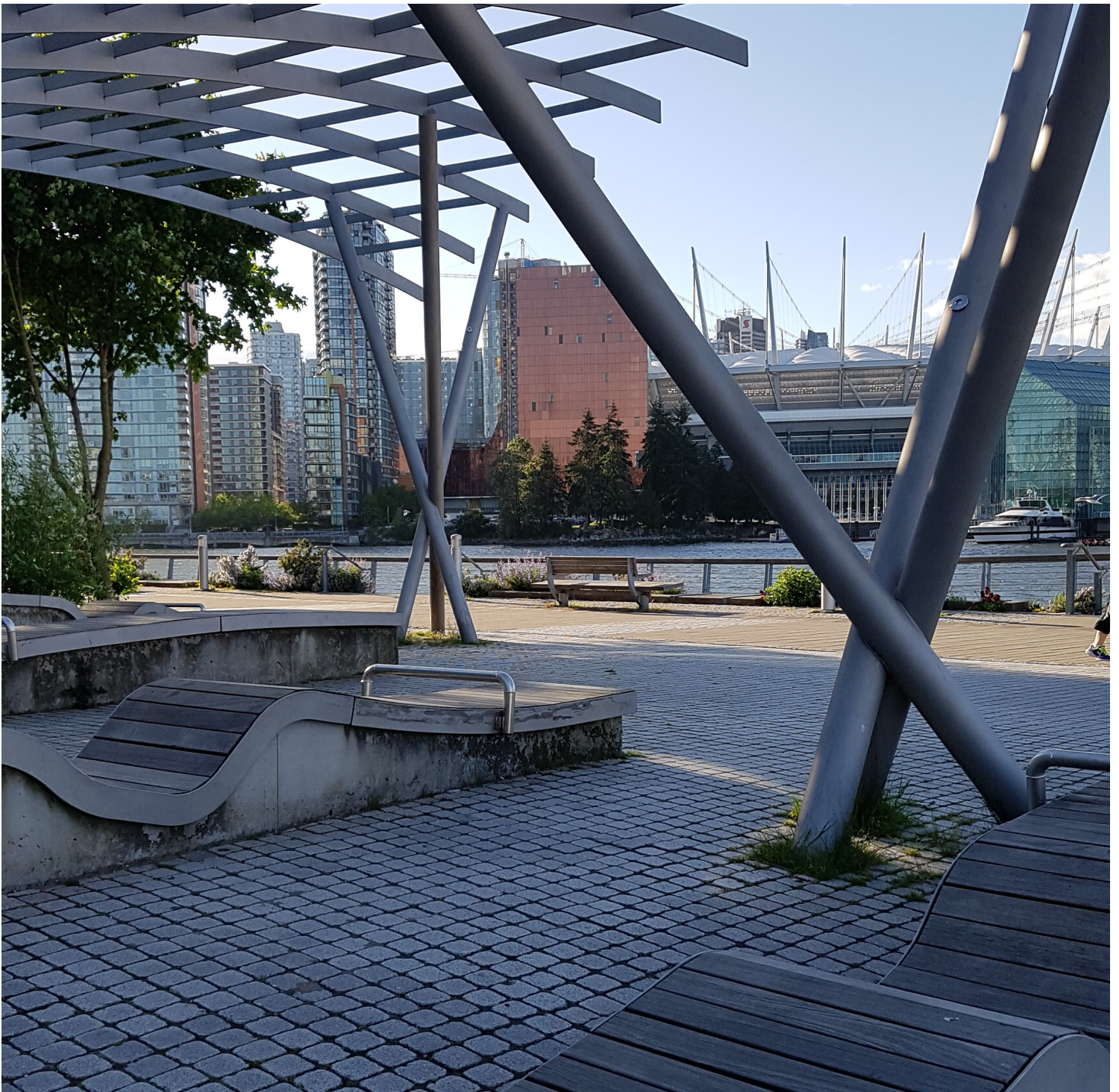


2018 BC SLA SHOWCASE OF PRODUCTS & SERVICES  
**EXHIBITOR BOOTH INFORMATION KIT**



## 2018 BCSLA SHOWCASE OF PRODUCTS & SERVICES

# Program Supporter & Exhibitor Booth Information Kit

March 2, 2018

### 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 10-12, 2018 at the J.W. Marriott Parq Vancouver, 39 Smithe Street, Vancouver, BC. We anticipate that approximately 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.

The conference theme is “**ENERGY**”. Through a landscape design lens, key speakers will frame the conference theme. Engaging presentations will address what we are doing, on the ground, and in our communities. A diverse range of speakers will address timely issues such as Low Carbon Resilient Landscapes to Telling Stories with Light and more. The program includes: tours, a film screening and networking socials and an awards recognition.

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!

It's back! Volunteers have organized a contest that is intended to encourage delegates to visit the exhibit booths through the use of a fun event. The conference postcard has been printed on a nine-piece cardboard puzzle. We will remove approx. 90% of the one piece and then circulate equal numbers of the randomly selected package of the pieces to each exhibitor. No one would know where the magic pieces would be making this completely random. Delegates who collect all nine pieces to form the puzzle would earn prizes. These prizes could be something donated by the booth sponsor (eg. branded merchandise under a \$20 such as a coffee cup) contact Tara Culham for details.

The BCSLA appreciates your interest in supporting the 2018 Annual Conference, Showcase and AGM, and for helping to make this event a tremendous success.

Warmest regards,

BC Society of Landscape Architects



Tara Culham, Executive Director

# CONFERENCE PROGRAM SUPPORT INFORMATION

SPONSORSHIP PACKAGES	Diamond	Platinum	Gold	Silver	Bronze	Supporter	Exhibitor
	\$10,000	\$6,000	\$3,000	\$2,000	\$1,000	\$500	
Address the Conference delegates on both days.	10 minutes	10 minutes	5 minutes				
Showcase Exhibitor Booth	✓						✓
Acknowledgement in the BCSLA Friday File, website, Sitelines Magazine 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 the Welcoming Reception	6	4	2				2
Tickets to CSLA Awards Luncheon	6	4	2		2		2
Tickets to BCSLA Awards Luncheon	6	4	2				2
Tickets to Closing Reception	6	6					

## TERMS OF PAYMENT

Once your Program selections(s) have been confirmed, the BCSLA will issue you an invoice. Please mail a copy of this Showcase Opportunities Order Form and a cheque payable to **“BC Society of Landscape Architects”** for the full amount of your participation selections by April 10, 2018. Due to high demand, if payment is not received by this date, the program component will be released for re-sale. No refunds after March 31, 2018. No exceptions.

## MATERIAL DEADLINES

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

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

Please coordinate your artwork requirements with Stephanie Nguyen at (604) 682-5610 | [office@bcsla.org](mailto:office@bcsla.org). All artwork must be delivered by April 10, 2018 to be included in the Showcase floor plan and signage.



Views to Granville Island  
c: City of Vancouver

# BCSLA SHOWCASE OPPORTUNITIES ORDER FORM

Please indicate which exhibitor booth(s) you wish to reserve and email or mail pages 4 and 5 by **April 10, 2018** to the BCSLA office, at #450, 355 Burrard Street, Vancouver, BC V6C 2G8 [admin@bcsla.org](mailto:admin@bcsla.org). Sorry no refunds after March 31, 2018.

## SHOWCASE BOOTH OPTIONS

Please see the Showcase Floor Plans on page 6. 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 preferred choice of space until **March 9, 2018**. Booths will not be confirmed until all paperwork has been submitted.

LEVEL	SIZE *	COLOUR	COST **	FLOOR PLAN
EXTRA LARGE PREMIER BOOTH	8' x 12'	Orange	\$1,500	O1, O2, O3, O4, O5, O6, O7, O8, O9
LARGE BOOTH REGULAR	8' x 10'	Pink	\$1,000	P1, P2
MEDIUM	6' x 8'	Blue	\$850	1-57

\* 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)
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ADDRESS	CITY	PROVINCE/STATE	POSTAL/ZIP CODE
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PHONE	FAX	EMAIL
-------	-----	-------

### 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 2018 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 2018 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 all terms.

COMPANY REPRESENTATIVE NAME (PRINT)	SIGNATURE	DATE (MM/DD/YYYY)
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To safeguard and protect any personal information provided to us, the BCSLA adheres to 'Ten Principles of Privacy Protection', which addresses the requirements for handling "personal information" as defined in both the federal 'Personal Information Protection and Electronic Documents Act', and the 'BC Personal Information Protection Act'. For a complete copy of the Policy please visit [www.bcsla.org](http://www.bcsla.org).

## SHOWCASE CATERING

Your booth rental includes catering for two people per booth including the: Welcome Reception, two breakfasts, two lunches and five coffee breaks. Please order additional tickets for exhibitor staff by completing the information below.

QUANTITY	DESCRIPTION	PRICE	TOTAL
	2-Day Meal Ticket	\$280.00	
	One Day Meal Ticket (Friday <u>or</u> Saturday) <i>Please Specify Day:</i> <input type="text"/>	\$150.00 / Day	
		<b>Sub-Total</b>	
		5% GST	
		<b>Amount Due:</b>	

## SHOWCASE BOOTH ACCESSORIES\*

All orders must be submitted at the time you reserve your booth. If you require other banquet accessories please contact us and we will do our best to accommodate you. Exhibitors are solely responsible for all costs and the safe return of the accessories. **Return this page along by noon on April 10, 2018.**

QUANTITY	DESCRIPTION	PRICE**	TOTAL
	Standard Electrical Hook Up	\$121.00	
	Power Bar and Extension Cable	\$54.00	
	Wi-Fi Internet Connection	\$27.00	
	Dedicated Hardwired Internet Connection	\$322.00	
	Easel	\$32.00	
	6'x3' Table (the venue does not provide linen)	\$0.00	
**Please note that all prices includes GST, PST and Service Charge. Prices are for both days.			
		<b>Amount Due:</b>	

\*All exhibitors must order power services through BCSLA in advance of the event. Freeman Audio Visual will be on site to assist with all your requirements throughout the conference. If you order power or accessories on set-up day the on-site Freeman A/V rate will apply. You may not access power without ordering via this form. BCSLA has negotiated a reduced rate. **Note:** The tables come with a power bar attached that is activated by the supplier.

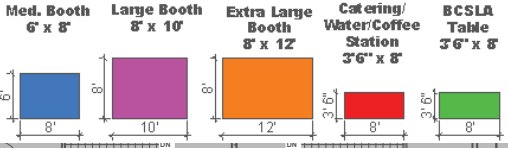
## AUDIO VISUAL EXHIBITOR SERVICES

Please order all of your electricity, internet connections, and accessories using this form. Special equipment orders can be made directly through Sean Evans at [sean.evans@freemanco.com](mailto:sean.evans@freemanco.com).

## NAME BADGES

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

NAME	NAME
NAME	NAME



# SHOWCASE GUIDELINES AND POLICIES

## SCHEDULE

To assist in staffing your booth, see the Preliminary Program-at-a-Glance. As the program is constantly evolving, visit <http://www.bcsla.org/events/2018-bcsla-annual-conference-showcase-agm> for the latest updates.

Thursday, May 10, 2018	6:00 pm to 11:00 pm	Set-up
Friday, May 11, 2018	7:30 am to 8:00 pm	Showcase
Saturday, May 12, 2018	8:00 am to 1:30 pm	Showcase
Saturday, May 12, 2018	1:30 pm to 2:30 pm	Tear Down

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

## HOTEL ACCOMMODATIONS

BCSLA has secured two hotel guest room blocks at reduced rates for conference delegates at the JW Marriott Parq Vancouver and the Georgian Court Hotel (subject to availability). Please see <http://www.bcsla.org/events/2018-bcsla-annual-conference-showcase-agm> for details.

## SHOWCASE LIAISONS

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

## SHIPPING, STORAGE & MATERIALS HANDLING

Shipping Label Template:

JW Marriott Parq Vancouver and the DOUGLAS

ATTN: Adiba Tahmass

39 Smithe St. Vancouver, BC, V6B 0R3

Hold for: 2018 BCSLA Showcase of Products & Services

Show Dates: May 10-12, 2018

Company Name:

Contact:

Phone:

Email:

Box(es): \_\_\_\_\_ of \_\_\_\_\_ (for multiple boxes)

## GENERAL POLICIES

### Set-Up and Tear Down

In order to minimize waiting times and to facilitate larger deliveries, exhibitors must book a move-in time. We appreciate your patience in adhering to the schedule. Designated move-in times can be arranged by contacting the BCSLA office before April 30, 2018.

Set-up has been scheduled for Thursday, May 10, 2018 from 6:00 pm to 11:00 pm. Early and/or late access to the Showcase space will not be permitted.

If you do not require the loading dock you may set up after 8:00 pm Thursday, May 10, 2018 or on Friday, May 11, 2018 from 7:00 am.

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

- Exhibitors will be accountable if they obstruct the visibility of neighboring booths.
- Please ensure all material stays within the confines of your booth.

## EXHIBITOR REGISTRATION / BADGES

Register all exhibitor booth personnel by completing page 5 and submit it to BCSLA by **April 10, 2018**.

The hotel will accept all shipments within 72 hours of the event. Pallets held outside of this (3) day window are subject to a \$75/ pallet storage fee. Other hotel and service fees and taxes will apply.

### Deliveries:

The entrance to the Parq Vancouver Loading Bays is located to the left of Expo Blvd, before approaching the Smithe Street intersection. Please ensure you are confirming your delivery date and time with the BCSLA office a minimum of 10 business days prior to your event so that a Loading Bay can be reserved. For oversized deliveries to the Conference Floor, please request to reserve usage of the freight elevator.

- Use removable double-sided carpet tape to secure carpets and all other materials to the floor.
- All costs incurred for damaged floors and walls will be passed on to the exhibitor.
- Access to Showcase: You may access the show room at 7:00 am on all days. Please ensure you are wearing your badge.
- Packing materials (cartons, etc.) may be stored in your booth or offsite. There is no onsite storage.

### Freight Elevator Dimensions:

- 17'7" deep
- 7'6" wide
- 8' high inside the elevator
- 6'8" at door opening
- 8,000 lbs weight load

### Move-Out Procedures

Display take-down on Saturday, May 12 begins at 1:30 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.

The exhibit space will need to be completely clear from the hotel by Saturday, May 12, 2017 at 2:30 pm

### **Garbage/Recycling**

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

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

### **Showcase Staffing**

- View program updates regularly on our website at [www.bcsla.org/events/2018-bcsla-annual-conference-showcase-agm](http://www.bcsla.org/events/2018-bcsla-annual-conference-showcase-agm).
- We recommend that you staff your booth during all breaks. Please refer to the Preliminary Program-at-a-Glance
- As the program is constantly evolving, visit [www.bcsla.org/events/2018-bcsla-annual-conference-showcase-agm](http://www.bcsla.org/events/2018-bcsla-annual-conference-showcase-agm) or the latest updates.
- There have been challenges with noise from the exhibitors in past shows. **Please respect the delegates and keep noise to a minimum while presentations are underway. Anyone not doing so will not be invited to next year's show.**

### **Power / Electricity at Your Booth**

Installation of electrical power lines and individual exhibitor power outlets are not included with Showcase booths and must be ordered via the form on page 5.

### **Loading Dock**

Outside contractors, production companies, etc. and their employees must enter the Hotel through the loading dock. Upon entering the building, independent contractors will be issued a visitor's badge from Resort Security and will need to sign in a logbook indicating name and company. Upon leaving the Hotel they will be required to turn in their visitor pass, sign out and exit through the Hotel's associate exit or loading dock.

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.

### **Liability**

The BC Society of Landscape Architects and the JW Marriott Parq Vancouver is not responsible for any injury to person, or for loss or damage to any products, equipment or booth furnishings caused by fire, theft, accident or neglect at any time.

### **Parking Options**

Valet and self-parking amenities are available on-property 24 hours a day at Parq Vancouver for casino, hotel and restaurant guests. Pay parking is in effect at all times and operates on a pay-by-plate environment. Please be sure to remember your license plate to register your vehicle and pay for parking.

Parq Vancouver's underground self-parking garage is located directly beneath the Resort. From Pacific Boulevard heading North, past Nelson Street, it can be accessed by turning left onto Smithe Street. Heading South on Expo Boulevard, there is an entry ramp accessible from the left lane prior to the Smithe Street intersection. Please note that the Smithe Street access, from Pacific Boulevard, may intermittently be closed to the public or subject to restricted access, during events hosted at BC Place or Rogers Arena.

### **Hotel Facilities**

It is the exhibitor's responsibility to take proper care and diligence while moving equipment and materials through all areas of the hotel. Exhibitors are responsible for any damage incurred and will be charged accordingly.

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 pre-approved by the Hotel's Engineering Department. The use of nails, staples, push pins, and any other material that will penetrate or mark walls, floors, furniture, or fixtures is prohibited.

The JW Marriott Parq Vancouver and the DOUGLAS 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.

### **Contest Prize Delegate Engagement Program**

Volunteers have organized a contest that is intended to encourage delegates to visit the sponsor booths through the use of a fun event. The conference postcard has been printed on a nine-piece cardboard puzzle. We will remove approx. 90% of the one piece and then circulate equal numbers of the randomly selected package of the pieces to each exhibit booth. No one would know where the magic pieces would be making this completely random. Delegates who collect all nine pieces to form the puzzle would earn prizes. These prizes could be something donated by the booth sponsor (eg. branded merchandise under a \$20 such as a coffee cup) contact Tara Culham to make arrangements.

### **NEED HELP?**

Tara Culham, Executive Director  
**BC Society of Landscape Architects**  
450-355 Burrard St. Vancouver, BC V6C 2G8  
**T** 604.682.5610 **F** 604.681.3394  
**TF** (US & Canada) 855.682.5610  
**E** [admin@bcsla.org](mailto:admin@bcsla.org) / [office@bcsla.org](mailto:office@bcsla.org)  
**W** [www.bcsla.org](http://www.bcsla.org) / [www.sitelines.org](http://www.sitelines.org)



# 2018 CONFERENCE PROGRAM SUPPORT INFORMATION

The program is constantly evolving check [www.bcsla.org](http://www.bcsla.org) for updates. Make the most of your participation at the BC Society of Landscape Architects Annual Conference, Showcase of Products & Services and AGM 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 additional details on sponsorship benefits, terms of payment and materials deadline. Complete the Conference Program Support Agreement (page 11) and submit it to the BCSLA office by email or mail.

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

**Friday, May 11:** This is the best chance to brand your company as well as network and socialize on the first night of the conference. You will hear senior practitioners, emerging professionals, presenters; supporters and exhibitors get to know each other and swap business cards. Listen to the experts engage each other in a dialogue about the aspects that were talked about in the day's session. Scott Watson outgoing, BCSLA President, will have the honour of introducing you and you will be invited to share the word about your products and services at this informal social.

generously supported by **T. MOSCONE BROS. LANDSCAPING LTD.**

## 2. BCSLA NEW MEMBERS BOOK AWARDS & CLOSING RECEPTION – PLATINUM – \$6,000

**Saturday, May 12:** Meet all of the attendees to discuss the conference proceedings while celebrating the profession as the conference winds down. Stephen Vincent, the newly elected BCSLA President will have the honour of introducing you and you will be invited to share the word about your products and services at this informal social.

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

An opportunity that will raise your profile while enjoying the networking receptions.

generously supported by **ABBOTSFORD CONCRETE PRODUCTS LTD.**

**3A. Friday, May 11** or **3B. Saturday, May 12**

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

Keynote Supporters will be recognized at the plenary session and will have the opportunity to introduce the Speaker. Your promotional material will be placed prominently at the registration desk.

**4A. David Isaac**

**4B. Dawn Morrison**

**4C. Robin Rosebrugh**

## 5. LUNCHEONS – GOLD – \$3,000

**5A. Friday, May 11:**

**CSLA Awards Luncheon**

Join us for a buffet lunch in the Parq Ballroom. Dean Gregory, BCSLA Juror, will honouring all of the BCSLA recipients of the 2018 CSLA Awards of Excellence.

or

generously supported by **METRIX PROFESSIONAL INSURANCE BROKERS AND XL CATLIN**

**5B. Saturday, May 12:**

**BCSLA Awards Luncheon**

Al Neufeld and Scott Watson and will honour winners of the prestigious BCSLA Awards at a plated luncheon in the Parq Ballroom.

## 6. ENTERTAINMENT SPONSOR – SILVER – \$2,000

Volunteers are busy working to identify fabulous entertainment for the networking receptions.

**5A. Friday, May 11** or **5B. Saturday, May 12**

## 7. INFORMATIVE PRESENTATIONS – BRONZE – \$1,000

**Friday, May 11 - Saturday, May 12:** Support of one of the official conference sessions. This is a great opportunity to position your company as a knowledge leader for specific topics. Title Supporters will be recognized at the session and will have the opportunity to introduce the Speaker(s). Please see the preliminary program for speaker and panel discussion details.

**9. NEW MEMBER BOOK AWARDS – SILVER – \$2,000**

**Saturday, May 12:** The New Member Book Awards continues a tradition started by Clive Justice many years ago. All individuals who became landscape architects in 2017 will be recognized and presented with a book by Mark Vaughan, Registrar and Stephen Vincent, President

generously sponsored by **CEDAR CREST LANDS (B.C.) LTD.**

**10. TOURS – BRONZE – \$1,000 (4 AVAILABLE)**

**10A. Urban Sketching**

**10B. Birding at Lost Lagoon** sponsored by **MAGLIN SITE FURNITURE INC.**

**10C. Yaletown Accessibility**

**10D. Hinge Park**

**11. DOCUMENTARY SCREENING: THE SUN ON TOP OF THE HOUSE – SUPPORTER – \$500**

**12. BCSLA LANDSCAPE CAFÉ: LOW CARBON RESILIENT LANDSCAPES – SILVER – \$2,000**

**Thursday, May 10:** The Adaptation to Climate Change Team, based at Simon Fraser University's School of Public Policy, is dedicated to developing and delivering a unique combination of research, outreach and policy innovation designed to benefit Canadian decision-makers, sectors and communities as they work to respond to the challenges posed by climate change.

**13. BREAKFAST – BRONZE – \$1,000 EACH STATION (3 STATIONS)**

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

**13A. Friday, May 11** or **13B. Saturday, May 12**

generously sponsored by **EQUIPARC** and **MCELHANNEY CONSULTING SERVICES LTD.**

**14. DRAWING ON THE LAND EXHIBITION – BRONZE – \$1,000**

The BCSLA proudly presents the BCSLA Drawing on the Land: 2nd Edition. This year's exhibition focuses on "in-process drawings" created by BCSLA Registered Landscape Architects, Landscape Architects, Interns and Students.

generously supported by **LANDSCAPE FORMS**

**15. 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.

**14A. Friday, May 11** or **14B. Saturday, May 12**

generously supported by **CANADA OUTDOOR KITCHENS** and **MCELHANNEY CONSULTING SERVICES LTD.**

**16. MOBILE DEVICE CHARGING STATION – SILVER SPONSOR – \$1,500**

Engage BCSLA Conference delegates with a customizable mobile device charging platform. The sturdy hi-top table will be branded with your logo and placed in a high traffic area. The table includes 12 universal charging cords and four standard 110/120V (AC) outlets. Delegates will gather around the table while charging their devices and your branding will be on display the entire time!

generously supported by **SYMMETRY LIGHTING**

**17. IN-KIND**

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

# PROGRAM SUPPORT AGREEMENT

## CONTACT INFORMATION

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CONTACT NAME	COMPANY		
ADDRESS	CITY	PROVINCE/STATE	POSTAL/ZIP CODE
PHONE	FAX	EMAIL	

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BILLING CONTACT NAME (IF DIFFERENT FROM ABOVE)

## PROGRAM

---

PROGRAM TITLE:	FIRST CHOICE	SECOND CHOICE
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## TOTAL SPONSORSHIP

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

## FORM OF PAYMENT

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

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CREDIT CARD NUMBER	EXPIRATION DATE
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VISA* CREDIT CARD NAME AS APPEARS ON CARD	AUTHORIZED SIGNATURE
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## 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)
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*To safeguard and protect any personal information provided to us, the BCSLA adheres to 'Ten Principles of Privacy Protection', which addresses the requirements for handling "personal information" as defined in both the federal 'Personal Information Protection and Electronic Documents Act', and the 'BC Personal Information Protection Act'. For a complete copy of the Policy please visit [www.bcsla.org](http://www.bcsla.org).*