

2023 BCSLA SHOWCASE OF PRODUCTS & SERVICES  
**EXHIBITOR BOOTH INFORMATION KIT**

## **2023 BCSLA SHOWCASE OF PRODUCTS & SERVICES**

### **Program Supporter & Exhibitor Booth Information Kit**

April 18, 2023

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 May 11-13, 2023 at the Paradox Vancouver Hotel, 1161 West Georgia Street, Vancouver, BC. We anticipate that approximately 250 - 300 delegates, speakers and exhibitors will gather for this premier event for landscape architects and allied design professionals in BC.

We are fortunate to see so many returning exhibitors. We also welcome several new companies and product lines. BCSLA Showcase Exhibitors and Sponsors enjoy the informal atmosphere to increase their 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. BCSLA Affiliates and previous exhibitors have priority choice of booth space until **April 24, 2023**.

The conference theme is “**CHANGES, CHALLENGES, PASSION**”. We have curated a unique conference program featuring on-the-ground stories and contributions, from members and allied professionals, that express their passion for the profession, the challenges they’ve overcome to do great work and their response to changes they have seen, or foresee, in society and the profession. This program is preliminary only. In the interests of ensuring the highest quality program content, session topics, scheduled times, titles, meeting rooms and speakers/presenters are subject to confirmation or change. Check [www.bcsla.org](http://www.bcsla.org) for updates.

The BCSLA Members and staff appreciate your interest in supporting the 2023 Annual Conference and Showcase of Products & Services and for helping to make this event a tremendous success.

Warmest regards,  
**BC Society of Landscape Architects**



Tara Culham  
Executive Director

*The BCSLA offices are located on unceded Coast Salish territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliilwətaʔ (Tsleil-Waututh) First Nations. We recognize and respect the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our organization, our lives and our country.*

**#450, 355 Burrard Street, Vancouver, BC V6C 2G8 | (604) 682-5610 | (855) 682-5610 | [admin@bcsla.org](mailto:admin@bcsla.org) | [www.bcsla.org](http://www.bcsla.org)**

# CONFERENCE PROGRAM SUPPORT INFORMATION

SPONSORSHIP PACKAGES	Diamond \$10,000	Platinum \$5,000	Gold \$3,000	Silver \$2,000	Bronze \$1,000	Supporter \$500	Exhibitor
Address the Conference delegates on both days.	10 minutes						
Showcase Exhibitor Booth	✓						✓
Acknowledgment in the BCSLA Friday File, website, social media and at the conference.	✓	✓	✓	✓	✓	✓	✓
Dedicated onsite colour signage acknowledging your support featured at key functions.	✓	✓	✓	✓	✓	✓	
Company logo on the day program.	✓	✓	✓	✓	✓	✓	✓
Company logo on the digital program that you support as space allows.	✓	✓	✓	✓	✓	✓	
Tickets to Friday Luncheon	6	4	2	2	2		2
Tickets to the Welcome Reception	6	4	2	2	2		2
Tickets to Saturday Closing Luncheon	6	4	2	2			2

## TERMS OF PAYMENT

Once your program/exhibit booth selections(s) have been confirmed, the BCSLA will issue you an invoice and details of payment options. Please scan and email a copy of this Showcase Opportunities Order Form to Tara Culham at <mailto:admin@bcsla.org>

Payment for the full amount of your participation selections is due May 5, 2023. Due to high demand, if payment is not received by this date, the program component will be released for resale. No refunds after April 30, 2023. 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 Tara Culham at (604) 682-5610 | [admin@bcsla.org](mailto:admin@bcsla.org). *All artwork must be delivered by **May 5, 2023**, 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 pages 4 and 5 by to the BCSLA office, at [admin@bcsla.org](mailto:admin@bcsla.org) or mail #450, 355 Burrard Street, Vancouver, BC V6C 2G8 . Sorry no refunds after April 30, 2023.

## SHOWCASE BOOTH OPTIONS

**Please see the Showcase Floor Plans on page 14** 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 have priority choice of booth space until **April 24, 2023**. Booths will not be confirmed until all paperwork has been submitted.

LEVEL	SIZE *	COLOUR	COST **	FLOOR PLAN
PREMIER BOOTH (5)	6' x 14'	ORANGE	\$1,500	22, 23, 24, 25, 30
REGULAR PRIME BOOTH (3)	10' x 10'	BLUE	\$1,400	12, 14, 33
REGULAR BOOTH (27)	8 'x 10'	PINK	\$1,200	1,2,3,5,6,7,8,9,10,11,13,15,16,17,18,19, 20,21, 26,27,28,29,32,34,35,36,37
SMALL BOOTH (2)	6' X 8'	GREEN	\$850	4, 31

\* Sizes are approximate and are subject to change by the organizers.

\*\* 5%GST will apply to all booth rental fees.

BOOTH #(S):	FIRST CHOICE	SECOND CHOICE	THIRD CHOICE
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CONTACT NAME	COMPANY (PRINT FULL NAME OF COMPANY FOR NAME TAG)
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ADDRESS	CITY	PROVINCE/STATE	POSTAL/ZIP CODE
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PHONE	EMAIL
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### An authorized company signatory must sign below.

The British Columbia Society of Landscape Architects, 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 2023 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 2023 BCSLA 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 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 and abide by all BCSLA Conference Showcase Guidelines, Policy and Terms.

COMPANY REPRESENTATIVE NAME (PRINT)	SIGNATURE	DATE (MM/DD/YYYY)
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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, [Federal ANTI-Spam Legislation](#) and [GDPR](#). For a complete copy of the Policy please visit [www.bcsla.org](http://www.bcsla.org).

# 2023 BCSLA SHOWCASE INFORMATION

## CATERING

Your booth rental includes catering for two people per booth including the: Friday Welcome Reception, Saturday Happy Hour, two breakfasts, two lunches and three coffee breaks. Please order additional tickets for exhibitor staff by completing the information below. Note that all taxes and fees are included in the price. The Showcase opens on May 12, 2023, at 7:30 am. We recommend that your booth be staffed during all breakfasts, lunches, coffee breaks and the welcome reception. Please note there is no storage on site.

QUANTITY	DESCRIPTION	PRICE	TOTAL
	2-Day Meal Ticket	\$260.00	
	One Day Meal Ticket (Friday <u>or</u> Saturday) <i>Please Specify Day:</i> <input type="text"/>	\$160.00 / Day	
<b>AMOUNT DUE:</b>			

## NAME BADGES

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

NAME	NAME
NAME	NAME

## SHOWCASE BOOTH ACCESSORIES

All banquet accessory orders must be submitted at the time you reserve your booth to facilitate logistics. We have arranged to have the accessories below provided at no cost. 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 by noon on MAY 5, 2023.**

QUANTITY	DESCRIPTION	PRICE**	TOTAL
	Standard Electrical Hook Up	INCLUDED	INCLUDED
	Wi-Fi Internet Connection	INCLUDED	INCLUDED
	Skirted Table and Two Chairs (indicate your preferred size) _____ 6' x 2' table _____ 4' x 4' table _____ Highboy/cocktail table (3' radius-limited availability)	INCLUDED	INCLUDED
<b>AMOUNT DUE:</b>			<b>\$00.00</b>

- Installation of electrical power lines and individual exhibitor power outlets are included with Showcase booths and must be ordered in advance by completing the above section. Clarkes Audio Visual Services will be on-site to assist with all your audio-visual equipment requirements throughout the conference. You may not be able to access power without ordering via this form.
- You should be prepared to bring power bars and extension cords. If you order power or accessories on set-up day the on-site supplier rate will apply.
- Order a skirted table and 2 chairs above at no additional cost.
- You must bring non-stick tape and/or carpet to avoid trip hazards.
- All lines and cords must be taped and secured.

## SHOWCASE LIAISONS

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

# BCSLA SHOWCASE GUIDELINES AND POLICIES

## SCHEDULE

As the program is constantly evolving, visit <https://www.bcsla.org/profession/in-the-news/register-now-2023-bcsla-annual-conference-passion-challenge-change> for the latest updates.

Thursday, May 11, 2023	9:00 am to 3:00 pm	Move in and Set-up
Friday, May 12, 2023	7:30 am to 7:00 pm	Showcase
Saturday, May 13, 2023	7:30 am to 12:00 pm	Showcase
Saturday, October 15, 2022	12:30 pm to 3:00 pm	Tear Down*

## SET UP

Your setup **must be complete by 3:00 pm on May 11, 2023** as an event will be held at 3:30 pm.

### \*TEAR DOWN - NO EARLY TEARDOWNS ARE PERMITTED

- **Grand Ballroom Booths 11-21:** may not tear down until after 4:00 pm as events are scheduled in the Ballroom.
- **Foyer, Kitsilano, Kerrisdale and Shaughnessy Room Booths:** may begin at 12:30 pm on May 13, 2023 and you must be finished by 3:00 pm
- DO NOT dismantle booths prior to the appointed time – anyone doing so will not be invited to next year’s show. Move-out proceeds on a first-come, first-served basis for access to the loading dock.

## SHIPPING, STORAGE & MATERIALS HANDLING

The hotel will accept all shipments within 48 hours of the event. Pallets held outside of this two-day window are subject to a \$75/ pallet storage fee. Other hotel and service fees and taxes will apply. Shipping Label Template:

BC Society of Landscape Architects  
c/o Paradox Vancouver Hotel- Banquets  
1161 West Georgia Street  
Vancouver, BC V6E 0C6

## MOVE IN AND SET-UP

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 Tara Culham at [admin@bcsla.org](mailto:admin@bcsla.org) or 604.682.5610. Early and/or late access to the Showcase space will not be permitted. If you can hand carry in the material you may set up between 11:00 am and 3:00 pm on May 11, 2023 or May 12, 2023 from 7:00 am to 8:00 am.

- All Exhibitors must assume all liability for any damage in the Hotel caused by the delivery, use, or installation of their own equipment.
- All damages to the hotel’s walls, ceilings, doors, and electrical system resulting from an Exhibitor will be the sole responsibility of the Exhibitor. Outside must wear suitable attire and carry proper identification while on the property.
- Please remove cardboard, florals and all other items that are used in setup/teardown. Note there is no garbage disposal on-site. A fee of \$200 per hour will be charged by the Hotel if the area is not returned in the same condition as at load in.
- Prior to leaving the Hotel premises, all exhibitors must inspect their exhibit space. Cleaning fees required will be determined on an individual basis with vendors, based on the condition that the space was left.
- Any use of “front of the house” (guest) elevators or residence elevators will not be permitted by an Exhibitor unless expressly authorized by the hotel in emergency situations. All load-in/load-out of equipment must go through the loading dock area.
- Exhibitors are not permitted to use the Paradox Hotel Vancouver’s carts or dollies, as these are intended for use by hotel employees. If a situation arises where a cart is needed you must speak to the Banquet Manager on Duty and a cart may be used based on availability. A driver’s license or form of ID will be required to hand into the Receiving Manager and/or Security Officer and will be returned once the cart is returned.
- All labour requirements for move-in and move-out and set-up of areas shall be the sole responsibility of the Exhibitor.
- The Exhibitor is responsible for the actions of any person attached or associated with their booth.

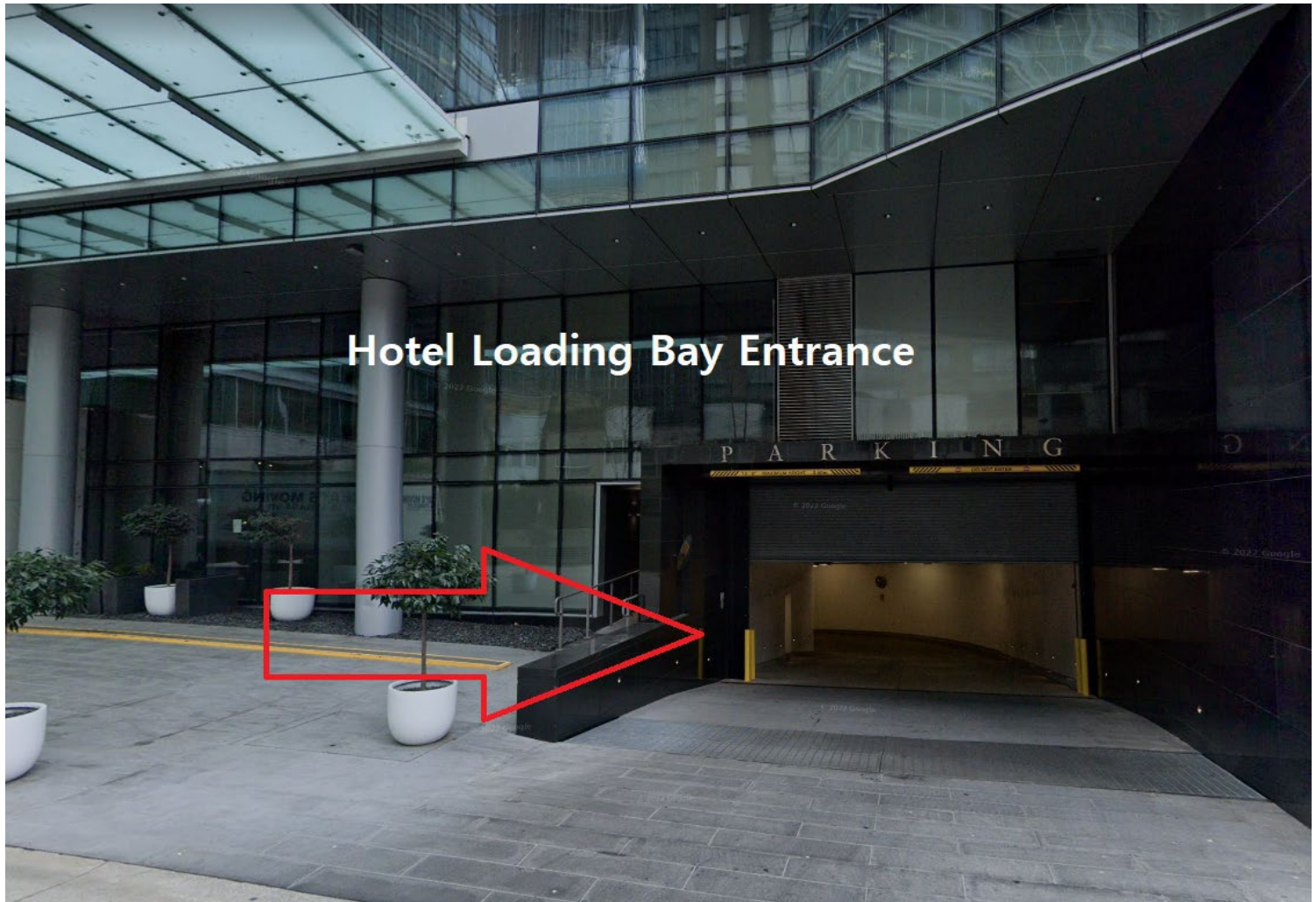
# BCSLA SHOWCASE GUIDELINES AND POLICIES

## LOAD IN/ LOAD OUT

- Load in times must be pre-arranged with the BCSLA. Deviation without notice from pre-approved times are subject to potential labour charges.
- When loading in, all precautions must be taken to not disturb meetings or areas of guest activities if a freight elevator is needed for load-in or load-out.
- The BCSLA staff and volunteers will meet the representative at the loading bay
- Load-out proceeds on a first-come, first-served basis for access to the loading bay

## LOADING DOCK

The Loading Bay is located via the laneway to the rear of the tower which is accessible via Thurlow Street or Bute Street (between West Georgia Street and Melville Street).



## NOTABLE MEASUREMENTS

**IMPORTANT NOTE:** The gate where it says "Loading Bay" is strictly for residences only.

Once the load in is complete, the vehicle must be moved from the loading area. Vehicles may not park in the loading dock unless loading or unloading. Vehicles will be towed if not compliant.

- " PARKING" Gate (loading bay entrance) height: 12'
- Loading Dock Height: 12'
- Loading Elevator Entrance: 83" (height) x 34.5" (width)
- Loading Dock Elevator: 83" (height) x 47" (width) x 95" (length)
- Door between Loading Elevator and Banquet Hallway on the 3rd Floor: 91" (height) x 56" (width)
- Loading Dock Elevator Maximum Weight: 3999 lbs
- Maximum trailer length we can accommodate in the loading bay is 26'

# BCSLA SHOWCASE GUIDELINES AND POLICIES

The BCSLA Showcase Guidelines and Policies are the same as most other shows. These guidelines will be strictly enforced.

- We recommend that you staff your booth during all meals and breaks. [Please see the conference program.](#)
- The BCSLA reserves the right at any time, without prior notification, to alter exhibits, aisles, common areas, feature sizes and locations. The decision in this regard will be final.
- Neither BCSLA nor Paradox Hotels will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations, by fire, accident, theft, or any other causes while onsite. Exhibitors, or their agents, must provide adequate insurance for their own personnel, the public, exhibits and materials against all such hazards. **PLEASE ENSURE YOU INSURE YOUR OWN MERCHANDISE, DISPLAY ITEMS AND EXHIBIT SPACE!**
- All exhibitors **MUST** ensure that staff, suppliers, contractors and volunteers are focused on best safety practices while building, operating, and dismantling booth space and displays.
- Every exhibitor is responsible for the protection of the attendees as it relates to any hazard that exists within the exhibit space, i.e. shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place and the BCSLA reserves the right to declare any exhibit unsafe and order its correction or removal. Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.
- Banners must be free-standing, self-supporting and base-weighted to ensure safety and security. Banners/backdrops must not block the view of your neighbouring exhibitor booth. Exhibitors will be accountable if they obstruct the visibility of neighboring booths. Please ensure all material stays within the confines of your booth.
- All exhibits must be free-standing and self-supporting. Free-standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct the visibility of adjacent exhibits.
- Any attention-arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, drawings, etc. are prohibited. No approval will be given to devices that are obviously distracting and annoying to other exhibitors.
- Promotions, draws, and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by BCSLA at least two weeks before the Event and comply with all the existing government regulations. Contest winner must be drawn at the show. Any contests conducted must not violate any provincial or federal laws or regulations in effect at that time.
- Distributing literature or general solicitation of business is forbidden outside your exhibit area. All business must be conducted within the booths that have been assigned to you.
- No handwritten signs or posters are permitted anywhere on the Hotel property. Signage must be professional, and placement is restricted to the function space floors. No signage is allowed in the main lobby area unless otherwise approved by the Hotel.
- Use removable double-sided carpet tape to secure carpets and all other materials to the floor. The exhibitor is also liable for the removal of all adhesive tapes or materials from the property.
- The BCSLA reserves the right to refuse admission to the Showcase to any exhibitor, or exhibitor's employee who, in the opinion of management, is unfit, intoxicated, or is in any way creating a disruption to the show. All costs incurred for damaged floors and walls will be passed on to the exhibitor.
- Packing materials (cartons, etc.) may be stored in your booth or offsite. There is no onsite storage.
- [View program updates regularly on our website.](#) We recommend that you staff your booth during all breaks.
- **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.**



# BCSLA SHOWCASE GUIDELINES AND POLICIES

## HOTEL FACILITIES

The Paradox Vancouver Hotel will provide a clean and clear function room for exhibit move-in/ production company setup. For trade shows and exhibits, the exhibitor are responsible for coordinating clean-up of the function space during load-in and cleaning of the aisles during show dates.

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. All booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in the exhibit display may be attached to the building. Any tape and adhesives applied to walls, floors and furnishings must be removable. The use of nails, staples, push pins, and any other material that will penetrate or mark walls, floors, furniture, or fixtures is prohibited.

The Showcase will be set up in the Grand Ballroom and in three breakout rooms. The Kitsilano, Kerrisdale and Shaughnessy Rooms will be set with catering stations and relaxing lounge areas for people to check their devices, make a call or socialize. We hope to attract delegates to your booth. If the weather cooperates delegates and exhibitors can use the Terrace as well. See the Hotel Chart on page 13.

## HOTEL GUEST ROOM GROUP RATES

The Paradox Hotel Vancouver is offering an exclusive group rate of \$299 per night plus taxes for Cityscape King Guestrooms pending availability. Note that there is a hotel shortage at this time of year in the Lower Mainland. As such there may be limited availability of guest rooms and the rates may be quite high based on demand.

- Group name: 2023 BCSLA Annual Conference
- Block code: 23032023BC
- Reservations link: <https://reservations.travelclick.com/114717?groupID=3773270>NEED HELP?

## Tara Culham, Executive Director

E: [admin@bcsla.org](mailto:admin@bcsla.org)

## BC Society of Landscape Architects

#450, 355 Burrard Street

Vancouver, BC V6C 2G8

T: 604.682.5610

TF: (US & Canada) 855.682.5610

[WWW.BCSLA.ORG](http://WWW.BCSLA.ORG)

## BCSLA PROGRAM SPONSOR DETAILS

*[The program is constantly evolving check here for updates.](#) Make the most of your participation at the BCSLA Annual Conference and Showcase of Products & Services 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 see the Conference Support information on page 3 for more details.*

### 1. WELCOMING RECEPTION – PLATINUM - \$5,000

**May 12, 2023 - 5:00 PM to 7:30 PM:** 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. You will be invited to share the word about your products and services at this informal social.

### 2. MEET AND GREET COCKTAIL RECEPTION - PLATINUM- \$5,000

**May 11, 2023 - 5:00 PM TO 6:30 PM:** This is an excellent opportunity to join colleagues and friends for an informal gathering. Meet the BCSLA Board of Directors and the PGA Working Group volunteers to learn more about the Professional Governance Act. Congratulate the John Wesley Neill Medal recipients and share a story or two.

### 3. WELCOME RECEPTION REFRESHMENT SPONSOR – GOLD – \$3,000

**May 12, 2023- 5:00 PM to 7:30 PM:** An opportunity that will raise your profile while enjoying the conference opening reception.

### 4. KEYNOTE SPEAKERS – GOLD – \$3,000 (2 Available)

Keynote Supporters will be recognized at the plenary session and will have the opportunity to introduce the Speaker and say a few words about your products and services. [See the program for details on the Speakers.](#)

4A. Colleen Mercer Clark (May 12)

or

5B. Eli Enns (May 13)

### 5. LUNCHEONS – GOLD – \$3,000 (2 Available)

Join us for a delicious luncheon. On Friday we will honour our best citizens with the Awards Luncheon Buffet. On Saturday we will enjoy a plated lunch while learning about Coastal Adaptation Solutions featuring Kees Lokman.

5A. Friday, May 12

or

5B. Saturday, May 13

### 6. BREAKFAST – SILVER – \$2,000

Welcome all attendees to the by supporting a light breakfast each morning.

6A. Friday, May 12

or

6B. Saturday, May 13

### 7. JOHN WESLEY NEILL MEDAL PRESENTATION - \$1,000 - BRONZE

**May 11, 2023 – 4:30 PM TO 5:00 PM** The UBC School of Architecture and Landscape Architecture, with the BCSLA, has re-establish the medal that previously accompanied the Dr. John Wesley Neill Prize in Landscape Architecture. We welcome this opportunity to retroactively present the medal to those winners who did not receive the medal from 2003 – present. Paul Sangha, MBCSLA, FCSLA, Kees Lokman, MBCSLA, and Patrick Mooney, LMBCSLA, FCSLA, CELA, will be on hand to present the medal.

### 8. THE CLIVE JUSTICE BOOK AWARDS TO NEWLY QUALIFIED LANDSCAPE ARCHITECTS – BRONZE- \$1,000

**May 13, 2023:** The late Clive Justice, MBCSLA#003, initiated this program many years ago by presenting a book to each new member at his own expense. BCSLA is proud to continue the tradition in his name. Al Neufeld, Registrar, will have the honour of introducing you and you will be invited to share the word about your products and services at the meet and greet following the book presentation.

### 9. INFORMATIVE PRESENTATIONS & TOURS – BRONZE – \$1,000

**May 11 - 13, 2023:** 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 introduce the Speaker(s). Please see – <https://www.bcsla.org/sites/default/files/documents/awards/BCSLA%20%E2%80%93%20conference-program-vweb-v8.pdf>

**10. COFFEE BREAKS – SUPPORTER – \$500 (THREE STATIONS EACH BREAK)**

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 innovative products and quality services.

**10A. Friday, May 12**

*or*

**10B. Saturday, May 13**

**11. PRODUCT BRANDING - BRONZE – \$1,500:** This an opportunity to raise your profile when you provide conference support such as notebooks, lanyards and other branded merchandise.

**12. IN-KIND-**We welcome and appreciate in-kind support of stage décor, table décor, printing, plant material, signage, lighting and more.

# BCSLA PROGRAM SUPPORT AGREEMENT

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**CONTACT NAME**

**COMPANY**

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**ADDRESS**

**CITY**

**PROVINCE/STATE POSTAL/ZIP CODE**

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**PHONE**

**MOBILE PHONE**

**EMAIL**

---

**BILLING CONTACT NAME (IF DIFFERENT FROM ABOVE)**

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**PROGRAM TITLE:**

**FIRST CHOICE**

**SECOND CHOICE**

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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 confidential communication between the BCSLA and the Sponsor.

## 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).
- A cheque payable to BCSLA
- Visa – Sorry no other cards are accepted due to the high banking fees. Call Tara at the BCSLA office

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**CREDIT CARD NUMBER**

**EXPIRATION DATE**

**CSV #**

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**VISA\* CREDIT CARD NAME AS APPEARS ON CARD**

**AUTHORIZED SIGNATURE**

## 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.

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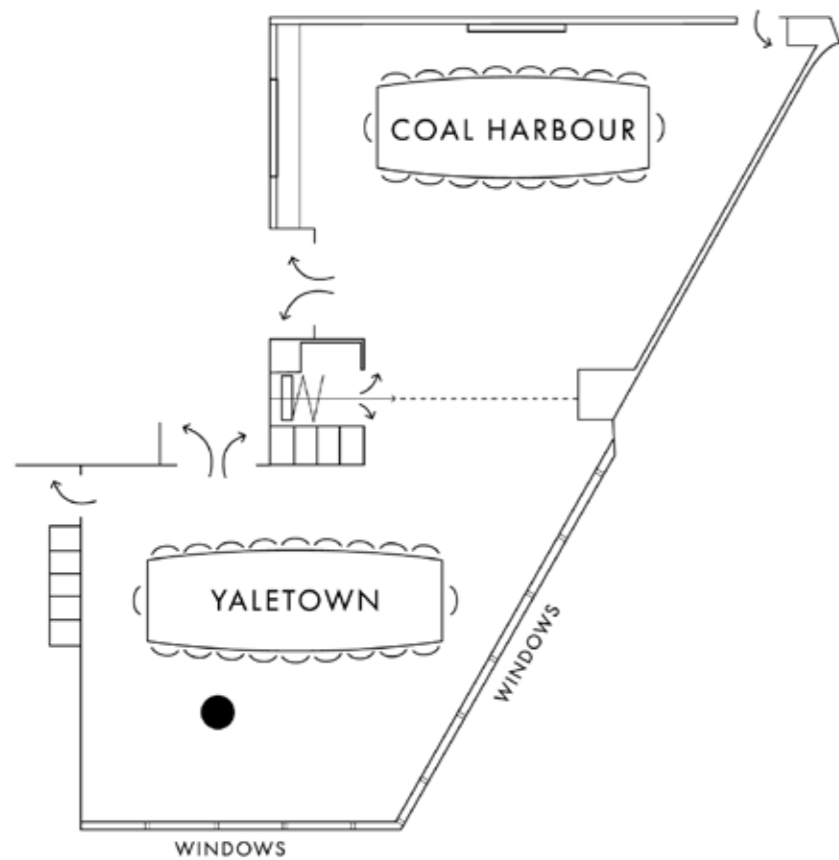
**COMPANY REPRESENTATIVE NAME (PRINT)**

**SIGNATURE**

**DATE (MM/DD/YYYY)**

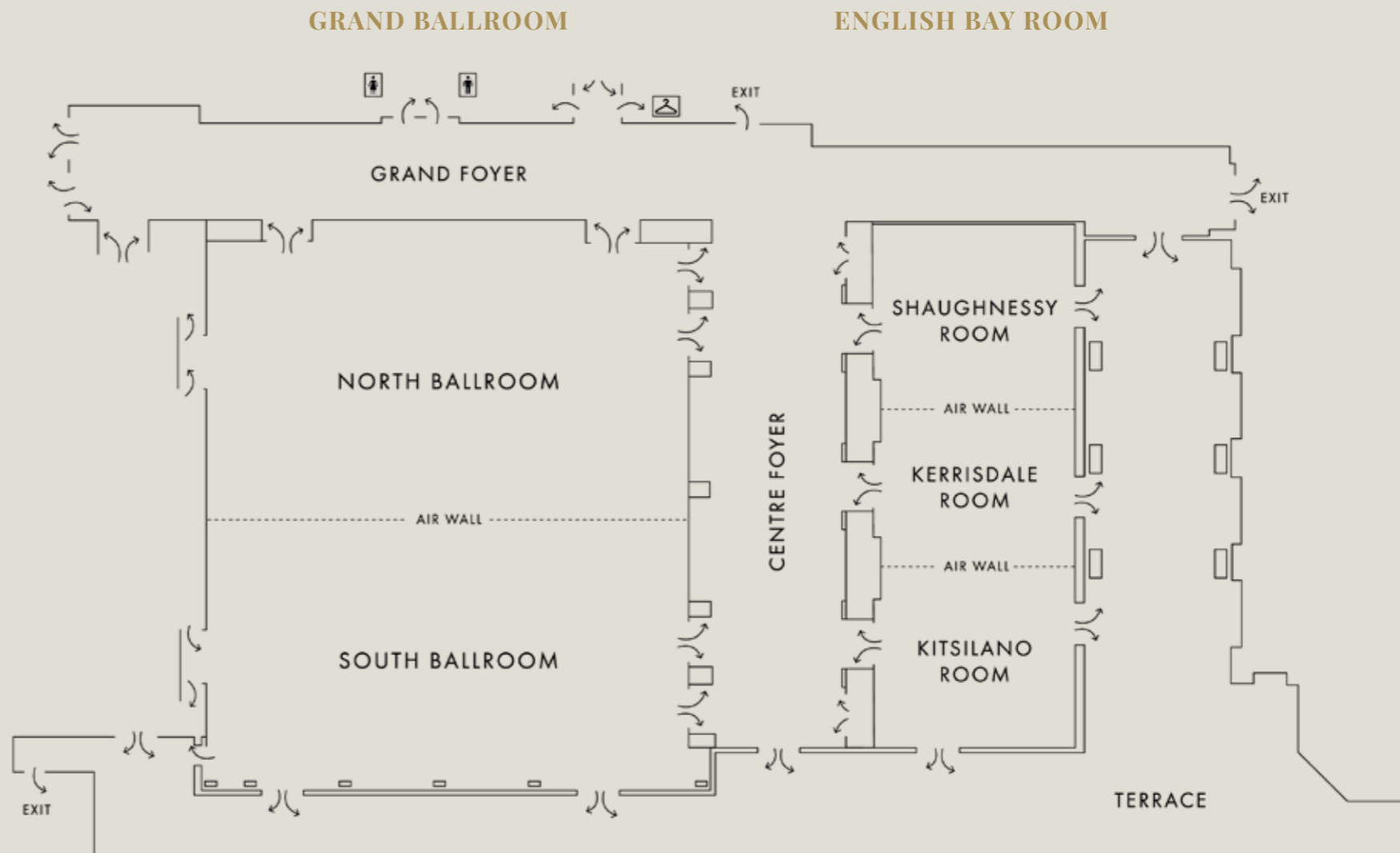
To safeguard and protect your personal information, the BCSLA will only use this information for the purpose(s) specified. It will not be re-used or distributed in any form other than for its specified purpose in compliance with BCSLA Privacy Protection Policy, PIPEDA PIPA, Federal ANTI-Spam Legislation and GDPR. For a complete copy of the Policy please visit [www.bcsla.org](http://www.bcsla.org).

# 2<sup>nd</sup> FLOOR



WEST GEORGIA STREET

# 3<sup>rd</sup> FLOOR



WEST GEORGIA STREET

Registration Table

1 ID.1.3A

1 2 3

3 ID.5.6 FFL 131.71'

4 5 6 7 8 9 10

1 ID.5.5 2 ID.5.5

12 13 14

Catering Station

7 ID.5.2

Projection Screens

STAGE

Projection Screens

FFL 131.71'

19 20 21

2 ID.5.7

1 ID.5.8

1 ID.5.9

1 ID.5.10

1 ID.5.11

1 ID.5.12

1 ID.5.13

1 ID.5.14

1 ID.5.15

1 ID.5.16

1 ID.5.17

1 ID.5.18

1 ID.5.19

1 ID.5.20

1 ID.5.21

1 ID.5.22

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