

# 2017 BCCPAC Spring Conference



## Exhibitor & Sponsorship Information

Spring Conference

May 5 2017

## Conference Location

Sheraton Guildford Hotel  
Surrey  
15269 104<sup>th</sup> Avenue  
Surrey BC V3R 1N5

**BCCPAC**

Ph: 604.474-0524

Toll free: 1.866.529.4397

Fax: 604.474-0967

The BC Confederation of Parent Advisory Councils (BCCPAC), 2017 Spring Conference will be held on **May 5 2017** at the **Sheraton Guildford Hotel** 15269 104<sup>th</sup> Avenue, Surrey, V3R1N5.

This conference brings together parents from school districts across the province, and offers exhibitors an opportunity to join us on **Friday May 5, 2017** with set up time available on Friday morning from 7am.

If BC families are your target market, this is the ideal place to reach them. Conference delegates are leaders and key decision makers on Parent Advisory Councils (PAC) who represent individual schools, and District Parent Advisory Councils (DPAC) who represent individual school districts. BCCPAC is offering the following conference sponsorship opportunities and promotional options:

**EXHIBITOR PACKAGE**

- Receive use of a table, table cloth and skirt, and floor space up to 8 feet.
- Have your logo, link, and contact information featured on the [www.bccpac.bc.ca](http://www.bccpac.bc.ca) website.
- Have your name and logo listed on the Exhibitor page, inside the *Delegate Booklet*. During the conference, delegates are encouraged to visit exhibitors during breaks, lunch and before the conference begins.
- Provide us with at least one prize donation. This is an opportunity to further raise your profile beyond the conference.
- Receive discounted booklet ad rates and delegate bag promotional insertion.
- Exhibitor space is available on Friday, May 5. Set up is available from 7am on Friday morning with an opening time of 8.00am.



**ADDITIONAL PROMOTIONAL OPPORTUNITIES**

- Include extra promotional material for inserting into the Delegate Bags for an extra fee.
- Check our high profile sponsorship opportunities: **Platinum, Gold and Silver sponsorship plans**

**DELEGATE BOOKLET ADVERTISING OPPORTUNITY**

- Get your ad into the hands of all conference delegates!
- Send an Adobe PDF with a resolution of at least 300 to [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca) by April 3, 2017.

<b>2017 Spring Conference Delegate Booklet Ad Rates</b>			
<b>Size</b>	<b>Approx. Dimensions</b> <i>(height by width)</i>		<b>Rates</b>
<b>Full Page</b>	9.25" X 7.25"		\$500
<b>Half Page</b>	4" X 7.25"		\$275
<b>Quarter Page</b>	4" X 3.5"		\$150

## SPONSORSHIP OPPORTUNITIES

For maximum exposure to delegates, being a Gold or Silver Sponsor is the best way to be part of the BCCPAC Spring Conference. Our Sponsors will receive premium exhibitor space on Friday May 5, and preferred placement in our *Delegate Booklet*.

Sponsoring a nutritional break, will provide you additional exposure to our delegates through announcements recognizing your generous support, along with the opportunity to display pre-approved promotional material on delegate tables in the main meeting room.

For more information about our sponsorship opportunities or to explore other avenues to promote your business, please call 604-474-0524 or email: [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca).

### SILVER SPONSOR - \$2,000

- Single booth
- Delegate bag insert
- Delegate booklet ½ page ad
- One nutritional break sponsorship with signage

### GOLD SPONSOR - \$3,000

- Single booth
- Delegate bag insert
- Delegate booklet full page ad
- An additional nutritional break with signage (for a total of two)

### Platinum Sponsor - \$3,500

- Single Booth
- Delegate bag insert
- Delegate booklet full page ad
- Lunch sponsorship with signage and address to delegates

*Additional Opportunities: Saturday night Member Mixer.  
Contact the office for further details.*

## GUIDELINES, SHOW REGULATIONS AND TIPS

### Timeline for Exhibitors

- Conference begins Friday, May 5, 2017
- Set-up time is available on Friday from 7am, the trade area opens at 8:00am and closes at 3.30pm after the last break.
- Lunch and break refreshments will be provided for two, on-site exhibitor staff.
- BCCPAC reserves the right to adjust the conference schedule as needed.

### Parking

Paid parking is available at the hotel.

## **Registration Policy**

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

## **Please Provide ASAP Upon Registration**

- Website address and a 50 word (maximum) description of your company and/or product.
- Email an Adobe PDF with a resolution of at least 300 to [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca) to be used for the conference website page and the deadline for the delegate package is April 3, 2017.

## **Cancellation and No-Show Policy**

Cancellations must be received by the BCCPAC office no later than April 21, 2017, and are 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 hot food sampling at your table. Cold food samples are fine.

## **Liability and Damages**

BCCPAC is not responsible for any damage to or loss of any 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.

## **Internet & Power Outlets**

The Sheraton Guildford Hotel does not offer free wireless internet, please note that not all tables are located next to a power outlet, so please bring your own extension cords. Hotel rental charges may 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 to provide at least one draw prize. Draw times are determined closer to the event date, but usually occur at the end of the Conference.

## **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 Spring Conference May".

**Hotel Information**

Exhibitors are responsible for their own hotel room reservations, if required. Please book your rooms online using the following [link](#) for the special rate of \$130 per night which will be subject to availability if booked on or before Wednesday April 11<sup>th</sup> 2017.

# 2017 BCCPAC Spring Conference Exhibitor Registration

**Group/Company Name:**

Primary Contact Name:	Title:
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Ph:	Email:
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Street Address:

City:	Province:	Postal Code:
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Product and/or service description to be exhibited:

Company website:

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

Name:	Name:
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Name:	Name:
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**Fee Summary**

*The exhibitor registration fee includes conference meals for two people, one exhibitor space, listing of company logo on the BCCPAC website, a listing of the company contact information in the Delegate Booklet, and one parking space.*

Exhibitor Space Rates	Number of Spaces	Total
Commercial Early Bird rate \$500 <small>(Book &amp; pay in full by March 25, 2016)</small>		
Commercial Rate \$600		
Non Profit and Government Agency Rate (\$300)		

**Additional options:**

Additional Representative	# _____ @ \$75 / extra representative	\$ _____
Delegate Bag Promo Insertion	<b>\$90.00</b> <small>(per one page flyer or promotional item – exhibitor rate)</small>	\$ _____
	<b>\$250.00</b> <small>(per one page flyer or promotional item - non-exhibitor rate)</small>	\$ _____
<b>Total Amount Enclosed:</b>		\$ _____

**Payment Information**

Non Profit Number:  
(valid number must be provided for non-profit rate)

Payment by:	<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
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Card Number:	Expiry Date:
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Name on card:	Signature:
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*Please complete the form and return with payment to: BCCPAC Suite C – 2288 Elgin Avenue, Port Coquitlam, BC V3C 2B2 by email: [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca)*

**No cancellations will be refunded after April 21,, 2017. Cancellations subject to a 25% cancellation fee.**

# 2017 Spring 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

**Platinum Sponsorship - \$3,500**

**Gold Sponsorship - \$3,000**

**Silver Sponsorship - \$2,000**

**Total Sponsorship Amount Enclosed:**

**\$ \_\_\_\_\_**

## Payment Information

**Advertisement** to be submitted by April 14, in JPG or GIF format. Size: \_\_\_\_\_

**Delegate bag promotion insert** to arrive at the BCCPAC office no later than April 21.

Preferred nutritional break(s): Please circle

Friday  
AM

Friday  
PM

Saturday  
AM - AGM

Saturday  
PM - AGM

Payment method:

Cheque

VISA

MasterCard

Card number:

Expiry date:

Name on card:

Signature:

*Please complete the above form. If you are also booking exhibitor space, please complete the exhibitor registration form and return with payment to: BCCPAC Suite C – 2288 Elgin Avenue, Port Coquitlam, BC or email [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca)*

**2017 Spring Conference  
Delegate Booklet Ad Space Request**

<b>Group/Company Name:</b>		
Primary Contact Name:	Title:	
Ph:	Email:	
Street Address:		
City:	Province:	Postal Code:

**Ad Information**

<b>Ad size:</b>	<b>Ad rate:</b>
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**Payment Information**

Payment by:	<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
<b>Total Enclosed:</b>			
Card Number:	Expiry Date:		
Name on card:	Signature:		

*Please complete the above form and return with payment to:  
BCCPAC Suite C 2288 Elgin Avenue, Port Coquitlam, BC V3C 2B2  
email: [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca)*

*Ad Rates are non-refundable and files must be received by the deadline date to be included in the package.  
Proofs must be approved and received by **April 3, 2017***

<b>2017 Spring Conference Delegate Booklet Ad Rates</b>			
<b>Size</b>	<b>Approx. Dimensions</b> <i>(height by width)</i>		<b>Rates</b>
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## 2017 BCCPAC Spring Conference – EXHIBITOR CONTRACT

Suite C – 2288 Elgin Avenue, Port Coquitlam, BC V3C 2B2

Submit with Registration Form

• Email: [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca)

Ph: 604-474-0524 • Toll Free: 1-866-529-4397

BC Confederation of Parent Advisory Councils (BCCPAC) agrees to provide space to:

(Exhibitor name) \_\_\_\_\_ for the 2017 BCCPAC Spring 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, 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 time is available on Friday at 7.00am with the trade area opening at 8:00am Friday.
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 Spring 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 Friday April 21, 2017, and will be subject to a 25% cancellation fee.
6. No-shows will not be reimbursed.
7. Exhibitors agree to ensure their display does not exceed the exhibit table space (table may be removed if required). Space is limited. Exhibitors will be asked to reduce the size of their exhibit, should it exceed their 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. BCCPAC 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.

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 BCCPAC 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 (BCCPAC)

\_\_\_\_\_  
Date

Floorplan will be distributed once received.

All exhibitors will be able to select booth placement based on a first come first serve of registration and payment.

If you have any questions please contact Julie Davies at [juliedavies@bccpac.bc.ca](mailto:juliedavies@bccpac.bc.ca)