

## 2015 BCSLA CONFERENCE, SHOWCASE & AGM Program Supporter & Exhibitor Booth Information Kit

February 20, 2015

### 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 **April 25-26, 2015** at the beautiful Fairmont Chateau Whistler, 4599 Chateau Boulevard. We anticipate that approximately 250 to 275 delegates, speakers, and exhibitors will gather for the premier event for landscape architects and allied design professionals in BC.

This year we are turning our attention to smaller communities and to a range of issues. We will ask the questions such as how much do we know about wildfire and wildlife management; water management, invasive species; resource extraction and health issues; changing geography; recreational tourism; property development and sense of place; population growth and population decline; environmental protection; agricultural issues; and the struggle to survive and thrive amid increasing pressure on limited resources.

Our conference, entitled **CORRIDORS: CONNECTING BC'S COMMUNITIES**, will use the challenges, successes, and externalities of the Sea-to-Sky Corridor as examples of how issues now facing many more small communities have emerged, impacted, and been addressed over the last fifty years. The program support information package will be updated on February 27, 2015. Volunteers have put together a fabulous program. Speakers include, but are not limited to:

**Michael Kluckner** - a respected Canadian writer and artist. He is the author of several books on Canadian cities, heritage, planning issues and art. Books have garnered awards including the: Duthie Prize, Vancouver Book Prize, Toronto Book Prize (short list), Hallmark Society (Victoria) Award of Merit and the Heritage Canada Medal of Achievement.

**Bas Smets** – with a background in civil engineering, architecture and landscape architecture, Smets specializes in the conception of landscape strategies and the construction of public space. His office, founded in Brussels, employs 15 architects and landscape architects and has recently delivered 20 projects in 8 countries.

This information kit provides:

- a) Program support opportunities options are priced by event cost. Please see pages 2-4 for details
- b) Showcase booth opportunities. Please see pages 4 – 14 for details.

We recommend that you check the <http://www.bcsla.org/events/annual-conference> regularly as the program is constantly evolving. We look forward to your support and we hope you can join us!

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.*

## 2015 CONFERENCE PROGRAM SUPPORT INFORMATION

Conference volunteers are reviewing abstracts and confirming speaker availability.

Please check <http://www.bcsla.org/events/annual-conference>.

- 1A. BCSLA Landscape Café - \$1,000** **Bronze Supporter**  
Presenter To Be Confirmed, Thursday, April 23
- Keynote Speakers - \$6,000** **Platinum Supporter**
- 2A.** Topic To Be Confirmed, Friday, April 24  
Presented by: **Michael Kluckner**, a respected Canadian writer and artist. Kluckner is the author of several books on Canadian cities, heritage, planning issues and art. Books have garnered awards including the: Duthie Prize, Vancouver Book Prize, Toronto Book Prize (short list), Hallmark Society (Victoria) Award of Merit and the Heritage Canada Medal of Achievement.
- 2B.** Topic To Be Confirmed, Friday, April 24  
Presented by: **Bas Smets**, who has a background in civil engineering, architecture and landscape architecture. Smets specializes in the conception of landscape strategies and the construction of public space. His office, founded in Brussels, employs 15 architects and landscape architects and has recently delivered 20 projects in 8 countries
- 2C.** Topic and Speaker To Be Confirmed, Saturday, April 25
- Informative Presentations – \$2,000** **Silver Supporter**
- 3A.** Topic and Speaker To Be Confirmed, Friday, April 24
- 3B.** Topic and Speaker To Be Confirmed, Friday, April 24
- 3C.** Topic and Speaker To Be Confirmed, Friday, April 24
- 3D.** Topic and Speaker To Be Confirmed, Friday, April 24
- 3E.** Topic and Speaker To Be Confirmed, Friday, April 24
- 3F.** Topic and Speaker To Be Confirmed, Saturday, April 25
- 3G.** Topic and Speaker To Be Confirmed, Saturday, April 25
- 3H.** Topic and Speaker To Be Confirmed, Saturday, April 25
- 4. Mobile Tours - \$600, Saturday, April 27** **Supporter**  
Four mobile and walking tours are being arranged.  
Check back for more details at <http://www.bcsla.org/events/annual-conference>
- 5. Breakfast - \$1,000 each station (3 stations)** **Bronze Supporter**  
**5A.** Friday or **5B.** Saturday
- 6. Coffee Breaks - \$500 each station (4 stations)** **Supporter**  
**6A.** Friday AM **6B.** Friday PM **6C.** Saturday AM **6D.** Saturday AGM
- 7. Clive Justice New Member Book Awards, Saturday, April 25**  
The Clive Justice New Member Book Awards continues a tradition started many years ago. Clive will present a book to individuals who became Landscape Architects in 2014. **Book Awards Generously Sponsored by: Cedar Crest Lands (B.C.) Ltd.**

## Program Support Information (continued)

8. **Luncheons - \$2,000** **Silver Supporter**
- 7A. Friday, April 24  
The **BCSLA Welcome Lunch** is an informal gathering in the Frontenac and Empress Ballrooms. Delegates will enjoy a light lunch while chatting with friends and colleagues.
- 7B. Saturday, April 25:  
**Awards Luncheon**  
Help celebrate the BC Winners of the CSLA Awards of Excellence by joining us for a plated lunch in the Empress Ballroom.
9. **Corridors Connecting BC's Communities Reception - \$6,000** **Platinum Supporter**  
Friday, April 24: The Showcase of Products will be open so that delegates can see all the new products and services that are available. The very popular networking session is an excellent opportunity for delegates and sponsors to make new friends and visit with colleagues.
10. **BCSLA Awards Reception- \$5,000** **Gold Supporter**  
Saturday, April 25: This event will allow delegates, speakers and supporters to share stories and renew acquaintances. Bob Evans, BCSLA Past President will lead the BCSLA Awards Presentations.
11. **Refreshment Sponsor - \$2,000** **Silver Supporter**  
An opportunity that will raise your profile while enjoying refreshing beverages at the networking receptions.
12. **Entertainment Sponsor - \$1,000** **Bronze Supporter**  
Volunteers are busy working to identify fabulous entertainment for the closing reception on April 25, 2015.
13. **BCSLA Awards Presentation Sponsor - \$1,000** **Bronze Supporter**  
Saturday, April 25: Robert Evans, BCSLA Past President, will honour winners of the BCSLA Awards and provide an excellent opportunity to network with our Members and talk about the conference sessions.
14. **CSLA Awards Presentation Sponsor - \$1,000** **Bronze Supporter**  
*Saturday, April 27:* Following lunch join Jeff Cutler, MBCSLA and Nastaran Moradinejad, BC Rep to CSLA for a session honouring BC recipients of the CSLA Awards of Excellence.
15. **Student Sponsor Program – NEW! - \$1,000** **Bronze Supporter**  
This is a new opportunity to help support emerging professionals who are on the Road to Licensure. The funds will cover travel, accommodation and registration fees for a UBC student in the landscape architecture program.
16. **In-Kind:** Of course we welcome in-kind support of stage décor, printing, signage, lighting, notebooks, delegate bags, lanyards and badges and more! You will be recognized for your support.

Please indicate which program such as: speakers, discussions, breakfast, lunch, breaks, receptions and more, that you would like to sponsor (e.g., 1A, 2B, 3, etc). and email, fax or mail this page to the BCSLA offices at our new addresses. Please see page 4 for more details on our recognition program and deadlines for materials submission.

**Program #:** **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** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

## Program Sponsor & Showcase Exhibitor General Information

### Recognition

BCSLA is committed to providing you, our valued supporters, with the recognition you deserve. In appreciation of your generosity:

- Platinum, Gold, Silver and Bronze supporters will be provided with complimentary tickets for all social events. You will be recognized with designated colour signage and verbal acknowledgement at the event you sponsors. We will invite to say a few words at the presentation to help you raise your profile.
- All Program and Showcase Supporters will be listed on large sponsorship acknowledgement sign will be prominently displayed throughout the Conference with your company name and logo.
- Your company name will be featured on event signage.
- Your company name and logo will be published in our newsletter, *Sitelines*, on our websites, in media releases social media and on all conference related material.
- Your company logo will prominently appear on the Showcase programs and maps.

### Terms of Payment

Once your Booth or 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 **March 16, 2015**. See page 1 for our **new** address. Due to high demand, if payment is not received by this date, the booth will be released for re-sale. No refunds. 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 Rachael Stevenson at [office@bcsla.org](mailto:office@bcsla.org). **All artwork must be delivered by March 16, 2015 to be included in the Showcase floor plan and signage.**

### Schedule

To assist in staffing your booth, please see the Preliminary Program-at-a-Glance on pages 10-11. As the program is constantly evolving, visit <http://www.bcsla.org/events/annual-conference> or the latest updates.

Thursday, April 23	10:00 am to 7:00 pm	Set-up
Friday, April 24	7:00 am to 6:00 pm	Showcase
Saturday, April 25	8:00 am to 12:30 pm	Showcase
Saturday, April 25	12:30 pm to 2:30 pm	Tear Down

We recommend that your booth be staffed during all breakfasts, lunches and coffee breaks and the Welcome Reception. **No early teardowns are permitted.**

### Hotel Accommodations

Book your Fairmont Chateau Whistler hotel guest room today to get the best rate for the 2015 Conference by logging on to <https://resweb.passkey.com/go/bcsla20> Alternatively, call 1.800.606.8244 to make your reservations. Callers should identify themselves as being with the BC Society of Landscape Architect Group or group code “0415LAND” in order to receive the group rates. We recommend that you consider joining the Fairmont President’s Club at no cost so that you may take advantage of the loyalty program benefits (eg. free internet, etc.) while you earn points.

## BCSLA Showcase Opportunities Order Form

Please indicate which exhibitor booth(s) you wish to reserve and email, fax or mail pages 5 **and** 6 by **March 16, 2015** to the BCSLA office, at \$450, 355 Burrard Street, Vancouver, BC V6C 2G8, /F: 604.681.3394 or [admin@bcsla.org](mailto:admin@bcsla.org).

**Contact Name** \_\_\_\_\_ **Company** (Print full name of company for name tag) \_\_\_\_\_

\_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Province/State** \_\_\_\_\_ **Postal/Zip Code** \_\_\_\_\_

\_\_\_\_\_  
**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

### Showcase Booth Options

Please see the Showcase Floor Plans is on page 10. The Frontenac Ballroom and Foyer are on the main floor just off the hotel lobby. 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. BCSLA Affiliates and previous exhibitors have preferred choice of space until **February 25, 2015**.

Size*	Floor Plan	Colour	Cost**
◆ Small [6] (Booths: 36, 37, 38, 39, 40, 41)	4' x 5'	Green	\$700
◆ Medium Premier [9] (Booths: 01, 02, 29, 30, 31, 32, 33, 34, 35)	5' x 7'	Orange	\$800
◆ Regular [12] (Booths 03, 04, 05, 06, 07, 08, 09, 10, 11, 19, 20, 28)	8' x 8'	Yellow	\$850
◆ Regular Premier [15] (Booths: 12, 13, 14, 15, 16, 17, 18, 42, 43, 44, 45, 46, 47, 48, 49)	8' x 8'	Pink	\$900
◆ Large Premier [7] (Booths: 21, 22, 23, 24, 25, 26, 27)	10' x 10'	Blue	\$950

\*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 2015 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 2015 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 Fairmont Chateaux Whistler. 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.**

\_\_\_\_\_  
**Company Representative Name** (Print) \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** (MM/DD/YYYY) \_\_\_\_\_

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 one person per booth including the: Welcome Reception, two breakfasts, two lunches and four nutrition breaks. Order additional tickets for exhibit booth staff by completing the information below:

Quantity	Description	Price	Total
	2-Day Meal Ticket	250.00	
	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

A limited number of skirted tables/chairs at no cost are available. All orders must be submitted at the time you reserve your booth. If you require other banquet room accessories please contact BCSLA and 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 with your Sponsor Order Form to [admin@bcsla.org](mailto:admin@bcsla.org) by noon on March 16, 2015.**

Quantity	Description	Price	Total
	6' x 30" Skirted Table and Two Chairs	No Charge	0.00
		<b>Sub-Total</b>	
		18% Service Fee	
		5% GST	
		<b>Amount Due:</b>	

### Audio Visual Exhibitor Services

Please order all of your electricity, internet connections, and accessories such as easels, laptops, etc. **directly from the PSAV Office** at the Fairmont Chateau Whistler by completing the attached PSAV Tradeshow Order Form on page 11. Please contact John Rekrut at PSAV at 1.604.938.2211 if you have any questions.

### Name Badges

Please provide booth personnel names for name tags. **Please use a separate page if necessary.**

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: \_\_\_\_\_

BN 131999757



## Showcase Rules

### 1. Showcase Liaisons

Tara Culham, Rachael Stevenson and BCSLA volunteers will be available to assist you with your requests.

### 2. Shipping

Please advise your driver of your scheduled move-in times and the procedures. They must adhere to the same procedures as all other exhibitors.

#### **Please adhere to the Fairmont Chateau Whistler Policies and Procedures:**

##### **Promotional Material**

- The Hotel does not permit anything to be nailed, posted or otherwise attached to the Hotel walls. Only pre-authorized signage promotional material etc. will be allowed in any lobby areas.

##### **Storage & Materials Handling**

- The Hotel will not be responsible for storage or materials handling. Please ensure that prior arrangements for storage or materials handling have been **made before** any shipment of materials to the Hotel.
- If boxes are delivered for a registered guest of the Hotel the boxes will be subject to a \$5 box handling fee. This is a one-time fee for all transportation within the Hotel.
- Arrangements must be made with the Conference Services Catering office and your Customs Broker. Materials being delivered to the Hotel **must not** be delivered prior to the set-up date.

All materials should be clearly labelled with the function name, function date, function room and the Hotel Services/Catering representatives' name. On the set-up date, materials must be delivered directly to the meeting floor or assigned storage area and not left in the loading area.

Such displays (i.e. table top displays) or products may be left in the function room. The function room will be locked when not in use. BCSLA and the Hotel will not be responsible for the exhibit, displays, and products locked in the function room. You must provide your own security if this protection is needed.

#### **General Policies (continued)**

##### **Official Contractors**

- PSAV Presentation Services is the official audio/visual supplier to the Hotel. PSAV maintains a fully staffed office in the hotel. They provide a complete audio visual planning service, skilled technicians, state-of-the-art equipment and service which are responsive to your every need. Contact PSAV at 604.938.2211.

Should you use another a/v supplier a \$250 fee will apply. Fees are charged on per room, per day plus applicable taxes. Your outside contractors must comply with all other similar requirements as the Hotel deems appropriate, in their sole discretion, regarding use of function space, facilities and use of Hotel services.

- If you find it necessary to use outside services, any companies, firms, agencies, individuals and groups that you hire shall be subject to approval by the Hotel. Upon prior reasonable notice to the Hotel, they will cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the enjoyment of the premises by other guest and members of the Hotel.

The Hotel must be notified in advance of any proposed vendor. They reserve the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought in to the Hotel.

*The BCSLA accepts no responsibility for lost or damaged packages after the courier has received the package. In the case the hotel or BCSLA believes dangerous or illegal goods are being shipped the hotel reserves the right to refuse shipment. Among items that cannot be shipped are any food products, perfume, alcohol, or any pressurized hair products. The hotel has the right to refuse shipment if there is a lack of information given or for whatever reasons the hotel sees fit. The hotel is not responsible for paying customs charges or insurance charges for any packages that are sent.*

## Showcase Rules (continued)

### 3. Exhibitor Registration / Badges

Register all exhibitor booth personnel by completing page 6 and submit it to BCSLA by [March 16, 2015](#). Badges are available for pick-up at the conference registration desk in the hotel lobby.

### 4. Booth Set-Up Rules & Regulations

The regulations for the Showcase are 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.

### 5. Move-In Schedule

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.

**Thursday, April 23:** 10:00 am – 7:00 pm

- Designated move-in times can be arranged by contacting the BCSLA office before [March 16 2015](#).
- **We will need to know the size of the delivery truck so that the hotel parking lot will be available**
- To re-schedule a move-in time, please call Rachael at the BCSLA office. We will do our best to accommodate requests, but cannot guarantee to satisfy everyone.

### 6. Move-In Procedures

#### Loading Dock Options:

**Loading Dock** (Unloading Height at Dock - 40 feet)  
or

**Macdonald A Patio** (Patio Width -14')  
Door Width: 72" Door Height: Height 112"

Access to the loading bays is from the Hotel parking lot. Turn left from the hotel entrance and drive straight to the designated loading bay or the Macdonald A Patio. Dock will be on the left hand side.

#### Fairmont Chateau Whistler Contact:

Cynthia Lorrain Tremblay  
Convention Services Manager  
T: 604.938.2071  
E: [Cynthia.Tremblay@Fairmont.com](mailto:Cynthia.Tremblay@Fairmont.com)

## Move-In Procedures (continued)

### Macdonald Loading

- Once unloaded, enter the service hallway and proceed to one of four Frontenac Ballroom rear access doors.
- **Macdonald Service Hallway**  
Door Width: 72 inches  
Door Height: 96 inches

#### Frontenac Pillars:

- 2' 4" x 4' 10" (longest side is facing the window)

### 7. Setting up your Display

- Be sure to register and obtain your badge first at the conference registration desk in the Frontenac Foyer before set-up.
- Move-in ends at 7:00 pm on [Thursday, April 23, 2015](#).
- Access to Showcase: You may access the show room at 7:00 am on all days. Please ensure you are wearing your badge.
- All booth display material must be within the confines of your booth space. It is your responsibility to store display containers, etc.
- There is limited storage space on site. Please recycle all items that are no longer of use.
- Packing materials (cartons, etc.) may be stored in your booth. There is limited onsite storage.

### 8. Parking

Parking is provided for registered hotel guests at the rate of \$35 CDN inclusive of taxes, per night. Valet service is available at a rate of \$39 CDN inclusive of taxes, per night. *ecommendation: Take public transit or car pool to save on parking.*



## 9. Move-Out Procedures

- Move-out proceeds on a first-come, first-serve basis for access to the loading docks.
- If you have a display case that needs to be picked up by a courier, please adhere to the Hotel Shipping policies.

**(Display take-down on Saturday, April 25 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.)**

## 10. 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 see page 10-11 for the preliminary Conference at-a-Glance Schedule.
- 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.**

## 11. Showcase Hours

### Friday, April 24

8:00 pm to 7:00 pm

### Saturday, April 25

8:00 am to 12:30 pm

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

## 12. Need Help?

### BCSLA Contact Information

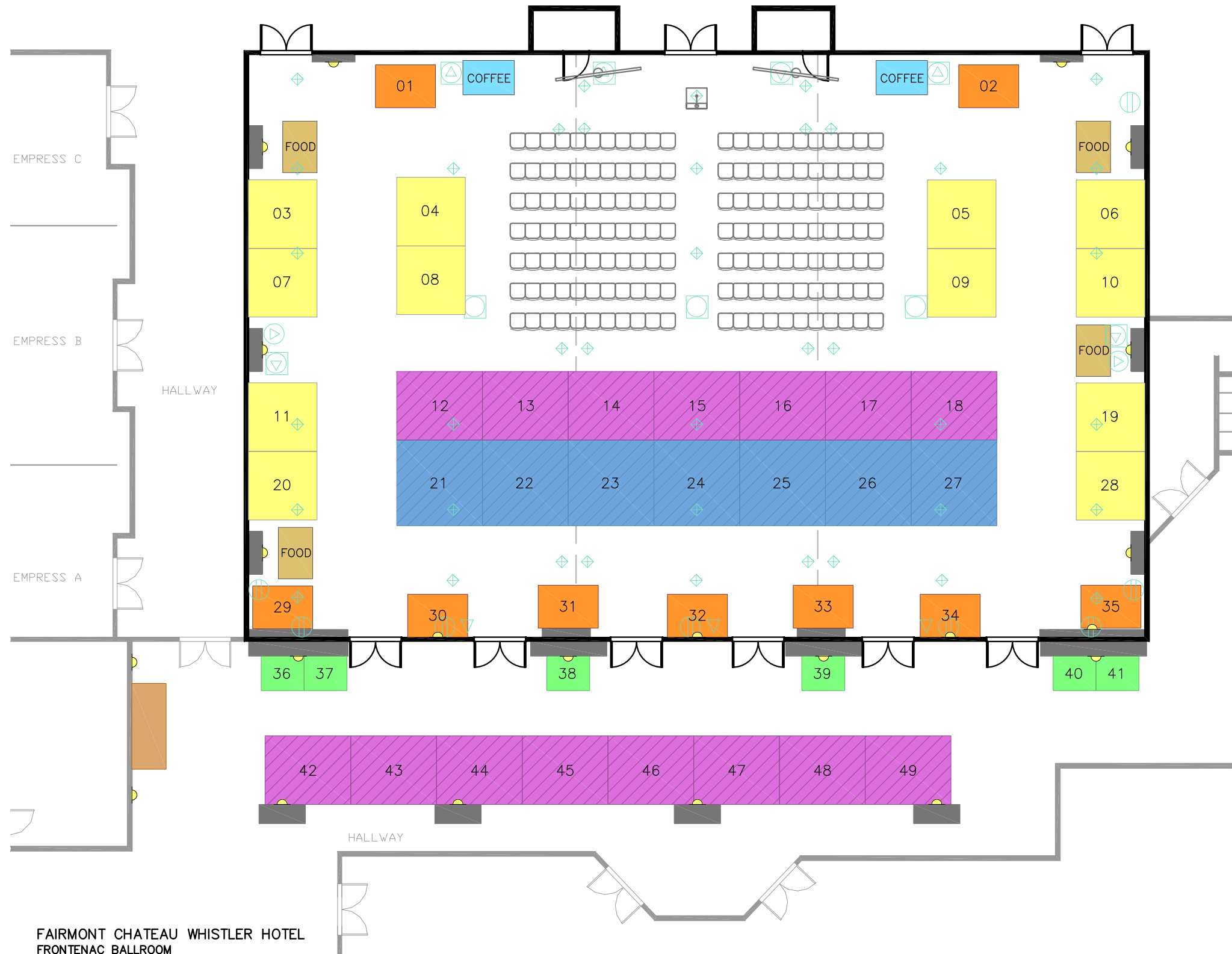
Tara Culham, Executive Director or  
Rachael Stevenson, Member Services Coordinator

### BC Society of Landscape Architects

#450, 355 Burrard Street  
Vancouver, BC V6C 2G8  
T 604.682.5610  
TF (Canada and US): 855.682.5610  
F 604.681.3394  
M 604.715.9655  
[admin@bcsla.org](mailto:admin@bcsla.org) / [office@bcsla.org](mailto:office@bcsla.org)  
[www.bcsla.org/www.sitelines.org](http://www.bcsla.org/www.sitelines.org)

# FRONTENAC BALLROOM & FOYER

## FIRST FLOOR, FAIRMONT CHATEAU WHISTLER



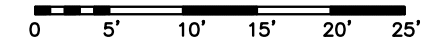
### TRADE BOOTH LEGEND

QTY AVAIL	BOOTH TYPE
07	10' x 10' PREMIER TRADE BOOTH
15	8' x 10' PREMIER TRADE BOOTH
12	8' x 8' TRADE BOOTH
09	5' x 7' TRADE BOOTH
06	4' x 5' TRADE BOOTH
01	HOTEL SIDEBOARD
04	6' FOOD STATION
03	6' COFFEE/WATER STATION

### ELECTRICAL LEGEND

- 120 V U-GRND OUTLET
- SOUND OUTLET
- WALLPORT: 4-PLEX 120V, 1Ø
- WALLPORT: 70 A 3Ø DISTRIBUTION
- FLOORPORT: 4-PLEX, 30A 100A 3Ø
- CUSTOM PORT: 4-PLEX, 30A 30A 3Ø
- RIGGING POINTS - 6000lb RATING
- WALL SCOFFER 5' FROM FLOOR

FAIRMONT CHATEAU WHISTLER HOTEL  
 FRONTENAC BALLROOM  
 4599 CHATEAU BLVD.  
 WHISTLER, BRITISH COLUMBIA  
 VON 1B4  
 CANADA





## BC Society of Landscape Architects

April 23rd - 25th, 2015

### TRADESHOW ORDER FORM

Fairmont Chateau Whistler, Whistler, BC

*Revised June 2013*

<b>CUSTOMER ORDER INFORMATION</b>	<b>PLEASE COMPLETE IN FULL, INCOMPLETE ORDERS WILL DELAY CONFIRMATION</b>
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Company Name: _____	Booth Name: _____ Booth #: _____
Mailing Address: _____	On Site Contact: _____
City: _____ Prov/State: _____	Install Date/Time: _____
PC/Zip: _____ Ordered By: _____	Dismantle Date/Time: _____
Phone Number: _____	Method of Payment: _____
Fax Number: _____	
E Mail Address: _____	

QTY.	AUDIO VISUAL EQUIPMENT & BOOTH OPTIONS	ADVANCED ORDER RATE/DAY	ON SITE ORDER RATE/DAY	NUMBER OF DAYS IN USE	BILLING AMOUNT (Quantity x Order Rate x Number of days)
<b>VIDEO PLAYBACK, AND DISPLAY EQUIPMENT</b>					
	DVD Player	\$ 60.00	\$ 75.00		
	32" LCD TV/Monitor	\$ 175.00	\$ 200.00		
	50" XGA LCD Monitor	\$ 450.00	\$ 575.00		
	Skirted Cart for any of above (34" to 48")	\$ 20.00	\$ 25.00		
<b>COMPUTER DATA DISPLAY EQUIPMENT</b>					
	19" SXGA Data Monitor	\$ 80.00	\$ 100.00		
	32" XGA LCD Monitor	\$ 175.00	\$ 200.00		
	50" XGA LCD Monitor	\$ 450.00	\$ 575.00		
	Laptop Computer	\$ 150.00	\$ 225.00		
	LCD Projector - SXGA - 3000 Lumens	\$ 275.00	\$ 325.00		
	6' Roll Screen	\$ 40.00	\$ 45.00		
<b>BOOTH REQUIREMENTS</b>					
	Electrical Extension Cord w/ PowerBar	\$ 15.00	\$ 20.00		
	15A Power Circuit	\$ 60.00	\$ 75.00		
	15" Powered Speaker w/Wired Microphone	\$ 100.00	\$ 125.00		
	15" Powered Speaker w/Wireless Microphone	\$ 225.00	\$ 275.00		
	Computer Audio Speakers	\$ 50.00	\$ 75.00		
	Sign Easel	\$ 15.00	\$ 25.00		

If Paying By Credit Card Please Print Card Number: _____	<b>Equipment Sub Total:</b>
Exp: _____ Card Holder Name: _____	
Cardholder Sign: _____ Date of order: _____	<b>Invoice Sub Total:</b>
<b>(By your signature the cardholder agrees to pay all charges related to this rental)</b>	<b>Service Charge @ 18%</b>
	<b>PST @ 7%:</b>
	<b>GST @ 5%:</b>
	<b>TOTAL:</b>

**TERMS AND CONDITIONS:** THE RENTOR AGREES TO BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE ABOVE EQUIPMENT AS WELL AS ALL CHARGES UNTIL ANY DAMAGED EQUIPMENT IS REPAIRED/REPLACED INTO RENTAL SERVICE. THE RENTOR SHALL INDEMNIFY AND SAVE HARMLESS PRESENTATION SERVICES (RENTEE) AND/OR ITS AGENTS AGAINST ALL LOSS OR LIABILITY ARISING OUT OF USE OF SAME. PRESENTATION SERVICES MUST BE NOTIFIED IMMEDIATELY OF ANY EQUIPMENT PROBLEMS OR ORIGINAL CHARGES WILL APPLY. POWER CHARGES COVER THE COST OF ELECTRICITY ONLY, ANY SPECIAL WIRING OR REQUIRED EXTENSION CABLES WILL BE CHARGED APPROPRIATELY. PHONE LINES INCLUDE "DIAL 9" LOCAL SERVICE AND DID INCOMING CALL SERVICE. LONG DISTANCE ACCESS REQUIRES ON-SITE CREDIT CARD, CHARGES AT HOTEL'S PREVAILING RATES.

**Send completed orders via Fax to (604)938-2122.**  
 Telephone Inquiries **(604)938-2211**. Please call for equipment or requirements not listed above.

DRAFT: Updated: February 20, 2015\_TC

Corridors: BC's Small Communities - April 23, 24, and 25, 2015

BCSLA Annual Conference, Showcase & AGM

SCHEDULE OF EVENTS

THURSDAY, APRIL 23, 2015 - EXHIBITOR SET UP & LANDSCAPE CAFÉ				
TIME	PROGRAM	SPEAKER	PRESENTATION	LOCATION
9:00 - 12:30	Showcase Set-Up Mark up			Frontenac Ballroom and Foyer
10:00 - 19:00	Showcase Exhibitor Set-Up			Frontenac Ballroom and Foyer
12:00 -12:30	<b>Volunteer and Supplier Snack</b>			Frontenac Ballroom and Foyer
10:00 - 23:59	TBC			Empress A
10:00 - 23:59	TBC			Empress B
18:00 -19:30	<b>Landscape Café Buffet</b>			Empress C
18:00 - 21:00	CE Session Landscape Café	TBD	TBD	Empress C
FRIDAY, APRIL 24, 2015				
TIME	PROGRAM	SPEAKER	PRESENTATION	LOCATION
7:00 - 23:59	Showcase Exhibits			Frontenac Ballroom and Foyer
8:00 - 18:00	Showcase & Registration			Frontenac Windows
8:00 - 8:45	<b>Continental Breakfast Buffet &amp; Showcase</b>			Frontenac Ballroom and Foyer
8:45 - 9:00	Welcoming Remarks			Frontenac Ballroom
9:00 - 9:45	Opening Session #1	<b>Keynote 1 - Michael Kluckner</b>		Frontenac Ballroom
9:45 -11:15	Session #2			Frontenac Ballroom
9:45 - 11:15	Session #2A			Empress A
9:45 -11:15	TBC			Empress B
11:15 - 11:30	<b>Coffee Break &amp; Showcase</b>			Frontenac Ballroom and Foyer
11:30 - 12:30	Session #3			Frontenac Ballroom
11:30 - 12:30	Session #3A			Empress A
11:30 - 12:30	TBC			Empress B
12:30 - 14:00	<b>Buffet Lunch &amp; Showcase</b>			Frontenac Ballroom/Foyer /Empress
14:00 - 15:30	Session #4			Frontenac Ballroom
14:00 - 15:30	Session #4A			Empress A
14:00 - 15:30	LARE Workshop (TBC)			Empress B
15:15 - 15:30	<b>Coffee Break &amp; Showcase</b>			Frontenac Ballroom and Foyer
15:30 - 16:30	Session #5	<b>Keynote 2 - Bas Smets</b>		Frontenac Ballroom and Foyer
16:30 - 17:30	<b>Opening Reception &amp; Showcase</b>			Frontenac Ballroom and Foyer

**SATURDAY, APRIL 25, 2015**

<b>TIME</b>	<b>PROGRAM</b>	<b>SPEAKER</b>	<b>PRESENTATION</b>	<b>LOCATION</b>
7:00 - 12:30	Showcase Exhibits			Frontenac Ballroom and Foyer
8:00 - 12:30	Showcase / Registration			Frontenac Windows
8:00 - 9:00	<b>Continental Breakfast Buffet &amp; Showcase</b>			Frontenac Ballroom and Foyer
9:00 - 10:15	Session #6	<b>Keynote 3- TBC</b>		Frontenac Ballroom
10:30 - 11:15	Session #7			Frontenac Ballroom
10:30 - 11:15	Session #7A			Empress A
10:30 - 11:15	TBC			Empress B
10:30 - 11:15	TBC			Empress C
11:15 - 11:30	<b>Coffee Break &amp; Showcase</b>			Frontenac Ballroom and Foyer
11:15 - 11:30	<b>Tour Group Muster</b>			Hotel Foyer
11:30 - 13:00	<b>MOBILE TOUR #1</b>			outdoors TBD
	<b>MOBILE TOUR #2</b>			outdoors TBD
	<b>MOBILE TOUR #3</b>			outdoors TBD
	<b>MOBILE TOUR #4</b>			outdoors TBD
11:30 - 12:30	Session #8-On Site Session			Frontenac Ballroom and Foyer
12:30 - 13:00	<b>Break &amp; Mobile Tour Return</b>			Empress A, B C
13:00 - 14:30	<b>CSLA Awards Luncheon</b>	Jeff Cutler, BCSLA Juror	CSLA Awards Luncheon	Empress A,B,C
12:30 - 14:45	Trade Show Teardown			Frontenac Ballroom & Foyer
14:00 - 14:45	AGM Registration			Frontenac Foyer
14:45 - 15:00	New Member Book Awards	Mark Vaughan, Registrar		
15:00 - 16:30	Annual General Meeting	BCSLA Board of Directors		Frontenac Ballroom
16:30 - 17:30	<b>Connecting Communities Reception</b>	BCSLA Awards		Frontenac Ballroom and Foyer