve your booth through the BCSLA in advance of the event. BCSLA and CSLA have negotiated reduced rates.

<i>QUANTITY</i>	<i>DESCRIPTION</i>	<i>PRICE (both days)</i>	<i>TOTAL</i>
	Skirted Table: 6' long x 30" wide x 30" high (includes two chairs)	\$63.00	
	Easel	\$63.00	
	Other – as per special order		
TOTAL AMOUNT DUE:			



TRADE BOOTH LEGEND

QTY AVAIL	BOOTH TYPE
12	10' x 10' TRADE BOOTH
22	8' x 10' TRADE BOOTH
13	8' x 8' TRADE BOOTH
4	5' x 7' TRADE BOOTH
2	5' x 5' TRADE BOOTH
46	TOTAL TRADE BOOTHS
6 (3 locations)	6' x 30" COFFEE STATION
4 (2 locations)	8' x 30" FOOD STATION
5	36" Dia. High Tops
	ELECTRICAL OUTLET
	15"D x 18"W WALL SCONCE 5'4" FROM FLOOR

THE WESTIN BAYSHORE
 STANLEY PARK BALLROOM
 2nd FLOOR, 1601 BAYSHORE DRIVE
 VANCOUVER, BRITISH COLUMBIA
 V6G 2V4
 CANADA

0 5' 10' 15' 20' 25'
 THE WESTIN BAYSHORE
 STANLEY PARK BALLROOM
 2nd FLOOR, 1601 BAYSHORE DRIVE
 VANCOUVER, BRITISH COLUMBIA
 V6G 2V4

trade show prospectus

Each booth includes:

- access to meals provided to conference delegates
- two exhibitor badges (additional badges can be ordered). Please provide the names of two staff per booth only.

Exhibitor #1 : _____ Exhibitor #2: _____

fees

Trade show fees are quoted in Canadian funds and are subject to HST. Payment to the “Canadian Society of Landscape Architects” in full is required to secure space. Contact Michelle Legault, CSLA Executive Director, at executive-director@csla.ca or 1-866-781-9799 for further information

booth assignment

Applications will be date-stamped on receipt. Space will be assigned on a first-come, first-served basis, providing the applicant has no outstanding debts with the BCSLA or CSLA starting December 4, 2018. No change to assignments may be made without the agreement of the organizers. Please Note: Booth sizes are approximate and are subject to change by the organizers.

hotel accommodations

A block of rooms is being held at the Westin. Book your guest room **before May 3, 2019** to secure the group rate. Register at : <https://tinyurl.com/ybnf6o75>



sponsorship/trade show form

Please complete this form and submit it by email to the BCCLA Office at admin@bcsla.org to reserve sponsorship opportunities or trade show space. **Please see pages 10-11 for complete trade show information.**

Company name: _____

Contact person: _____ Title: _____

Address: _____ City/Town: _____

Province: _____ Postal code: _____ Tel: _____

Email: _____

Payment: Select desired sponsorship level(s)/ trade show options, and complete the form below:

SPONSORSHIP

\$ _____ Partner Sponsor = \$10,000 \$ _____ Principal Sponsor = \$5,000 _____ Associate Sponsor = \$3,000

TRADE SHOW: Booth # on Floor Plan:

1 st choice	2 nd choice	3 rd choice

\$ _____ 10 x 10 Premier Trade Show Booth = \$1,400 + HST

\$ _____ 8 x 10 Premier Trade Show Booth = \$1,200 + HST

\$ _____ 8 x 8 Trade Show Booth = \$1,000 + HST

\$ _____ 5 x 7 Trade Show Booth = \$800 + HST

\$ _____ 5 x 5 Trade Show Booth = \$700 + HST

\$ _____ Promo Table Spot = \$200 + HST

\$ _____ Additional Registrations (\$150 each +HST) The "Partner" and "Principal" package and each trade show booth includes up to (2) exhibitor badges per booth.

\$ _____ **Subtotal**

\$ _____ **Plus 13% HST (on applicable levels/items)**

\$ _____ **Subtotal**

\$ _____ Electrical and Internet Fee (from page 4)

\$ _____ Banquet Accessories Fee (from page 4)

\$ _____ **TOTAL DUE**

Payable by cheque or bank draft (payable to the *Canadian Society of Landscape Architects*)

sponsorship/trade show form

acceptance of terms and conditions

Exhibitors withdrawing their prior and including February 28th, 2019, will have their payment refunded. Cancellations received after February 28th, 2019 will be subject to full contract price.

The BCSLA, CSLA its Members, employees, and agents ('the BCSLA' & 'the CSLA') assume no responsibility for the security, loss, or damage of any materials or merchandise stored or used at the 2019 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 2019 BCSLA/CSLA 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 Westin Bayshore Hotel. 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 (authorized signature required)

Company Representative Name (Print)	Signature	Date (MM/DD/YYYY)
-------------------------------------	-----------	-------------------

To safeguard and protect any personal information provided to us, the BCSLA and CSLA 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, 'BC Personal Information Protection Act' and EU General Data Protection Regulation. For information please visit www.bcsla.org.

Signature	Date
-----------	------

checklist

Please mail or email the following to the CSLA at the address below:

- the completed form
- the cheque, and
- a high resolution, digital copy of your company logo for inclusion on congress 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.

CSLA, 12 Forillon Cres., Kanata ON K2M 2W5 executive-director@csla-aapc.ca

To confirm your sponsorship, this form, payment and a high-resolution .jpg of your company logo must be received by February 28th, 2019.

terms and conditions of the contract between the sponsor, the CSLA and the BCSLA

Dates – we reserve the right, at their sole discretion, to change the date or dates upon which the show is held or to cancel the show and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Sponsor to the Society.

Rules and Regulations - The Sponsor shall comply with all rules and regulations set by the Society for the event and agree that the Society's decision to adopt and enforce any such rule or regulation shall be final and binding.

Indemnity – The Sponsor shall indemnify and hold harmless the Society from and against any loss, injury or damages whatsoever suffered by the Society as a result of the Sponsor's failure to comply with the terms and conditions of this contract or as a result of the Sponsor's participation in the event, including without limitation, any third party claim against the Society with respect to loss, injury or damage sustained or suffered by any other exhibitor, the owner of the building, attendees of the Conference, and their respective directors, officers, agents and employees.

Loss or damage – In consideration of the Sponsor's participation in the Conference, the Sponsor hereby releases the Society, their directors, officers, agents and employees from all claims, losses or damages whatsoever suffered or sustained by the Sponsor in connection with the Conference, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business profits, whether arising from any act of the Society or otherwise.

Conduct – the Society reserves the right at any time to alter or remove Sponsor displays or any part thereof, including printed material, products, signs and to expel sponsors if, in the Society's opinion, their conduct or presentation is objectionable to the Society or to other participants.

Gaming – The sale of raffle tickets, lotteries and/or gambling is not permitted.

Privacy Protection – The BCSLA and CSLA adheres to international, federal and provincial privacy protection legislation, Anti-SPAM Legislation and EU General Data Protection Regulation. The Society cannot release delegate lists or contact information.

showcase guidelines and policies

Showcase Liaisons

Tara Culham 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 **February 28, 2019**.

Shipping, Storage & Materials Handling

The hotel does not accept exhibitor shipments. 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.

Levy Show Services will receive, store and deliver items directly to the exhibit booth. If you require assistance with materials handling, set-up or tear down and more please contact Levy Show Services at 604.277.1726 or operations@levyshow.com. Fees will apply.

Set-Up and Tear Down

If you bring your own material and deliver to meeting space directly on May 7, 2019 at the appointed time there is no charge. 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 must be arranged by contacting the BCSLA office before **February 28, 2019**.

Set-up is Wednesday, May 7, 2019 from 8:30 am to 12:00 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 10:00 am Wednesday, May 7, 2019.

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 8:30 am both days. 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 begins on Wednesday, May 8, 2019 at 4:00 pm. 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 **Wednesday, May 8, 2019 at 7:00 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.csla-aapc.ca/events/2019-congress>.
- 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.csla-aapc.ca/events/2019-congress>.

Power / Electricity at Your Booth

Installation of electrical power lines and individual exhibitor power outlets are not included with Showcase booths. These services must be arranged through the BCSLA. Please see page 4 for details.

Wi-Fi

These services must be arranged through the BCSLA. Please see page 4 for details.

Liability

The BC Society of Landscape Architects, Canadian Society of Landscape Architects and the Westin Bayshore Hotel are 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.

Hotel Elevator, Freight & Loading Dock

The hotel loading dock is located just west of 1601 Bayshore Drive, and the gate will open upon touching the intercom. It measures:

Height: 9' 3" Width: 9' 11" Depth: 9'

The freight elevator is accessible directly from the loading dock. The Conference Centre Elevator is a single elevator that reaches the Stanley Park Ballroom. The elevator dimensions are:

Height: 8' Width: 7' 3" Depth: 9'

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 dear-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

On-site parking, fee: \$8/hour, \$40/daily. 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 due 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.

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 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.

Need Help?

Tara Culham, Executive Director
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 / office@bcsla.org
www.bcsla.org / www.sitelines.org

additional information

Michelle Legault, Executive Director

CSLA

12 Forillon Cr.

Ottawa ON K2M 2W5

1-866-781-9799

executive-director@csla.ca

or

Tara Culham, Executive Director

BCSLA

450, 355 Burrard St.

Vancouver BC V6C 2G8

604-682-5610

admin@bcsla.org

