

BCCPAC LOWER MAINLAND REGIONAL CONFERENCE



EXHIBITOR INFORMATION PACKAGE

November 26, 2011

Book now for the November 26th BCCPAC Lower Mainland Regional Conference!

- **November 26, 2011 – Surrey, BC (Queen Elizabeth Secondary School – 9457 King George Hwy, Surrey, BC)**

This conference will bring together parents from the Lower Mainland, Vancouver Island and the Sunshine Coast and offers Exhibitors an exciting opportunity to join us. If 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 and other promotional options are included here.

EXHIBITOR OPPORTUNITIES

- Opportunity to connect face to face with parent delegates, each representing a larger parent group at each regional conference.
- Attendees are encouraged throughout the conference to visit all exhibits. Draws of exhibitor donated prizes will be held during the conference, providing an opportunity to further raise your profile.
- Exhibitors will be featured on the www.bccpac.bc.ca website with logos and links to your website.
- 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.

Guidelines, Show Regulations and Tips

Surrey: Timeline for Exhibitors

- Conference begins Saturday, November 26, 2011
- Set up starts at 7:30am with registration beginning at 8:30am.
- Last workshop ends at 4:30pm
- Lunch and break refreshment will be provided for two on-site exhibitor staff
- Lunch Break will be 12:30pm.
- BCCPAC reserves the right to adjust the conference schedule as needed.

Free Parking

Parking is available directly outside of the school

Registration Policy

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

Please Provide

- Email a *jpeg file of your logo* to info@bccpac.bc.ca to be used for the conference website page and the delegate package by November 21, 2011

Cancellation and No-Show Policy

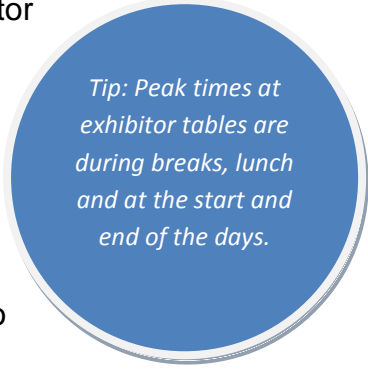
Cancellations must be received by the BCCPAC office no later than Monday, November 21, 2011 and will be subject to a 25% cancellation fee. No-shows will not be reimbursed.

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. Floor plans will be sent to exhibitors as their register.

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, lunch and at the start and end of the days.

Internet & Power Outlets

Please contact Natasha Raey at nraey@bccpac.bc.ca if you require access to the internet. Extension cords will not be provided.

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 Regional Conference".

Travel Information

Exhibitors are responsible for their travel and own hotel room reservations (if required).

2011 BCCPAC Surrey Regional Conference Exhibitor 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 circle your choice:

The exhibitor registration fee includes two people per table, conference meals, listing of the company logo on the conference webpage and delegate package.

<i>Exhibitor Rates</i>	<i>Notes</i>
Commercial Rate \$100.00/day	
Non Profit Rate \$75.00/day	

Additional options:

Sponsorship*

Please complete the Sponsorship Registration page

Lunch (\$500)

Revised booth rate

(-50% for sponsorship) \$ _____

Delegate Kit Flyer

\$20.00 (for 1 page flyer)

\$ _____

**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:

(valid number must be provided for non-profit rate)

Payment by:

Cheque

VISA

MasterCard

Card Number:

Expiry Date:

Name on card:

Signature:

**Please complete the above form and return with payment to BCCPAC at:
#200 - 4170 Still Creek Drive, Burnaby, BC V5C 6C6**

No cancellations will be accepted or refunded after November 21st. Cancellations Subject to a 25% cancellation fee.

