



# Exhibitor Prospectus

**BCFA 106<sup>th</sup> Annual General Meeting  
&  
2018 Conference Exhibitor Showcase  
River Rock Casino Resort  
May 1 – 3 ~ 2018**

**Join us, as we boldly go where no Association has gone before...**

# Exhibitor Prospectus

## To Our Valued Cemetery, Crematorium and Funeral Service Suppliers

The British Columbia Funeral Association annual conference is taking place at the beautiful River Rock Casino Resort from May 1-3, 2018 and we are looking forward to seeing you all there!

The format of this year's conference will be similar to previous years with learning sessions presented by influential and powerful speakers, exhibitors' showcase, and breaks and networking sessions in the main conference room. The conference will provide significant exposure for all attending, with the opportunity for continuous and productive networking.

In addition to the exhibitors' showcase, you can enhance your image, increase your visibility and demonstrate your support of the BC Funeral Association by becoming a sponsor. For companies looking to leverage sponsorships there is no shortage of opportunities at this three day event. More information about sponsorship is available in the included Sponsorship Opportunities brochure.

We recognize that you, as part of our associate member community, are integral to the success of the British Columbia Funeral Association – our conferences and events, and we look forward to having you join us at the 2018 conference, which we are excited about and is certain to be a great success!

### EXHIBITOR SETUP – RIVER ROCK CASINO RESORT, THEATRE

- Once again the exhibits and seminars are in the same room and exhibit spaces will be situated around the perimeter of the room.
- Exhibitors will set up their displays **Tuesday, May 1, 2018, between the hours of 8:30am and 3:30 pm.**

### EXHIBITOR TEAR DOWN

- Exhibitor display removal will take place between 1:30 pm and 3:00 pm on Thursday, May 3, 2018.
- All displays are to be removed and the exhibit area cleaned no later than 3:00 pm on **Thursday, May 3, 2018.**
- It is required that all exhibits please remain intact until the conclusion of the lunch presentation, which ends at approximately 1:30 pm on Thursday, May 3.

### EARLY DISMANTLING OF EXHIBITS

- Exhibitors will be prohibited from dismantling their exhibits until after the conference closing at 1:30 p.m. on Thursday, May 3. If you **absolutely must** dismantle your display early please visit one of our staff at the conference registration desk.

### EXHIBIT SPACE

With the growing popularity of this conference and the various location restrictions it has become a challenge to accommodate all the various sized displays and special requests. The following exhibit space measurements will be available and strictly enforced, so please ensure that either your "table top display material" or "floor display material" **does not exceed** the following measurements. Should you need to purchase extra space, please contact the BCFA office to see if there is availability.

- Table space 6' long x 30" deep table complete with draping, skirting and power
- Floor space 8' long x 30" deep floor space with power

## ADDITIONAL/2ND DISPLAY SPACE

- Additional display space will only be granted after all companies wishing to exhibit are accommodated and will be granted on a first come, first serve basis, determined by the date of your application and receipt of your registration fees at the **BC Funeral Association office**. Please note: **conference sponsors will receive preferred exhibit locations**.
- Additional space fees must accompany your registration. Companies that do not receive approval for the requested additional space will receive a refund for that space.
- Those who have expressed an interest in additional/2<sup>nd</sup> display space will be notified after March 15, 2018, by phone or email.
- A maximum of two display spaces will be assigned to any one company.

## EXHIBITORS' SHOWCASE SCHEDULE

Tuesday, May 1	5:00 pm to 7:00 pm	Opening Reception of Exhibitors' Showcase
Wednesday, May 2	7:30 am to 8:30 am 10:00 am to 10:30 am 11:30 pm to 12:30 pm 2:30 pm to 3:00 pm	Breakfast in exhibit/session hall Break in exhibit/session hall Lunch in exhibit/session hall Break in exhibit/session hall
Thursday, May 3	8:00 am to 9:00 am 10:00 am to 10:30 am 12:00 pm to 1:30 pm	Breakfast in exhibit/session hall Break/Networking session in exhibit/session hall Lunch in exhibit/session hall

## DISPLAY RULES

- Exhibiting companies must be a BC Funeral Association member in good standing.
- Each display space will have standard power provided.
- All exhibitors are asked to turn off all lighting, moving visuals and sound to avoid distractions during the speaker sessions/presentations. Any exhibit element deemed to be distracting during a session will be powered off for the duration of the session.
- Aisles must be kept clear. No items may block or narrow aisles, by order of the Fire Marshall.
  - Products are not allowed to be displayed outside the prescribed area your company has applied for. Any items that exceed the prescribed exhibit space or that block the aisles will be removed.
  - Products are not allowed to be displayed on the floor or on a chair, in front of, or next to your display space.
  - No rugs/carpets shall be placed on the floor in front of, beside or beneath your display.
  - Chairs are not to be placed behind or in front of displays.
  - Banners, decorations or signs and similar material may not be nailed, stapled, screwed, taped or attached to the ceiling or wall surfaces.

## DISPLAY TABLE/SPACE ASSIGNMENTS

Display table/space assignment is based on sponsorship, type of products being displayed, past assignments, past conference participation, and the order in which the exhibit application and fees are received at the BC Funeral Association office. **Under no circumstances may an exhibitor move their assigned space without approval by the conference administrative staff.**

## CONFERENCE PARTICIPATION

Exhibitors are an integral part of the conference. Exhibits, conference speaker presentations, and all meals and breaks (other than the President's banquet) are held in the Exhibit Hall. Full conference registration packages must be purchased separately along with any additional tickets.

## LOGO

Please respond to the exhibitor e-mail and attach a high-resolution jpeg of your logo **BEFORE April 4, 2018**.

## EVENT SPONSORSHIP

Put your company in the spotlight by participating as an Annual Conference Sponsor. Sponsorships are available at a wide range of levels!

Your support in past years has been greatly appreciated and we look forward to recognizing you and your company as a sponsor again this year in a variety of ways, including:

- ✓ Conference App (multiple opportunities to showcase your business)
- ✓ Personalized App messaging
- ✓ On signage
- ✓ On staging screens
- ✓ In announcements made from the podium

Please refer to the "Sponsorship Opportunities" package and return your preferred sponsorship choice with your registration.

Please don't delay in booking your display space by completing the registration form provided and booking your hotel room. We look forward to seeing you at the conference in May!

## HOTEL INFORMATION

We are happy to confirm a **special rate of \$149 per night** for our conference delegates. In addition to this rate, there are a number of other room rates and configurations for you to choose from.

2 Queen Bed Standard Room	\$149.00 per night	1 Bedroom Suite	\$189.00 per night
1 King Bed Standard Room	\$149.00 per night	2 Bedroom Suite	\$289.00 per night

To book your room at the River Rock Casino Resort, call Reservations at 1.866.748.3718. Please identify yourself as being with the BCFA Conference. Reservations can also be made online by [visiting here](#). While booking online, you will also find details on each room category.

## TRADESHOW SHIPPING ARRANGEMENTS

Shipments of Boxes and Exhibit Booths should be arranged for delivery to the River Rock Casino Resort no sooner than two (2) days prior to the event date. We will not accept deliveries before April 29, 2018. The River Rock Casino Resort is not responsible for any customs brokerage charges arriving or leaving the country, it is the responsibility of the guest to arrange for their own customs broker. Please label shipments with:

- **Exhibitor First and Last Name**
- **Exhibitor Company Name**
- **Hotel Confirmation Number and Corresponding Name**
- **Name of Event – BC Funeral Association Tradeshow**
- **Conference Room Name - River Rock Show Theatre**

## **HOTEL FACILITIES**

It is the exhibitor's responsibility to take proper care and diligence while moving equipment and materials throughout all areas of the Hotel. Exhibitors are responsible for any damage incurred. Nails, tape, screws, tacks, pins, etc. are strictly prohibited on all Hotel walls. Exhibitor floor space must be protected from damage to the carpet, and all furnishings must be free standing. Tape used to mark the exhibit floor must be completely removed at the conclusion of the show. Tape that leaves glue residue on the carpet or flooring is not permitted. Any expense for cleaning of tape will be charged to the exhibitor.

## **LIABILITY**

The River Rock Casino Resort is not responsible for any injury to persons, or for loss or damage to any products, equipment or booth furnishings caused by fire, theft, accident or neglect at any time.

## **EXHIBITOR APPLICATION DEADLINE**

**The deadline for exhibit applications is April 4, 2018.** However, by sending in your exhibit application and payment early, you will be put to the top of the list when it comes time to assigning booths, so don't delay!

**QUESTIONS?** Please contact the BCFA office: (800) 665-3899 or [info@bcfunerals.com](mailto:info@bcfunerals.com)