

BCCPAC 2010 FALL CONFERENCE

EXHIBITOR INFORMATION PACKAGE

Friday, November 12- Saturday, November 13, 2010



The BC Confederation of Parent Advisory Councils (BCCPAC) Fall Conference is taking place **November 12-14, 2010 at the Delta Burnaby Hotel & Conference Centre, 4331 Dominion Street, Burnaby, BC**. This conference brings together parents from school districts across the province and offers Exhibitors an opportunity to join us for 2 days on the Friday and Saturday. If BC parents are your target market this is the best place to reach them. Conference delegates are key decision makers on Parent Advisory Councils (representing individual schools) and District Parent Advisory Councils (representing individual school districts). Conference rates, sponsorship opportunities and other promotional options are included here.

EXHIBITOR OPPORTUNITIES

- Opportunity to connect with over 100 parent delegates each representing a larger parent group.
- Attendees are encouraged throughout the conference to visit all exhibits for conference passport verification for entry in prize draws at the conference. (Donating a prize provides an opportunity to further raise you profile at the event.)
- Exhibitors will be featured on the www.bccpac.bc.ca website with logos and links to your website along with your contact information.
- Exhibitors name and logo will be included in Delegate Booklets distributed to every delegate.
- For a fee, individual promotional material will be included in each Delegate Kit.
- Advertising space is also available in the Delegate Booklet. (See registration form for details.)

Book early for the best location. Tables will be assigned on a “first come- first serve” basis.

Book two days and your second day is half-price!

High Profile Sponsorship Opportunities

For maximum exposure to delegates sponsoring a lunch is the best way to be part of the BCCPAC Fall Conference.

Exhibitors or any interested business or organization may sponsor a lunch for \$1500 this includes:

- Recognition from the main podium
- Opportunity for sponsor designate to welcome delegates
- Table Signage
- A full page ad in the delegate book
- Verbal and/or PowerPoint recognition
- Logo and website link on the Conference web site as a sponsor
- 50% off the rental rate for exhibitor space

For more information about exhibiting or sponsorships phone: 604-687-4433 or Email: info@bccpac.bc.ca

Delegate Booklet Advertising Opportunity

Place your promotional materials directly in the hands of all conference delegates!

Space is limited. Please send a high resolution jpeg or PDF to info@bccpac.bc.ca by October 21, 2010.

2010 Fall Conference Delegate Booklet Ad Rates

Size	Approx. Dimensions (height by width)	Rates
Full Page	9.25" X 7.25"	\$500
Half Page	4" X 7.25"	\$275
Quarter Page	4" X 3.5"	\$150

Guidelines, Show Regulations and Tips

Timeline for Exhibitors

- Conference begins Friday, November 12, 2010.
- Set up starts at 7:00 am with registration beginning at 8:30 am.
- Last workshop ends at 6:00 pm.
- Lunch and break refreshment will be provided for two on-site exhibitor staff
- Lunch Breaks will be 1:00pm.
- BCCPAC reserves the right to adjust the conference schedule as needed.

Free Parking

Free, covered parking is available directly across from the hotel for the duration of the BCCPAC conference.

Registration Policy

Exhibitor space is only considered booked upon receipt of a completed registration form, signed contract and payment.

Please Provide

- Website address and a 50 word (maximum) description of your company and/or product.
- Email a **jpeg file of PDF of your logo** to info@bccpac.bc.ca to be used for the conference website page and the delegate package by October 21, 2010.

Cancellation and No-Show Policy

Cancellations must be received by the BCCPAC office no later than Wednesday, October 13, 2010 and will be subject to a 25% cancellation fee. No-shows will not be reimbursed.

Booth Assignment

BCCPAC will assign booth spaces based on received date of payment on a first come, first serve basis. BCCPAC reserves the right to rearrange the floor plan.

Hotel Food Sampling Policy


Please contact the hotel conference service manager directly if you plan on having any food sampling at your table.



For Internet, food sampling or other questions contact the hotel Conference Service Manager, Adam Bailey 604-453-0772 aabailey@deltahotel

Liability and Damages

BCCPAC is not responsible for any damage to, or loss of any nature of exhibitor property. Damage to the facility caused by the exhibitor, their employee or agent is the sole responsibility of the exhibitor. BCCPAC will not be liable for any damages, loss of income, or incurred expenses resulting from the cancellation of the conference.



Tip: Peak times at exhibitor tables are during breaks and lunch & at the start and end of the days

Internet & Power Outlets

The Delta Burnaby Hotel & Conference Centre offers free wireless internet, please check with the Conference Service Manager on the day of the conference for access codes. Not all tables are located next to a power outlet so please bring your own extension cords. Rental charges will apply for borrowed extension cords.

Booth Activities

At no time should music or videos be played at a level that interferes with a neighbouring Exhibitor's activities.

Draw Prize Donations

All exhibitors are invited and encouraged to offer a draw prize. Draws will be conducted Saturday afternoon will all delegates in attendance.

Shipping information

It is the responsibility of the exhibitor to arrange for the shipping of exhibit materials to and from the venue area. Please clearly mark material as follows: "Name of Exhibitor - BCCPAC Fall Conference".

Hotel Information

Exhibitors are responsible for their own hotel room reservations. Please call the hotel reservations and quote "BCCPAC Fall Conference" for special rates which are available until, October 22, 2010.

2010 BCCPAC Fall Conference Registration form

Group/Company Name:		
Primary Contact Name:	Title:	
Ph:	Email:	
Street Address:		
City:	Province:	Postal Code:
Product and/or service description to be exhibited:		
Company website:		

Name(s) of Representatives attending:	
Name:	Name:
Name:	Name:

Fee Summary – select all that applies

*Please select the dates and rate of your choice:
(the exhibitor registration fee includes two persons/table and conference meals, listing of the company logo on the conference webpage, listing of the company contact information in the Exhibitor Passport of the Delegate Booklet)*

<i>Exhibitor Table Rates</i>	<i>Day(s) Attended</i>	<i>Table # Preference (1st & 2nd choice)</i>
Foyer Area – Commercial Rate \$500.00/day <i>(table cost for two days \$1000)</i>	<input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Foyer Area – Non Profit Rate \$350.00/day <i>(table cost for two days \$700)</i>	<input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Ballroom – Commercial Rate 2 days \$750.00	<input type="checkbox"/> Friday and Saturday	
Ballroom – Non Profit Rate 2 days \$525.00	<input type="checkbox"/> Friday and Saturday	

Additional options:		
Sponsorship* <i>Please complete the Sponsorship Registration page</i>	<input type="checkbox"/> Lunch - Friday <input type="checkbox"/> Lunch-Saturday	Revised booth rate <i>(-50% for sponsorship) \$ _____</i>
Additional Representative	# _____ @ \$75 / extra representative	\$ _____
Delegate Kit Flyer <i>(in bag)</i>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> \$75.00 <i>(for 1 page flyer exhibitor)</i> </div> <div style="text-align: center;"> \$250.00 <i>(for 1 page flyer, non-exhibitor)</i> </div> </div>	\$ _____
*Sponsors receive a free ad in the delegate booklet as well as a 50% discount on a booth		Total Amount Enclosed: \$ _____

Payment Information			
Not for Profit Number: <i>(valid number must be provided for non-profit rate)</i>			
Payment by:	<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
Card Number:	Expiry Date:		
Name on card:	Signature:		

Please complete the above form and return with payment to: BCCPAC #350 – 5172 Kingsway, Burnaby, BC V5H 2E8
No cancellations will be accepted or refunded after October 13, 2010. Cancellations Subject to a 25% cancellation fee.

Fall Conference Sponsorship Opportunity

Group/Company Name:			
Primary Contact Name:		Title:	
Ph:		Email:	
Street Address:			
City:		Province:	Postal Code:
Product and/or service description to be exhibited:			
Company website:			
Fee Summary			
<i>Sponsorship Item</i>			
Lunch Friday - \$1500.00			
Lunch Saturday \$1500.00			
Total Sponsorship Amount Enclosed:		\$ _____	
Payment Information			
<input type="checkbox"/> Advertisement to come Size: _____		Preferred booth number: <i>(please complete and attach a registration form as well)</i> <i>(please note that it is a first come, first served basis)</i>	
Payment method:		<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA
		<input type="checkbox"/> MasterCard	
Card Number:		Expiry Date:	
Name on card:		Signature:	
Please complete the above form, if you are also booking a booth, please attach the full registration as well and return with payment to: BCCPAC #350 – 5172 Kingsway, Burnaby, BC V5H 2E8 fax 604-687-4488 Or email info@bccpac.bc.ca			

**2010 Fall Conference
Delegate Booklet Ad Space Request**

Group/Company Name:			
Primary Contact Name:		Title:	
Ph:		Email:	
Street Address:			
City:		Province:	Postal Code:
Ad Information			
Ad Size:		Ad Rate:	
Payment Information			
Payment by:	<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
Total Enclosed:	Sponsor*: <input type="checkbox"/> Lunch <i>*Please attach the sponsorship registration form</i>		
Card Number:	Expiry Date:		
Name on card:	Signature:		
<p>Please complete the above form and return with payment to: BCCPAC #350 – 5172 Kingsway, Burnaby, BC V5H 2E8 or by fax 604-687-4488</p> <p><i>Ad Rates are non-refundable, ad files must be received by the deadline date to be included in the package. Proofs must be approved by October 21, 2010.</i></p>			
* Sponsors receive a free one-page advertisement in the delegate booklet.			

2010 Fall Conference – EXHIBITOR CONTRACT

350 – 5172 Kingsway, Burnaby, BC V5H 2E8



Submit with Registration Form: Fax: 604-687-4488 / Email info@bccpac.bc.ca

Ph: 604-687-4433 Toll Free: 1-866-529-4397

BC Confederation of Parent Advisory Councils (BCCPAC) agrees to provide space to (*exhibitor name*) _____
_____ for the 2010 BCCPAC Fall Conference according to the following terms,
conditions and requirements in exchange for payment of appropriate fees as set forth in the exhibitor registration form:

1. BCCPAC reserves the right to accept or decline an application and to review promotional/ product materials used by exhibitors and to refuse the use of certain items during the Conference.
2. Tables will be marked with the Exhibitor's name. Set up is to be completed by 8:00am, Friday, November 12, 2010
3. Delegates will be encouraged to visit the exhibit area by the conference organizers at various times throughout the day. The Company logo and website link will be included on the Fall Conference website page.
4. Exhibitors understand that the registration and table assignments are based on a "first come first serve" basis upon receiving the registration form, exhibitor contract, and payment. BCCPAC makes all space assignments and reserves the right to rearrange the floor plan and to relocate any exhibitor's space.
5. Cancellations must be sent in writing no later than Wednesday, October 13, 2010 and will be subject to a 25% cancellation fee.
6. No-shows will not be reimbursed.
7. Exhibitors agree to ensure that their display does not exceed the 2.5' x 6' dimension of the exhibit table space (table may be removed if required). Please note that space is limited and exhibitors will be asked to reduce the size of their exhibit should it exceed the 2.5' x 6' table dimension.
8. Registration is based on two representatives. A registration fee of \$75 will be charged for each additional representative.
9. BCCPAC is not liable for any lost or stolen property, or for any damages suffered to the property of the exhibitor.
10. Exhibitors agree to refrain from pasting, nailing or otherwise attaching signs or other display materials to walls, doors, or others structures in any way that mars or defaces them.
11. The BC Confederation of Parent Advisory Councils retains the right to cancel the conference and reimburse the exhibitor for the exhibitor fees paid. BCCPAC assumes no liability whatsoever for such cancellation or for damages resulting from any act of omission or commission in connection with the exhibition of products and services.
12. The exhibitor assumes all responsibility to ensure that food samples are in compliance with food and health safety regulations as well as hotel policy. All food (including exhibitor's meals) be served in the ballroom where exhibits are located.

Infractions of these terms and conditions on the part of the exhibitor or representative may result in dismissal from the exhibit area. The exhibitor and its representative hereby release BC Confederation of Parent Advisory Councils from any or all liabilities for loss associated with this rental of exhibitor space, ensuing from any cause whatsoever. Full payment must be received in order to activate the contract. Cheques should be made payable to: BC Confederation of Parent Advisory Councils or BCCPAC.

I have read the above agreement and agree to abide by all terms and conditions of this contract.

Company/Organization

Date

Representative (please print)

Representative (signature)

BC Confederation of Parent Advisory Councils

Date

Floor Plan for Exhibitors

