



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

Tradeshow Participant Information (FAQ) Sheet

Below you will find the information pertaining to the tradeshow portion of the LMLGA Conference. Should you not be able to find the answer to your question, please contact Sherryl Parsons at (604) 530-9751 or email sparsons@rareaffairs.ca.

Sponsor/Exhibitor Discounted Meal Packages

A special discounted rate for sponsors and exhibitors who would like to partake in the breakfasts, lunch, coffee breaks and evening receptions is available for \$260 + applicable taxes. You can register at www.lmlga.ca.

Please follow the below steps when registering:

- Select the Attendee Type as **Sponsor/Exhibitor** in the drop down menu
- Fill out the registration page with your attendee details
- Insert code: **Spon7213** into the discount code field near the bottom of the registration page and click the calculate button.
- When your registration is complete click on the Register & Pay button

Tradeshow Set Up & Take Down

Set up takes place from 2pm through 5pm on Wednesday, May 10th in the Cascade/Rainbow Room. An LMLGA staff member will be available to show you to your exhibit space and assist where possible. Take down will commence immediately following the closing session on Friday, May 12th (around 1pm). Should you need to take down early please do this as quietly and discreetly as possible and preferably following the Friday morning coffee break. Please be sure that all tradeshow tables are dismantled by 2pm on Friday, May 12th.

Shipping Tradeshow Materials

If you will be shipping your booth or any materials ahead of the event, please refer to the shipping instructions for Harrison Hot Springs Resort & Spa that can be found online at www.lmlga.ca/pages/events/2017-agm-conference.php. Please refer to the Sponsorship Documents for Download Section.

Please label all shipments to the hotel as follows:

HARRISON HOT SPRINGS RESORT & SPA
100 ESPLANADE AVENUE
HARRISON HOT SPRINGS, BC V0M 1K0

ATTENTION: Mary-Anne Sprenger, Resort Catering Sales Manager

CONFERENCE NAME: Lower Mainland Local Government Association

GUEST NAME:

COMPANY NAME:

PROGRAM DATES: Wednesday, May 10, 2017 - Friday, May 12, 2017

All boxes must be numbered (1 of 5, 2 of 5 etc.)

Tradeshow Hours

Exhibitors are encouraged to staff their booths as much as possible during receptions, coffee breaks, breakfasts and the luncheon. Traffic will be heaviest during the coffee breaks and evening receptions. A preliminary agenda can be found early April at www.lmlga.ca. We will provide all delegates with a passport booklet and encourage exhibitors to participate by initialling the passports of those delegates who have visited your tradeshow table.

Security

Exhibitors are encouraged to remove valuables from their booth whenever it is not staffed. The exhibit area is open throughout the day and locked throughout the night however resort staff still have access to that room. LMLGA and the Harrison Hot Springs Resort & Spa will not be held responsible for any losses or damages that occur during the conference.

Additional AV Equipment

Additional requirements can be arranged by contacting our conference provider, Jim Firth with FMAV at jfrith@fmav.ca.

Materials for Inclusion in the Delegate Package (150 copies please)

Please send 150 inserts to the following address no later than **Monday, May 2nd 2017**.

Attention:

Sherryl Parsons
LMLGA Conference Coordinator
5053 214A Street
Langley B.C. V3A 8K9
Phone: (604) 530-9751
Cell: (604) 968-5764

Please note that materials are safe to be left at the front door should the office be temporarily unattended. If you miss this deadline the inserts can be brought to the conference and placed at the registration table for pick up. They cannot be inserted into the delegate bags.

Booking Accommodations

Hotel rooms at the Harrison Hot Springs Resort & Spa can be booked at a discounted convention rate by calling 1-800-663-2266. To receive the discount, please let them know that you are with the Lower Mainland Local Government Association. Rates start at \$149 per night for the main hotel. Please note that a non-refundable deposit for the first night room and tax is required at the time of booking.

Sponsor & Exhibitor Contact

Sherryl Parsons
LMLGA Conference Coordinator
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Langley B.C. V3A 8K9
Phone: (604) 530-9751
Cell: (604) 968-5764 (use this number during the conference)

We look forward to your participation!