

2022 BCSLA SHOWCASE OF PRODUCTS & SERVICES  
**EXHIBITOR BOOTH INFORMATION KIT**

## 2022 BCSLA SHOWCASE OF PRODUCTS & SERVICES

### Program Supporter & Exhibitor Booth Information Kit

September 20, 2022

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 October 13-15, 2022 at the Coast Coal Harbour Hotel, 1180 West Hastings Street, Vancouver, BC. We anticipate that approximately 150 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.

The conference theme is “**BACK TO THE GARDEN**”. The two-year pause triggered by the COVID-19 global pandemic has severely disrupted personal and collective notions of normal social life. Lockdowns and “stay home” orders were mandated in the spring of 2020 to slow the spread of the coronavirus; with precious minutes a day permitted us to go outside for essential shopping and a breath of fresh air close to home. Local parks and open spaces previously unnoticed were suddenly “discovered” and helped ground people in urban nature. Kennedy Stewart, Mayor of Vancouver, has officially proclaimed Friday, October 13, 2022 as *Landscape Architecture Day* in Vancouver.

Volunteers have invited submissions from wide points of view from interdisciplinary or collaborative perspectives and practices that respond to the conference theme. We recommend that you check the website regularly as the program is constantly evolving. We look forward to your support and we hope you can join us!

The BCSLA appreciates your interest in supporting the 2022 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 səilwətaʔ (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.*

# 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	10 minutes	5 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 program that you support.	✓	✓	✓	✓	✓	✓	
Tickets to Friday Luncheon	6	4	2	1	1		2
Tickets to the Welcome Reception	6	4	2	1	1		2
Tickets to Saturday Closing Luncheon	6	4	2	1			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 [admin@bcsla.org](mailto:admin@bcsla.org).

Payment for the full amount of your participation selections is due October 7, 2022. Due to high demand, if payment is not received by this date, the program component will be released for resale. No refunds after September 30, 2022. 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 Shanae Chiu at (604) 682-5610 | [memberservices@bcsla.org](mailto:memberservices@bcsla.org). All artwork must be delivered by **October 7, 2022**, 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 **October 7, 2022**, 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 September 30, 2022.

## SHOWCASE BOOTH OPTIONS

**Please see the Showcase Floor Plans on page 12.** 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 **September 20, 2022**. Booths will not be confirmed until all paperwork has been submitted.

LEVEL	SIZE *	COLOUR	COST **	FLOOR PLAN
PREMIER BOOTH (5)	5' x 10'	Pink	\$1,500	04, 08, 10, 13, 47
REGULAR PRIME BOOTH (12)	5' x 8'	Green w Stripe	\$1,000	03, 18, 20, 22, 29, 30, 37, 40, 41, 42, 44, 45
REGULAR BOOTH (26)	5' x 8'	Green	\$850	01, 02, 05, 06, 07, 09, 12, 15, 16, 17, 21, 23, 24, 25, 26, 27, 28, 31, 32, 33, 34, 35, 36, 38, 39, 43
SMALL BOOTH (4)	4.5' X 6'	BLUE	\$500	11, 14, 19, 46

\* 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
CONTACT NAME	COMPANY (PRINT FULL NAME OF COMPANY FOR NAME TAG)		
ADDRESS	CITY	PROVINCE/STATE	POSTAL/ZIP CODE
PHONE	EMAIL		

### 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 2022 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 2022 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).

# 2022 BCSLA SHOWCASE INFORMATION

## CATERING

Your booth rental includes catering for two people per booth including the: Friday Welcome Reception, 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

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

## 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 by noon on SEPTEMBER 30, 2022.** Please note that all prices include all taxes and service charges. Prices are for both days.

QUANTITY	DESCRIPTION	PRICE**	TOTAL
	Standard Electrical Hook Up	40.00	
	Power Bar and Extension Cable	\$54.00	
	Wi-Fi Internet Connection	N/C	
	Dedicated Hardwired Internet Connection	\$200.00	
	Easel	\$100.00	
	Skirted Table and Two Chairs (indicate your preferred size)	N/C	
	_____ 8-foot table		
	_____ 6-foot tables		
	_____ 4-foot tables		
	_____ Crescent shape tables		
<b>AMOUNT DUE:</b>			

Installation of electrical power lines and individual exhibitor power outlets are not included with Showcase booths and must be ordered in advance by completing the above section. The supplier will be on-site to assist with all of your audio-visual equipment requirements throughout the conference. If you order power or accessories on set-up day the on-site supplier rate will apply. You should be prepared to bring power bars and extension cords. Also, you must bring non-stick tape and/or carpet to avoid trip hazards. You may not be able access power without ordering via this form. BCSLA has negotiated a reduced rate.

## SHOWCASE LIAISONS

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

# BCSLA SHOWCASE GUIDELINES AND POLICIES

## SCHEDULE

As the program is constantly evolving, visit [www.bcsla.org](http://www.bcsla.org) for the latest updates.

Thursday, October 13, 2022	9:00 am to 4:00 pm	Move in and Set-up
Friday, October 14, 2022	7:30 am to 8:00 pm	Showcase
Saturday, October 15, 2022	8:00 am to 12:30 pm	Showcase
Saturday, October 15, 2022	12:30 pm to 3:00 pm	Tear Down

**Set up must be complete by 4:00 pm on October 13, 2022 as an event will be held at 4:30 pm.** The Showcase opens on October 14, 2022 at 8:00 am. We recommend that your booth be staffed during all breakfasts, lunches, coffee breaks and the welcome reception. **No early teardowns are permitted.**

## 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 Banquets  
1180 West Hastings Street  
Vancouver, BC V6E 1R5

## 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 Shanae Chiu at the BCSLA office at [memberservices@bcsla.org](mailto:memberservices@bcsla.org) or by phone at 604.682.5610. Set-up has been scheduled for October 13, 2022 from 9:00 am to 4:00 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 between 9:00 am and 4:00 pm on October 13, 2022 or Friday, October 14, 2022 from 7:00 am to 8:00 am.

## DELIVERIES

For oversized deliveries to the Conference Floor, please contact us to reserve usage of the service elevator as the venue does not have a freight elevator. The entrance to the Coast Coal Harbour Hotel Loading Bays is located on Parking Level 1. Please ensure you are confirming your delivery date and time with the BCSLA office a minimum of ten business days prior to your event so that a Loading Bay can be reserved. The gate clearance is ten feet and can accommodate a one-ton truck. Larger vehicles must park on the street and roll the equipment down the ramp to the loading bay. **THE HOTEL DOES NOT ALLOW PARKING ON THE DRIVEWAY AND FOR EQUIPMENT TO BE BROUGHT IN THROUGH THE LOBBY. There is no parking on the loading bay.**

## SERVICE ELEVATOR DIMENSIONS

- Elevator cab is 65-3/4" W x 86-3/4" D x 112" H
- Width of elevator door: 47"
- Height of elevator door: 84"
- Width of hallway leading to/from the elevator
  - From the loading bay, there's a door leading to the hallway.
  - The dimensions of the door are Width 66" x Height 79".
  - The hallway leading from the loading bay door to the elevators is 62" wide.
  - The elevator goes to the 3rd floor where the ballroom is located.
- From the elevator, there's a short hallway (60")
- The door is Width 47" x Height 84"
- The BCSLA staff and volunteers will meet the representative at the loading bay will show the way to get to the ballroom. A contractor's key card will be issued to volunteers to access the elevator.

## TEAR DOWN & MOVE-OUT PROCEDURES

Display take-down on Saturday, October 15, 2022, begins at 12:30 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.

# BCSLA SHOWCASE GUIDELINES AND POLICIES

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

- The BCSLA reserves the right at any time, without prior notification, to alter exhibits, aisles, common areas, feature sizes and locations in an effort to best serve the interest of the show. Their decision in this regard will be final.
- Neither BCSLA nor the Coast 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, which 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.
- Exhibitors are liable for any damage to the Coast Coal Harbour Hotel, its surroundings, or its furnishings, including damage to walls, carpets, floors, loading dock, damaged lights, bollards, outlets, etc.
- 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.
- 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
- View program updates regularly on our website at [www.bcsla.org](http://www.bcsla.org). We recommend that you staff your booth during all breaks. Please refer to the Preliminary Program-at-a-Glance that will be released soon.
- **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 Coast Coal Harbour Hotel will provide a clean and clear function room for exhibit move-in/ production company setup. For trade shows and exhibits, the exhibitor company will be 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.

## HOTEL ACCOMMODATIONS

BCSLA has secured hotel guest room blocks at reduced rates until September 23, 2022 at the Coast Coal Harbour Hotel at the BCSLA group rate of \$229/night plus taxes (subject to availability). There was limited availability at press time. Call 604.697.0202

## NEED HELP?

**Tara Culham, Executive Director**

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

**Shanae Chiu, Member Services Coordinator**

E: [memberservices@bcsla.org](mailto:memberservices@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

W: [www.bcsla.org](http://www.bcsla.org)



## **BCSLA PROGRAM SPONSOR DETAILS** - Dates and times are subject to change.

The program is constantly evolving check [www.bcsla.org](http://www.bcsla.org) 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 details.

### **1. THE CLIVE JUSTICE BOOK AWARDS TO NEWLY QUALIFIED LANDSCAPE ARCHITECTS MEET AND GREET SOCIAL – \$6,000**

**Thursday, October 13 – 7:00 PM TO 9:00 PM:** Due to the pandemic the Book Awards have been on hold. Meet the BCSLA Members and Registrants who became licensed in 2019, 2020 and 2021. 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 social presentation. The Awards have been renamed the **Clive Justice Book Awards to Newly Qualified Landscape Architects** in 2022. 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. We are delighted to report that Clive's son, Douglas Justice, Associate Director UBC Botanical Gardens and BCSLA Honorary Member, will be present to share memories of his Father.

### **2. WELCOMING RECEPTION – PLATINUM - \$6,000**

**Friday, October 14, 2022- 5:00 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.

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

**Friday, October 14, 2022:** 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.

**4A. Deborah Guenther**

or

**4B. To Be Confirmed**

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

Join us for a delicious buffet luncheon in the Grouse, Seymour and Hemlock Rooms on the 4th Floor

**5A. Friday, October 14**

or

**5B. Saturday, October 15**

### **6. BCSLA Awards – GOLD – \$3,000**

**Friday, October 14, 2022:** Erik Mustonen, Nominations Committee Chair and Past President, and Adrienne Brown will honour winners of the BCSLA Awards prior to the Friday Welcome Reception.

### **7. BREAKFAST – SILVER – \$2,000 (3 STATIONS – circle one)**

**Friday, October 14 - Saturday, October 15:** Welcome all attendees to the by supporting a light breakfast each morning.

**7A. Friday, October 14**

or

**7B. Saturday, October 15**

### **8. INFORMATIVE PRESENTATIONS – BRONZE – \$1,000**

**Friday, October 14 - Saturday, October 15:** 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/events/annual-conference-showcase-products-and-services-agm>

### **9. COFFEE BREAKS – SUPPORTER – \$500 (THREE STATIONS EACH BREAK- circle one)**

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.

**9A. Friday, October 14**

or

**9B. Saturday, October 15**

**10. PRODUCT BRANDING - BRONZE – \$1,000:** This an opportunity to raise your profile when you provide conference support such as notebooks, delegate bags, lanyards and badges (sold)

**11. IN-KIND-**We welcome 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**

---

**ADDRESS**

**CITY**

**PROVINCE/STATE POSTAL/ZIP CODE**

---

**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). Please use **BCSLA1964** as your password.
- A cheque payable to BCSLA
- Visa – Sorry no other cards are accepted due to the high banking fees. Call Shanae 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.

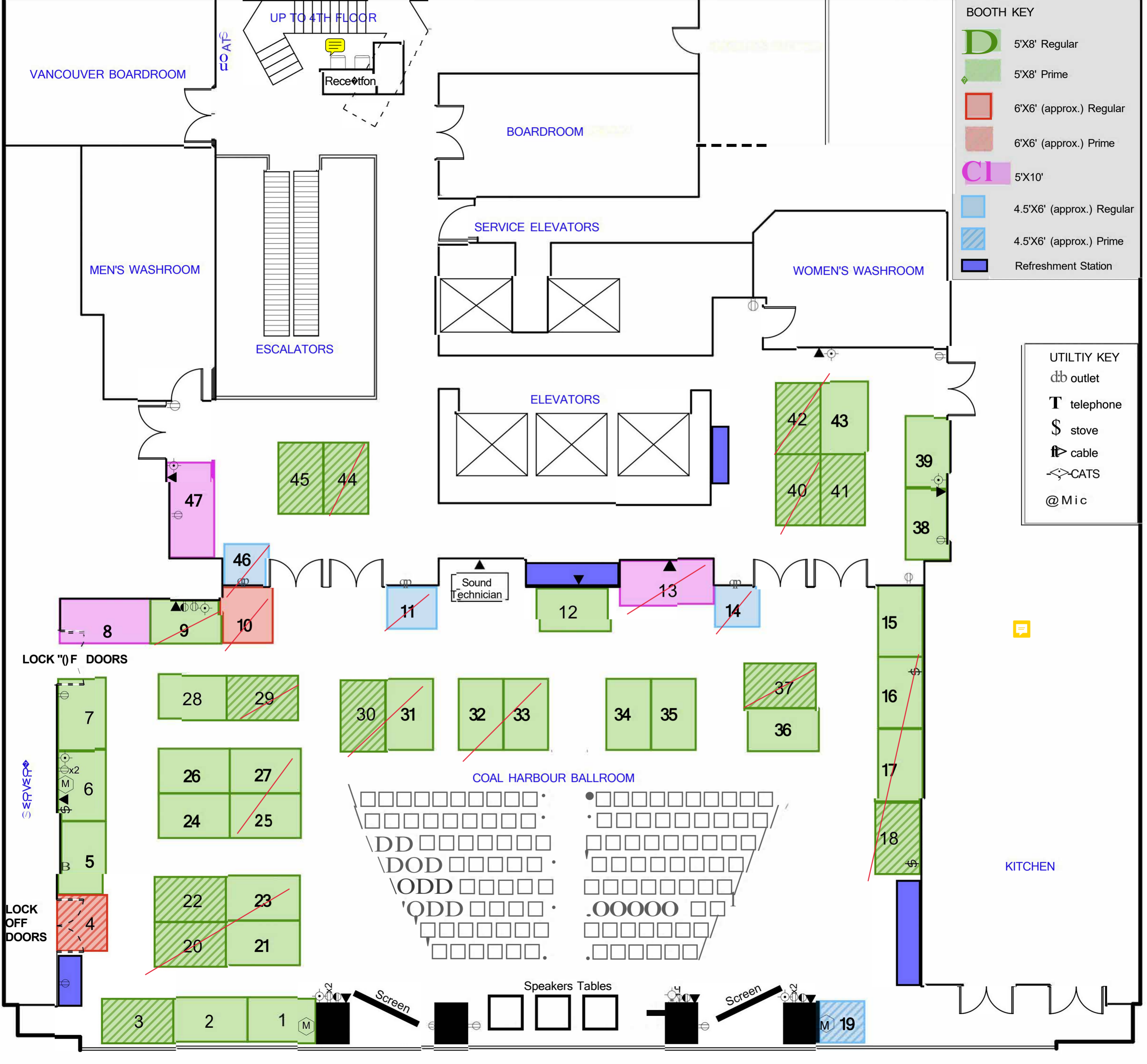
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**COMPANY REPRESENTATIVE NAME (PRINT)**

**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).



**BOOTH KEY**

- 5'X8' Regular
- 5'X8' Prime
- 6'X6' (approx.) Regular
- 6'X6' (approx.) Prime
- 5'X10'
- 4.5'X6' (approx.) Regular
- 4.5'X6' (approx.) Prime
- Refreshment Station

**UTILITY KEY**

- db outlet
- telephone
- stove
- cable
- CATS
- Mic

LOCK OFF DOORS

LOCK OFF DOORS

COAL HARBOUR BALLROOM

KITCHEN

Screen

Screen

Speakers Tables

M

M

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19

Sound Technician

Reception

BOARDROOM

SERVICE ELEVATORS

ELEVATORS

WOMEN'S WASHROOM

MEN'S WASHROOM

ESCALATORS

VANCOUVER BOARDROOM

COATS

UP TO 4TH FLOOR