





## Cemetery & Crematorium Association & Funeral Service Association of British Columbia



~ EXHIBITOR PROSPECTUS ~  
SHOWCASE 2010  
April 14, 15, 16  
Victoria 2010 Voyage of Discovery

**Don't delay!! Only 30 spaces available  
Reserve Your 2010 Exhibit Space Now!**

### **TERMS AND CONDITIONS**

Once again the Cemetery & Crematorium Association and the Funeral Service Association of BC will be "combining forces" making the annual conference one of the largest cemetery and funeral service conference and exhibit showcases in Canada. We are continuing the format of having educational sessions, exhibit showcase and breaks in the main conference room, providing the maximum amount of exposure for all attending and continuous and productive networking! In addition to Showcase 2010 you can stand out from the crowd and become a sponsor! For companies looking to leverage sponsorships there is no shortage of opportunities! More information about sponsorship is enclosed.

### **SET UP – Victoria Conference Centre, Level 2, Carson Hall**

- Once again the exhibits and seminars are in the same room and the exhibit tables will be situated around the perimeter of the room.
- Exhibitors will set-up their displays Wednesday, April 14, 2010, between the hours of 11:00 am and 4:00 pm in the Victoria Conference Centre, Level 2 Carson Hall.

### **DISMANTLING**

- All displays to be removed and the exhibit area clean between 4:30 pm and 6:00 pm on Friday, April 16. It is requested that all exhibits remain intact until the conclusion of the final educational session.

### **EARLY DISMANTLE OF EXHIBITS**

- In the past, we have been disappointed with some companies choosing to 'tear-down' their exhibit early. This can be very disruptive for both the speaker and the conference delegates. Exhibitors will be prohibited from dismantling their exhibits until after the conference closing keynote speaker on Friday. If you absolutely must dismantle your display early please talk to Janet Ricciuti or Jarma Del Rosario to determine the best time.

## **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 display options are being provided.

- Table space 6' long x 30" deep table complete with draping, skirting and power
- Table space 6' long x 30" deep table complete with draping, skirting and power and 2' long floor space beside
- Floor space 8' long x 30" deep floor space with power

## **ADDITIONAL/2<sup>nd</sup> 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 your application and registration fees are received at the CCABC/FSABC office.
- Additional space fees must accompany your registration. Companies not receiving approval for the requested additional space will receive a refund for that space.
- Approval or denial for additional/2<sup>nd</sup> display space will be notified after March 12, 2010 by phone or email.
- Only 6' x 30" space with draped table and power will be granted as a 2<sup>nd</sup> display space.
- A maximum of 2 display spaces will be assigned to any one company.

## **DISPLAY RULES**

- Exhibiting companies must be a CCABC or FSABC 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 educational sessions. Any exhibit element deemed to be distracting during a session will be unplugged for the duration of that 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.

## **TABLE ASSIGNMENTS**

Table assignment is based on sponsorship, type of products being displayed, past table assignments, past conference participation, and the order in which the exhibit application and fees are received at the CCABC/FSABC office.

## **SHIPPING INFORMATION**

Please contact the FSABC and we will forward you information regarding shipping. To request shipping information and forms send an e-mail to [info@bcfunerals.com](mailto:info@bcfunerals.com)

Exhibitors arriving with their displays are asked to use the Victoria Conference Centre loading dock located off of Humboldt Street instead of the using the hotel lobby for unloading and loading your material.

### **ATTENDEE LIST**

Exhibitors receive directories of contact information for all conference attendees as part of their exhibit fee. Onsite, you'll receive a listing of all attendees. After the conference, you'll receive another updated Excel file for your post-conference follow-up.

### **LOGO**

Please e-mail to a copy of your Logo to [info@bcfunerals.com](mailto:info@bcfunerals.com) no later than March 12, 2010.

### **PRIZE DRAWINGS**

Exhibitors are encouraged to bring a PRIZE for display at their exhibit. As an exhibitor you will collect business cards / names at your booth during the conference. On Friday morning prior to lunch, your prize and business cards will be picked up by the conference co-ordinators and taken to the luncheon room. During the luncheon, you will be called upon to make the draw and present the prize.

### **EVENT SPONSORSHIP**

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. Sponsors will be publicly recognized through introduction and signage. It is our sincere hope you will participate in the sponsorship of one or more of the events available. Please refer to the enclosed 'Sponsorship Commitment' form and include your sponsorship with your registration.

Please don't delay in booking your display space, completing the enclosed registration form and booking your hotel rooms. We look forward to seeing you in April in Victoria.

Janet Ricciuti  
(800) 665-3899 or 250-592-3213  
[info@bcfunerals.com](mailto:info@bcfunerals.com)

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*“Promoting education, networking, peer recognition, professional development and most importantly cultivating business to business relationships.”*

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