

Bridging into tomorrow

Kamloops **2012**
BCSLS CONGRESS

Exhibitor Prospectus



September 27, 28 & 29, 2012 - Kamloops, BC
Examine the past, explore the present, embrace the future...

Table of Contents

Introduction – The Congress	3
Exhibit Area	3
Exhibit Booths	3
Exhibit Hours	4
Trade Show Services / Audio-Visual Services	4
Advance Shipping and Warehousing	4
Customs Information	4
Security	4
Catering	5
Rules & Regulations	5
Terms & Conditions	5
Exhibit Booth Rental	7
Allocation of Booth Space	7
Sponsorship Information	8
Accommodations	9
Transportation & Flight Details	9
Contact Information	9
Tentative Floor Plan	10
Registration	11

BCSLS Congress 2012

720 – 999 West Broadway, Vancouver, BC, V5Z 1K5

Phone: 604 714 1760 Fax: 604 738 4080

Email: bcsls@bcsls.net Web: bcsls.net

Register Online at www.bcsls.net

The Congress

This is your opportunity to “**Examine the past, explore the present and embrace the future**” and join us for the BCSLS Congress 2012 in Kamloops, BC on September 27, 28 and 29, 2012.

The Congress will be held in the Campus Activity Center at Thompson Rivers University [TRU] in Kamloops. The central location in the province assures a record number of delegates.

The extensive scientific program will be balanced by creating a restful and relaxing atmosphere for both attendees and vendors with an informal dress code combined with unique social functions.

Exhibit Area

The Exhibit Space is in the Grand Hall and the adjacent Rotunda of the Campus Activity Center, 7800 square feet in all. The exhibit area is in the same part of the complex as the workshop breakout rooms and plenary hall. An outside courtyard / square at the entrance to the center will accommodate at least 4 truck / trailers with portable displays and these outdoor exhibits will be very visible to delegates.

You can view the Grand Hall and Rotunda online at the following links:

<http://www.tru.ca/cac/venues/grandhalltour.html>

<http://www.tru.ca/cac/venues/rotundatour.html>

Foot traffic through the trade show will be ensured by having all the catering for refreshments and lunch breaks set up in the exhibit area. A value added benefit will be that vendor representatives will have early access to refreshments and meals allowing them to talk to clients during break periods. Coffee will be served during set-up. The Exhibitors Reception will kick off the trade show on the Thursday evening.

The exhibit hall can be easily accessed through large doors off a driveway at the rear of the Grand Hall, so set up will be a snap.

The trade show facilities at Congress 2012 will provide for mostly 8' X 10' booths with some 6' X 10' and 4' X 10' booths in the Rotunda. Booth prices will reflect booth size. Registration will be on a first come first served basis. Congress sponsors will be given preference for booth size and location. There will be two premium 8' X 10' booths on the landing of the Rotunda, with guaranteed optimum traffic flow.

The BCSLS values your continued support, but we do ask that during scheduled Congress hours you do not offer competing commercial, educational or social events.

Exhibit Booths

Booth includes (indoor):

- Draped booth, 10' wide and 8' deep with 4' high side wings
(a limited number of 6' X 10' and 4' X 10' booths are available in the Rotunda. They are not as deep, but they are in a prime location)
- One 2' X 6' skirted display table
- Two chairs
- One 120 volt, 750 watt electrical outlet
- Two 150 watt floodlights
- Four additional guest passes for non-delegates to view the trade show Fri. or Sat.
(does not include food/beverages)
- 24-hour security
- Trade Show registration for two staff members per booth, includes refreshments & lunches
- Additional staff may be registered for a fee, to cover catering costs

Additional Info:

- All spaces within the trade show area are **non-smoking**.
- Exhibitors are responsible for their own **liability insurance** and must provide proof of insurance upon request.

Limited locations [4] are available for outdoor van/trailer/truck exhibits. Each vehicle registered as an Exhibit will be charged as a booth and will include parking fees. Guest and staff passes will be as per indoor booths. The length and width of the unit must be included in the application to ensure there is enough space allocated for the exhibit.

Trade Show Services/Audio- Visual Services

Show in Motion Professional Show Services

Contact: Anissa Hume
Event Coordinator

Phone: 250 495 5025

Fax: 250 495 5026

Email: anissa@showinmotion.com

11625 - 115th Street
Osoyoos, BC, V0H 1V5

Advance Shipping & Warehousing

Show in Motion Professional Show Services

Contact: Anissa Hume
Event Coordinator

Phone: 250 495 5025

Fax: 250 495 5026

Email: anissa@showinmotion.com

11625 - 115th Street
Osoyoos, BC, V0H 1V5

Customs Information

Please visit www.bcsls.net for
more information.

Exhibit Hours (tentative)

Exact or detailed exhibitor hours will be posted by April 2012

Thursday

Exhibitors Set-up – 0900 to 1600

Social: Exhibitors Reception at the TRU Campus

Activity Center – 1800 to 2100

Friday

Open for Delegate Viewing – 0900 to 1600

Social: TRU Campus Activity Center – 1800

Saturday

Open for Delegate Viewing – 0900 to 1330

Exhibit Removal – 1330 to 1700

Dinner: To be announced

**Nutrition breaks and lunch will be served in exhibit area
Friday and Saturday.**

Security

- Security will be provided in the Grand Hall and in the Rotunda
- The Exhibit Hall will be locked outside of exhibit hours.
- **Exhibitors must carry their own fire, theft and liability insurance.**
- No one is permitted to enter the exhibit area without proper identification, which will be issued at the Congress registration desk.
- Exhibitors will need to make special arrangements if they wish to access the exhibit area outside of exhibit hours.
- BCSSL, the Organizing Committee and the Thompson Rivers University are not responsible for loss or damage to exhibitors' equipment and material while in the facility.

Catering

All food items to be provided by exhibitors must be pre-approved by the Organizing Committee.

Rules & Regulations

- Signs and other articles on floors outside of booth area as well as signs hanging from walls, ceilings or other areas must have prior authorization from the Organizing Committee.
- Only companies officially registered as exhibitors for the Congress will be permitted to conduct business on the trade show floor.
- Aisles must be maintained free of obstruction at all times.
- Access to fire exits and equipment must be free of obstructions at all times.
- Indications of fire exits must be visible at all times.
- Use of open flame must be approved by the Chief of Security. All drapes or other decorative material must meet requirements of The Canadian National Code of Fire Prevention.
- No hazardous display of any nature will be permitted.
- All materials are subject to inspection by the Fire Marshall.

Terms & Conditions

Contract Acceptance

BCSLS reserves the right to accept or refuse the booth application for any exhibitor. Once an exhibit is on the floor, the BCSLS may require the booth modification or removal, whenever BCSLS considers such exhibit to be detrimental to BCSLS business, professional or ethical interests, or which originates from any organization whose displayed products do not meet the professional standards of the BCSLS. The BCSLS reserves the right at any time to remove exhibits or any part thereof, including printed material, products, signs, lights or sound, and to expel exhibitors or their personnel if, in BCSLS opinion, their conduct or presentation is objectionable to BCSLS or other show participants.

Booth Relocation

BCSLS reserves the right to relocate space in areas other than that selected by the exhibitor. Due to the large number of participating companies, we will make every effort not to locate competing companies near competitors. It cannot be guaranteed.

Subletting

Subletting or sharing of exhibit space is prohibited except between affiliated companies, and only with Exhibit Management approval.

Booth Requirements

Exhibitors display must comply with all requirements of BCSLS and the owner of the building, including maximum height requirements. The exhibitor must provide at least one staff per booth during show hours in order to maintain display. The exhibitor agrees to confine its presence to the contracted space only. A booth compliance inspection will be conducted prior to opening.

Competing Events

Exhibitors are prohibited from holding events (educational sessions or social events) that compete with the official congress program, unless approval is granted by the Organizing Committee.

Insurance

While every effort will be made to provide security for the exhibits in the Congress, neither BCSLS nor the Thompson Rivers University [TRU] will assume any liability for loss or damage to exhibits or other exhibition property. BCSLS strongly recommends that each company exhibiting secure a rider policy through its insurance agency to cover booth and display items during transportation to and from the show, as well as during installation, show dates and after dismantling: All exhibitors will be required to provide the Organizing Committee with proof of a minimum of \$2 million Personal Liability Insurance.

Cancellation

If an exhibitor fails to pay the booth rental fee by 90 days prior, BCSLS has the prerogative of reallocating booth space. If the Congress is cancelled, a full refund will be issued. If the Congress is postponed, exhibitors will be given the option to cancel with a total refund.

An exhibitor who cancels after June 30th 2012 will be billed 50% of booth fee; after July 31st, 2012 will be billed 100% of the booth fee unless space can be resold.

Force Majeure

In the event the Facility or any part of the exhibit area thereof is unavailable whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather, pandemic or other such cause or as a result of government intervention, malicious damage, acts of war, terrorist activities, strike, lock out, labour dispute, riot or other cause or agency over which BCSLS has no control, or should BCSLS decide that because of such cause that it is necessary to cancel, postpone, or re-site the event, or reduce the move-in and installation time, show time or move out time, BCSLS shall not be liable to indemnify or reimburse the exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

Distribution of Material

Distribution of advertising materials at the convention center is limited to distribution from within your booth or in delegate bags if approved. This restriction also applies to outside the convention center such as near entrances or shuttle bus locations. Any such material will be discarded. Anyone

handing out materials outside of the exhibit booth will be removed from the facility. Distribution of advertising materials in hotels is prohibited. Examples: A promotional brochure slipped under doors in hotels is prohibited; promotional pieces stacked for pick-up on registration counters are prohibited. All hotels have been advised to refuse such requests from exhibitors or their agents.

Hours of Operation

Non-registered delegates will not be permitted in the trade exhibition with out a guest pass. Viewing of exhibits outside of tradeshow hours is strictly prohibited.

Dismantling

No packing or dismantling of exhibits will be permitted before the official closing time.

Violations

Violation of any provisions, terms and conditions or rules and regulations will result in penalties, which may include immediate expulsion with no refund and/or banning from future BCSLS trade exhibits and events.

Exhibit Booth Rental

The charge for the exhibit space is:

- 8' X 10' booths - \$1,250 plus HST
- 6' X 10' booths - \$1,100 plus HST
- 4' X 10' booths - \$1,000 plus HST
- Premium 8' X 10' booths [2] - \$1,500 plus HST
- Outdoor truck/trailers - \$1,250 plus HST

Space is limited so reserve now!

To register on-line, visit: www.bcsls.net (Congress/Exhibitor)

Allocation of Booth Space

- Booth allocations will be made in August 2012 and vendors will be notified after allocations have been made.
- Official Congress 2012 sponsors will receive priority allocation of booth space based on sponsorship level.
- Consideration will be given to the date of registration/payment for booth allocation.

During registration please indicate your preferred booth(s). This will not guarantee the space requested as booth assignment is in order of the date on the registration, by the location of competitors and other requirements as listed in this prospectus. Requests not to be located near a certain company may also preclude chances of getting your top location choice.

Sponsorship Information

Diamond \$5,000

Includes: large banner display (sponsor provided), promotional giveaways, product spotlight opportunities, large logos and advertising on all promotional material (program, poster, bags).

Gold \$3,500

Includes: a large logo and advertising on program, posters, medium-sized banner display (sponsor provided).

Silver \$2,500

Includes: a medium logo and advertising on program, posters.

Bronze \$1,000

Includes: a small logo and advertising on program, posters.

Speaker Sponsor \$500

Plus speaker expenses (travel, accommodation, meals and social ticket)

Includes: small logo and advertising on program and posters, introduce your speaker with 2 minute product spotlight.

Sponsors can register on-line at www.bcsls.net

Accommodations

Best Western Plus Kamloops Hotel [Head Quarters Hotel]

660 Columbia Street West, Kamloops , BC, V2C 1L1

Phone: 250 374 7878

www.bestwesternkamloops.com

Rates: \$119 Single, \$129 Double Occupancy, Suites \$185

– Includes breakfast

Group Code CONF0023 Held until Aug. 27, 2012

The Ramada Kamloops

555 West Columbia Street, Kamloops , BC , V2C 1K7

Phone: 250 374 0358

www.ramadakamloops.com

Rates: \$119 Single/ Double, Mini-suite \$139, Deluxe Suite \$175

Group Code CG7777 Held until 45 days out

The above hotels have a block of rooms reserved for the BCSLS Congress on a first come first served basis. Quote the Group Code when making a reservation. The Official Congress Hotels above are within walking distance of TRU and the Congress venue.

There are many other hotels and motels also with walking distance of TRU. Some may have lower rates than the Congress hotels. Please visit www.tourismkamloops.com for more information.

Transportation & Flight Details

Regular daily scheduled flights are available to Kamloops Airport. The BCSLS will be arranging for special Congress fares. Please visit www.bcsls.net for more information.

Kamloops is easily accessible via highways from all regions of the province.

Contact Information

BC Society of Laboratory Science

Executive Director

Malcolm Ashford

malcolm@bcsls.net

604 765 4775 [mobile]

BC Society of Laboratory Science

2012 Exhibitor Registration

Angie Bender

angie@bcsls.net

604 714 1760 [office]

2012 BCSLS Congress Organizing Committee

Chairperson, Tanya Kilborn

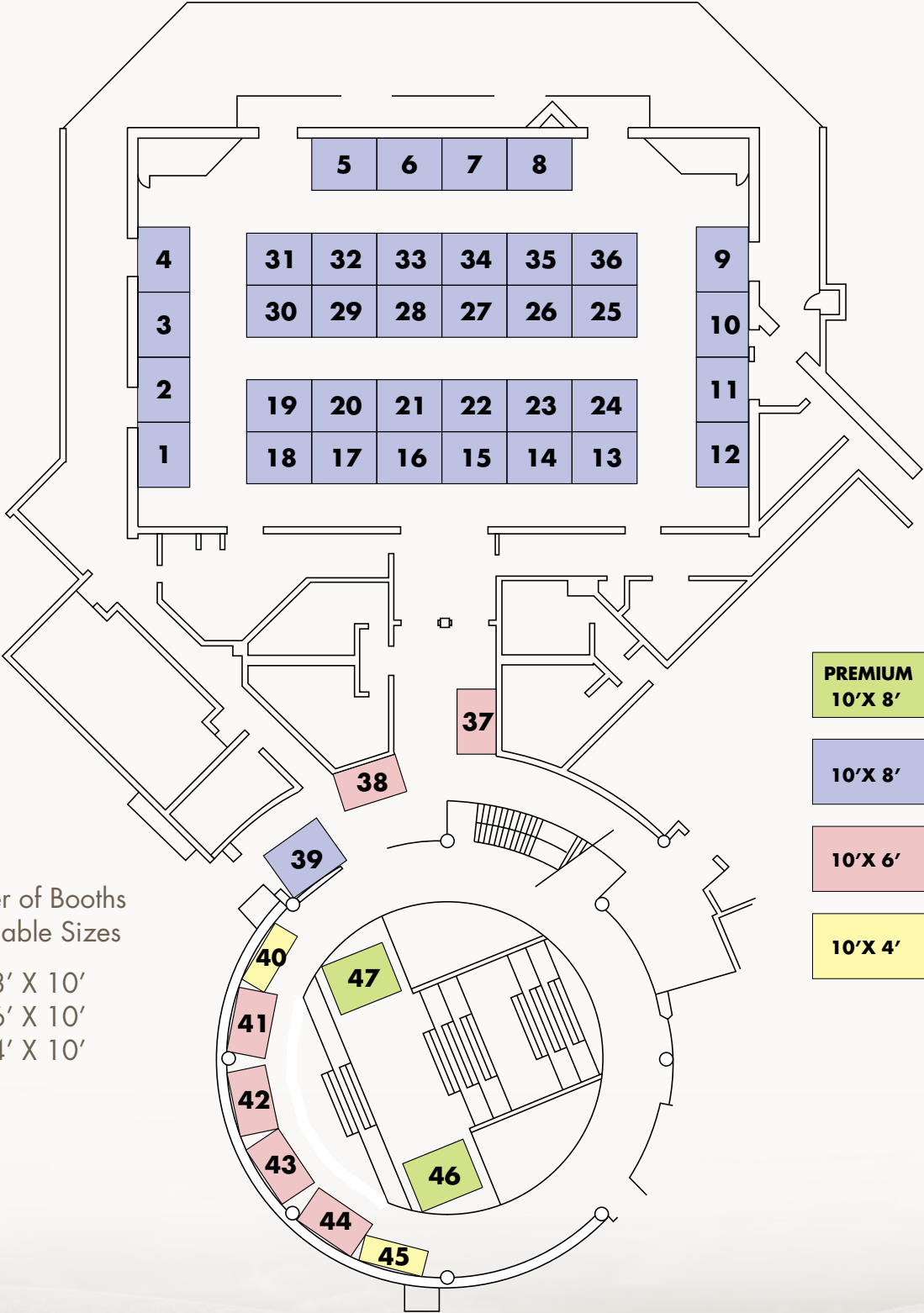
ronandtanya@telus.net

Exhibits Chair, Dawn Bergen

dawnbergen008@yahoo.ca



Floor Plan: Thompson Rivers University



Number of Booths
& Available Sizes

- (39) 8' X 10'
- (6) 6' X 10'
- (2) 4' X 10'

- PREMIUM**
10' X 8'
- 10' X 8'
- 10' X 6'
- 10' X 4'

Registration

Confirm your booth space now!

The Trade Show at Congress 2012 is **limited to 47 booth spaces** and we anticipate a sell-out once again. Don't be disappointed, reserve your booth now.

Simply go to www.bcsls.net and register. Click on **Exhibitors/Sponsors** in the Congress drop down menu on the home page.

Please provide the following information:

- **Company name**
- **Company contact person**
- **Company address, phone, fax, and email**
- **The booth representative(s), if known**
- **Credit card info: number, name on card & 3 digit security number on the back of the card**
- **Preferred locations of the booth**

You will also be asked to agree to the Terms and Conditions outlined in this prospectus.

This agreement will execute the contract as of that date.

Please indicate if you are interested in becoming a sponsor of Congress 2012. Official 2012 sponsors will be allocated preferential booth locations at Congress.

Note: If you wish to pay by company cheque, you must still register on-line at www.bcsls.net. Booth space will not be confirmed until your cheque has been received by the BCSLS and it has cleared the bank.

Booth allocations will be made at the end of August 2012

Register Online at www.bcsls.net



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