



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) 968-5764 or email sparsons@rareaffairs.ca.

Sponsor/Exhibitor Discounted Meal Packages

A 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 here: <https://www.civicinfo.bc.ca/event/2019/LMLGA>

Please follow the below steps when registering:

- Select the Attendee Type as **Sponsor/Exhibitor** in the drop-down menu. This will update the price at the bottom of the form to \$275 + GST.
- Fill out the registration page with your attendee details (name and organization as you would like it to appear on your name badge)
- When your registration is complete click on the Register & Pay button. Visa or Mastercard are accepted for payment or a cheque can be mailed in.

Tradeshow Set Up & Take Down

Set up takes place from 2pm through 5pm on Wednesday, May 8th in the Cascade/Rainbow Room. 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 10th (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 10th.

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 <http://www.lmlga.ca/pages/events/2019-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 8, 2019 - Friday, May 10, 2019

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 the May 8th & 9th evening receptions which take place in the trade show area. Coffee breaks, breakfasts and the May 9th luncheon are also located in the same room as the trade show and provide additional networking opportunities. Traffic will be heaviest during the coffee breaks, lunch and evening receptions. A preliminary agenda can be found early April at www.lmlga.ca.

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, Harrison Hot Springs Resort & Spa, 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.

Additional AV Equipment

Additional requirements can be arranged by contacting Harrison Hot Spring's onsite conference audio visual provider, Jan Cabalu, FMAV at jcabalu@fmav.ca or by calling 778-834-2556.

Materials for Inclusion in the Delegate Package – 160 Copies Please

Please send 160 inserts to the following address no later than **Wednesday, May 1, 2019**

Attention:

Sherryl Parsons
Rare Affairs Event Management Inc.
LMLGA Conference Manager
5053 214A Street
Langley B.C. V3A 8K9
Mobile: (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 \$155 per night for the main hotel.

Important: 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 7 – May 12 based on availability at the time of booking.

Conference Start & End Times: The official opening session begins at 7:00pm on Wednesday, May 8th and is followed by a reception taking place in the trade show area. The conference

ends at approximately 1:00pm on Friday May 10th. Most attendees arrive in Harrison on the Wednesday afternoon and depart on Friday afternoon following the closing keynote.

Sponsor & Exhibitor Contact

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

We look forward to your participation!