

BCSLS CONGRESS

2018

SIDNEY, BC



Exhibitor Prospectus

Congress: October 26-28 / Trade Show: October 26-27

TABLE OF CONTENTS

Introduction – The Congress	3
Exhibit Area	3
Exhibit Booths	3
Exhibit Hours	4
Shipping & Customs	4
Advance Shipping & Warehousing	4
Trade Show Services / AV	4
Security	4
Catering	5
Rules and Regulations	5
Terms and Conditions	5
Exhibit Booth Rental	7
Allocation of Booth Space	7
Sponsorship Information	8
Transportation	9
Accommodations	9
Tentative Floor Plan	10
Registration	11

Register Online at:

bcsls.net/congress-exhibitor-sponsor

Sidney by the Sea

2018 BCSLS CONGRESS

This is your opportunity to make direct contact with 150 - 200 potential clients at the **2018 BCSLS Congress, October 26-28** in beautiful "*Sidney by the Sea*" on Vancouver Island.

Congress will be held at the Mary Winspear Centre - the only state-of-the-art event, conference and theatre facility located at the gateway to Vancouver Island. As the 'heart of the Saanich Peninsula community', the Centre provides a space for residents and visitors to enjoy quality events, theatre, art shows, conferences, conventions, and celebrations.

See for yourself at marywinspear.ca

The Mary Winspear Centre is just minutes to Victoria International Airport, BC Ferries and the Washington State Ferry Terminal. Victoria itself is just 20 minutes away. Surrounded by natural beauty, the vibrant seaside village of Sidney truly has something for everyone!

EXHIBIT AREA

Vendors will have easy access to the exhibit area during set up and dismantle. The trade show will be located in the **Bodine Family Hall**, a stunning ball room located immediately adjacent to the main conference breakout rooms in the Mary Winspear Centre. Foot traffic through the area will be ensured by having all the catering for refreshments and lunch breaks set up in the exhibit area. Congress social activities will start there with the opening of the exhibits on Friday evening. The Exhibitor area will be open on Saturday, with a long break and a long lunch.

LOCATION

Bodine Family Hall in the Mary Winspear Centre – Indoor
Truck staging area immediately beside the Hall – Outdoor

FEE

\$1,295.00 plus GST*

* Includes Trade Show registration for two staff members per booth, for refreshments and lunches. Additional staff may be registered for a fee, to cover catering costs. **Access to workshops is on a "space available" basis only.**

EXHIBIT BOOTHS BOOTH INCLUDES (INDOOR):

- Draped booth, 10' wide and 8' deep with 4' high side wings
- One 2' X 6' skirted display table
- Two chairs
- One 120 volt, 750 watt electrical outlet
- Two 150 watt floodlights
- Four additional guest passes for non-delegates to view the trade show Fri. or Sat. Does not include food/beverages.
- 24-hour security
- Trade Show registration for two staff members per booth, includes refreshments and lunch.
- Additional staff may be registered for a fee, to cover catering costs.

ADDITIONAL INFO:

- All spaces within the trade show area are **non-smoking**
- **Exhibitors are responsible for their own liability insurance and must provide proof of insurance upon request**

Limited locations are available for outdoor van/trailer/truck exhibits. Each vehicle registered for Exhibits will be charged as a booth and will include parking fees. Guest and staff passes will be as per indoor booths. The length and width of the unit must be included in the application to ensure there is enough space allocated for the mobile exhibit.

SHIPPING & CUSTOMS

If you want to ship anything directly to the venue, then you must use Show in Motion.

Company reps can bring equipment to the venue themselves.

ADVANCE SHIPPING & WAREHOUSING

Brian Huggan
Phone: 604-209-2281

brian@showinmotion.com

Service manual is on the BCSLS website

TRADE SHOW SERVICES/AV:

Cyndy Ramsay
Phone: 236-422-1440

orders@showinmotion.com

EXHIBIT HOURS (TENTATIVE)

Friday

Exhibitors set-up – 1100 to 1500

Social: Exhibitors Reception at the Mary Winspear Centre
Bodine Hall – 1600 to 1800 [TBC]

Saturday

Delegate Viewing – 1000 to 1500

Exhibit Removal – Not before 1500

Nutrition breaks and lunch will be served in exhibit area on Saturday.

SECURITY

- Security will be provided by the Mary Winspear Centre
- The Exhibit building will be locked outside of exhibit hours.
- Exhibitors must carry their own fire, theft and other insurance.
- No one is permitted to enter the exhibit area without proper identification, which will be issued at the Congress registration desk.
- Exhibitors will need to make special arrangements if they wish to access the exhibit area outside of exhibit hours.
- BCSLS, the Organizing Committee and the Mary Winspear Centre are not responsible for loss or damage to exhibitors' material while in the facility.

CATERING

All food items to be provided by exhibitors must be pre-approved by the Organizing Committee.

RULES & REGULATIONS

- Signs and other articles on floors outside of booth area as well as signs hanging from walls, ceilings or other areas must have prior authorization from the Organizing Committee.
- Only companies officially registered as exhibitors for the Congress will be permitted to conduct business on the trade show floor.
- Aisles must be maintained free of obstruction at all times.
- Access to fire exits and equipment must be free of obstructions at all times.
- Indications of fire exits must be visible at all times.
- Use of open flame must be approved by the Chief of Security. All drapes or other decorative material must meet requirements of The Canadian National Code of Fire Prevention.
- No hazardous display of any nature will be permitted.
- All materials are subject to inspection by the Fire Marshall.

TERMS & CONDITIONS

Contract Acceptance

BCSLS reserves the right to accept or refuse the booth application for any exhibitor. Once an exhibit is on the floor, the BCSLS may require the booth modification or removal, whenever BCSLS considers such exhibit to be detrimental to BCSLS business, professional or ethical interests, or which originates from any organization whose displayed products do not meet the professional standards of the BCSLS. The BCSLS reserves the right at any time to remove exhibits or any part thereof, including printed material, products, signs, lights or sound, and to expel exhibitors or their personnel if, in BCSLS opinion, their conduct or presentation is objectionable to BCSLS or other show participants.

Booth Relocation

BCSLS reserves the right to relocate space in areas other than that selected by the exhibitor. Due to the large number of participating companies, we will make every effort to not to locate competing companies near competitors. It cannot be guaranteed.

Subletting

Subletting or sharing of exhibit space is prohibited except between affiliated companies, and only with Exhibit Management approval.



Dismantling

No packing or dismantling of exhibits will be permitted before the official closing time. An Exhibitor Code of Conduct will be in effect.

Booth Requirements

Exhibitors display must comply with all requirements of BCSLS and the owner of the building, including maximum height requirements. The exhibitor must provide at least one staff per booth during show hours in order to maintain display. The exhibitor agrees to confine its presence to the contracted space only. A booth compliance inspection will be conducted prior to opening.

Competing Events

Exhibitors are prohibited from holding events (educational sessions or social events) that compete with the official congress program, unless approval is granted by the Organizing Committee.

Insurance

While every effort will be made to provide security for the exhibits in the Centre [Bodine Family Hall] neither BCSLS nor the Mary Winspear Centre will assume any liability for loss or damage to exhibits or other exhibition property. BCSLS strongly recommends that each company exhibiting secure a rider policy through its insurance agency to cover booth and display items during transportation to and from the show, as well as during installation, show dates and after dismantling: All exhibitors will be required to provide the Organizing Committee with proof of a minimum of \$2 million Personal Liability Insurance.

Cancellation

If an exhibitor fails to pay the booth rental fee by 90 days prior, BCSLS has the prerogative of reallocating booth space. If the Congress is cancelled, a full refund will be issued. If the Congress is postponed, exhibitors will be given the option to cancel with a total refund.

An exhibitor who cancels after June 30th, 2018 will be billed 50% of booth fee; after July 31st, 2018 will be billed 100% of the booth fee unless space can be resold.

Force Majeure

In the event the Facility or any part of the exhibit area thereof is unavailable whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather, pandemic or other such cause or as a result of government intervention, malicious damage, acts of war, terrorist activities, strike, lock out, labour dispute, riot or other cause or agency over which BCSLS has no control, or should BCSLS decide that because of such cause that it is necessary to cancel, postpone, or re-site the event, or reduce the move-in and installation time, show time or move out time, BCSLS shall not be liable to indemnify or reimburse the exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.



Distribution of Material

Distribution of advertising materials at the convention center is limited to distribution from within your booth or in delegate bags if approved. This restriction also applies to outside the convention center such as near entrances or shuttle bus locations. Any such material will be discarded. Anyone handing out materials outside of the exhibit booth will be removed from the facility. Distribution of advertising materials in hotels is prohibited. Examples: A promotional brochure slipped under doors in hotels is prohibited; promotional pieces stacked for pick-up on registration counters are prohibited. All hotels have been advised to refuse such requests from exhibitors or their agents.

Hours of Operation

Non-registered delegates will not be permitted in the trade exhibition with out a guest pass. Viewing of exhibits outside of tradeshow hours is strictly prohibited.

Violations

Violation of any provisions, terms and conditions or rules and regulations will result in penalties, which may include immediate expulsion with no refund and/or banning from future BCSSL trade exhibits and events.

EXHIBIT BOOTH RENTAL

- The charge for the exhibit space is \$1,295 +GST
- GST # 12696-1630

ALLOCATION OF BOOTH SPACE

- Booth allocations will be made in September 2018 and vendors will be notified after allocations have been made.
- Official Congress 2018 sponsors will receive priority allocation of booth space based on sponsorship level.
- Consideration will be given to the date on the agreement for order of booth allocation.

Please indicate the preferred booth(s) on the contract. This will not guarantee the space requested since booth assignment is in order of date on the agreement, location of competitors and other conditions as listed in the prospectus. Requests to not be located near a certain company may preclude chances of getting your top choice.



SPONSORSHIP INFORMATION

The BCSLS is a not-for-profit Society and as such provides affordable continuing education programs for our members. There is an opportunity for exhibitors to become **Official Congress Sponsors** in several categories as outlined below. These sponsorship categories provide promotional considerations which vary by category. Sponsorship is over and above the cost of exhibiting at Congress.

Diamond \$5,000

Includes: A large banner (Sponsor provides), large logos and advertising on all promotional material (program, poster, emails and website). Your logo will be prominently displayed on our Delegate Congress bags.

Gold \$3,500

Includes: A large logo and advertising on program, emails, website, and medium-sized banner (Sponsor provides) display in front of the Trade Show.

Silver \$2,500

Includes: A medium logo and advertising on program, emails, website, and posters.

Bronze \$1,000

Includes: A small logo and advertising on program, emails, website and posters.

Lunch Sponsor \$1,500

Includes: An easel sign during a lunch recognizing the sponsorship.
A small logo on emails and website.

Coffee Break Sponsor \$500

Plus speaker expenses (travel, accommodation, meals and social ticket)
Includes: small logo and advertising on program and posters.

Speaker Sponsor

Your company covers a speakers expenses (travel, accommodation, meals and social ticket).
Includes: An easel sign in front of the presentation room and Sponsor can introduce the speaker.

Sponsors Can Register Online at:
bcsls.net/congress-exhibitor-sponsor

TRANSPORTATION

Greyhound Bus, Coach, Shuttles, Harbour Air, Google Flights and BC Ferries.
See bcsls.net/congress-accomodation for more information.

ACCOMMODATIONS

Best Western and Travelodge are across the street from the Mary Winspear Centre. Sidney Pier and Sidney Waterfront are both on the water.



Best Western Sidney

www.bestwestern.com

2306 Beacon Avenue, Sidney, BC V8L 1X2

Includes: Wifi, Parking, 25% off Breakfast at Smitty's

Standard Rooms: 2 Queen Beds or King Bed \$136

To Book Limited Rooms:

Call Hotel: 250-656-4442 / 1-800-315-3377

Group Code: BC SALS **Deadline:** Aug 24 2018



Travelodge Sidney

www.travelodge.com

2280 Beacon Avenue W, Sidney, BC V8L 1X1

Includes: Wifi, Continental Breakfast, Shuttle to/from Airport/Ferry and 20% Off Lunch/Dinner at the Pub

Standard Rooms: 2 Queen Beds \$119 / King Bed \$129

To Book Limited Rooms: Call Hotel: 250-656-1176

Group Code: BCCLS **Deadline:** Sep 25 2018



Sidney Pier Resort

www.sidneypier.com

9805 Seaport Place, Sidney, BC V8L 4X3

Includes: Wifi

Limited Rooms: From \$145-245

To Book Limited Rooms:

Phone: 250-655-9445 / 1-866-659-9445

Group Code: BCCLS Delegates & Suppliers BCCLS2018

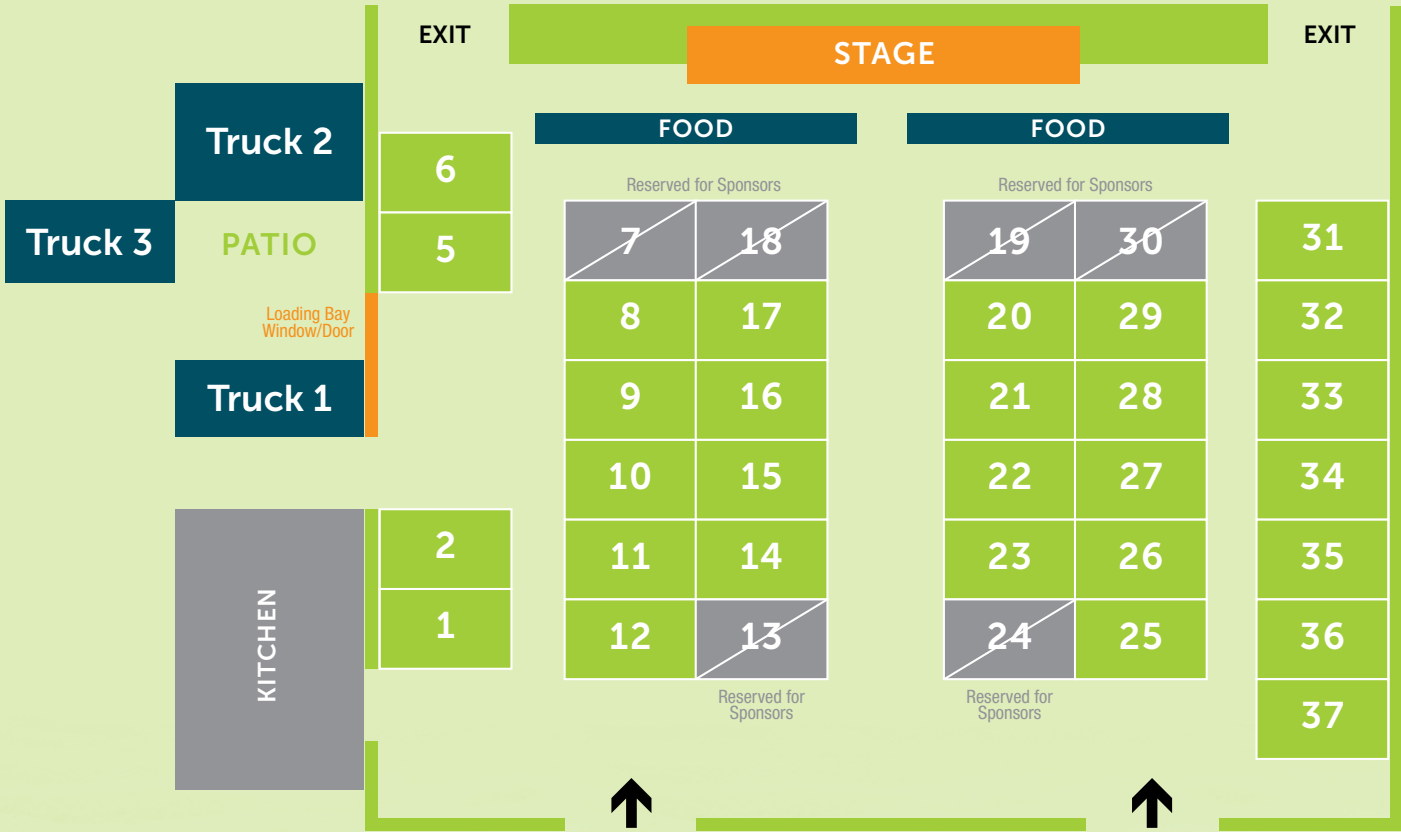
Deadline: Availability



TENTATIVE FLOOR PLAN



Mary Winspear Centre
Conferences, Special Events and Live Theatre



REGISTRATION

Confirm your booth space now!

The Trade Show at Congress 2018 is **limited to 37 booth spaces** and we anticipate a sell-out once again. Don't be disappointed, reserve your booth now. Simply go to bcsls.net and register.

You will be asked to provide the following:

- Company name
- Company contact person
- Company address, phone, and email
- The booth representative(s), if known
- Credit card info: number, name on card & 3 digit security number on the back of the card
- Preferred locations of the booth

You will also be asked to agree to the Terms and Conditions outlined in this prospectus. This agreement will execute the contract as of that date.

Please indicate if you are interested in becoming a sponsor of Congress 2018. Official 2018 sponsors will be allocated preferential booth locations at Congress.

Note: If you wish to pay by company cheque, you must still register on-line at bcsls.net. Your Booth space will not be confirmed until your cheque has been received by the BCCLS and it has cleared the bank.

Booth allocations will be made in September 2018.



Register Online at:
bcsls.net/congress-exhibitor-sponsor

COMMITTEE MEMBERS

Chair: Sian Nuttal
mla@bcsls.net

Scientific Program (Speakers)

Chair: Marcela Navarro
Maryann Jiang
Jason Rapps
Susan Smith

Exhibitors & Sponsorship

Malcolm Ashford & Angie Bender

Committee Members

Mandy DeFields - Onsite Exhibitor Rep
Alex Purdy - Onsite Registration
Deb Bonderud - Social
Ivan Aditya - Audio Visual



BCSLs Congress 2018

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Phone: 604 714 1760 **bcsls.net**