



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

Tradeshow Participant Information (FAQ) Sheet

Below you will find the information pertaining to the trade show portion of the Lower Mainland LGA Conference. Should you not be able to find the answer to your question, please contact Sherryl Parsons at (604) 968-5764 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 \$275 + applicable taxes. You can register at here: www.lmlga.ca/pages/events/2018-agm-conference.php

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 9th in the Sea to Sky Ballroom B. A Lower Mainland LGA 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 11th (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 11th.

Tradeshow Hours

Exhibitors are encouraged to staff their booths as much as possible during the May 9th & 10th evening receptions which take place in the trade show area. Coffee breaks are also located in the same area as the trade show and provide additional networking opportunities. Traffic will be heaviest during the coffee breaks and evening receptions although the doors are open throughout the conference. A preliminary agenda can be found online in early April at www.lmlga.ca.

AV Equipment Rentals

Additional requirements can be arranged by contacting Whistler Conference Centre's onsite audio visual provider, Joseph Hunt, Director of Event Technology with Freeman at 1-604-698-0415 or by email at joseph.hunt@freemanco.com.

Shipping Tradeshow Materials

If you will be shipping your booth or any materials ahead of the event, please refer to the below shipping instructions for the Whistler Conference Centre.

Please label all shipments to the hotel as follows:

**WHISTLER CONFERENCE CENTRE
4010 WHISTLER WAY
WHISTLER, BC V0N 1B4**

ATTENTION: Mark Myers, Manager, Conference Services
CONFERENCE NAME: Lower Mainland Local Government Association

SHIPPER NAME:
COMPANY NAME:
PHONE NUMBER:

PROGRAM DATES: Wednesday, May 9, 2018 - Friday, May 11, 2018

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

Important: Due to limited storage space, please do not ship materials more than two days prior to the event.

Whistler Conference Centre – Materials Handling Fees:

SHIPPING AND RECEIVING FEES*

Box Handling Fee (shipping in and out)	Rate
0-5 pounds	\$5 per item
6-20 pounds	\$10 per item
21-50 pounds	\$15 per item
50 pounds+	\$25 per item
Crate	\$35 each
Display	\$45 each
Pallet	\$85 each
Fridge/freezer storage subject to availability	Prices as above

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 Whistler Conference Centre staff still have access to these rooms. The Lower Mainland LGA, Whistler Conference Centre and Rare Affairs Event Management Inc. will not be held responsible for any losses or damages that occur to trade show booths during the conference.

Materials for Inclusion in the Delegate Package – 150 Copies Please

Please send 150 inserts to the following address no later than **Tuesday, May 1st 2018**.

Attention:
Sherryl Parsons
LMLGA Conference Manager
5053 214A Street

Langley B.C. V3A 8K9
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

Accommodations for the 2018 conference are available for a discounted group rate at the newly renovated Delta Whistler Village Suites located at 4308 Main Street, Whistler British Columbia, V0N 1B4. This is just a short distance away from the Whistler Conference Centre (a 3-5 min walk).

Rates are available between \$149 and \$179 per night. The suites are spacious and upgraded with the latest technology for business travel. Self parking is available at a group rate of \$20 per night.

To receive the discounted rate, please book online by clicking here.

Please note that a non-refundable deposit for the first night's room and tax is required at the time of booking. The group rate is available May 8 – May 12 based on availability at the time of booking.

Conference Start & End Times: Please note that the pre-conference sessions begin the afternoon of May 9th. The Official Opening Session begins at 7:00pm with the opening reception to follow. The conference ends at 1:00pm on Friday May 11th.

Sponsor & Exhibitor Contact

Sherryl Parsons
LMLGA Conference Manager
5053 214A Street
Langley B.C. V3A 8K9
Mobile: (604) 968-5764

We look forward to your participation!