

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



**Don't delay!! Only 30 spaces available
Reserve Your 2012 Exhibit Space Now!**

To Our Valued Cemetery and Funeral Service Supplier!

Once again the Cemetery & Crematorium Association of BC 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, exhibitor's 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 2012 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.

This year the marks the FSABC's 100th Anniversary, and we will celebrate this historical event while maintaining our focus on meeting the needs of the coming century. We recognize that you as part of our supplier community have helped build the FSABC and the CCABC conference into what it is today, and we look forward to having you join us as we celebrate this milestone.

Bring Your Treasures! In Celebration of the FSABC's 100th anniversary, we will be creating a "funeral museum" on the exhibit floor. We are looking for any funeral artifacts of historical significance such as written, printed material and pictorial displays, early embalming tools and equipment, coffins and caskets of the past, clothing, etc. If you have some items to loan to the "funeral museum" please let us know by completing the enclosed form.

EXHIBITOR SETUP – Sheraton Wall Centre Hotel, North Tower, Grand Ballroom

- 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 **Thursday, April 19, 2012, between the hours of 12:30 pm and 4:00 pm** in the Grand Ballroom of the Sheraton Wall Centre.

EXHIBITOR TEAR DOWN

- All displays to be removed and the exhibit area cleaned between 3:30 pm and 4:30 pm on Saturday, April 21. It is requested that all exhibits remain intact until the conclusion of the final educational session. Following exhibitor tear down, exhibitors will have lots of time to get ready for the *FSABC 100th anniversary Roaring Twenties SpeakEasy gala evening.*

EARLY DISMANTLE OF EXHIBITS

- Exhibitors will be prohibited from dismantling their exhibits until after the conference closing keynote speaker on Saturday. 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/2nd 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 **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/2nd display space will be notified after March 31, 2012 by phone or email.
- Only 6' x 30" space with draped table and power will be granted as a 2nd display space.
- A maximum of 2 display spaces will be assigned to any one company.

EXHIBITOR'S SHOWCASE SCHEDULE

Thursday, April 19	5:00 pm to 7:00 pm	Opening Reception of Exhibitor's Showcase
Friday, April 20	7:30 am to 8:30 am	Breakfast in exhibit / session hall
	9:30 am to 10:00 am	Break in exhibit / session hall
	12:30 pm to 1:30 pm	Lunch in exhibit / session hall
	2:30 pm to 3:00 pm	Break in exhibit / session hall
Saturday, April 21	7:30 am to 8:30 am	Breakfast in exhibit / session hall
	9:30 am to 10:00 am	Break in exhibit / session hall
	12:30 pm to 1:30 pm	Lunch in exhibit / session hall
	3:00 pm to 3:30 pm	Break in exhibit / session hall

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 FSABC office.

CONFERENCE PARTICIPATION

Exhibitors are an integral part of the conference. Exhibits, conference speaker presentations, and all meals and breaks (other than President's banquet & 100th gala event) are held in the exhibit hall. Full conference registration packages must be purchased separately along with any additional tickets.

SHIPPING INFORMATION – Important Exhibitor Information Enclosed

If you are shipping your exhibit to the hotel, you must complete the enclosed SHIPMENT REQUEST FORM. Forms MUST be faxed or emailed to alam@wallcentre.com at least 4 days before the shipment is expected to arrive. The hotel will receive any shipped material, have it placed at your assigned booth by 12:30 pm on Thursday, April 19, 2012 and return ship your materials as requested. Exhibitors who have shipped items must be in the exhibit hall to receive them at 12:30 pm.

Exhibitors arriving with their displays are asked to use the hotel loading dock (shipping and receiving) located at 1001 Hornby Street instead of the hotel lobby for unloading and loading your material. There is hotel staff, and a hand jack available to assist you. There is no charge for use of the hotel loading dock. The service elevators will take you directly up to the 3rd floor of the North Tower where the Grand Ballroom is located.

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 and attach a high resolution jpeg of your Logo to info@bcfunerals.com no later than March 1, 2012.

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. Prize draws will take place throughout the evening during the FSABC 100th anniversary gala event!

EVENT SPONSORSHIP

Put your company in the spotlight by participating as an Annual Conference Sponsor. Sponsorships are available at a wide range of levels!

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 in several ways

- √ Conference onsite program
- √ On signage
- √ On staging screens
- √ In announcements made from the podium
- √ In the Spring issues of the FSABC/CCABC newsletters and websites

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. This historical event and celebration is expected to draw a large crowd and we look forward to seeing you in April!

For all conference, sponsorship and exhibitor enquires please contact:
(800) 665-3899 or 250-592-3213
info@bcfunerals.com

HOTEL ACCOMMODATIONS

We are happy to confirm a special rate of \$169 per night (net, non-commissionable) for our conference delegates. In addition to this rate, there are a number of other room rates and configurations for you to choose from.

<u>Room Type</u>	<u>Single/Double Rate</u>	<u>Room Type</u>	<u>Single/Double Rate</u>
Run of House	\$169	Junior Suite	\$219
Deluxe Corner Room	\$209	One Bedroom Suite	\$289
Club Floor	\$224	Two Bedroom Suite	\$469
Family Suite	\$ 219		

All rooms are subject to 12% HST, plus 2% hotel tax and 1.5% DMF (destination management fee) and are subject to change without notice.

Cut-off Date: The "cut-off date" for reserving rooms is 5 pm PST on MARCH 15, 2012.

Hotel Direct: (604) 893-7120

Toll Free (Hotel): (800) 663-9255

Toll Free (Central Reservations): 800-325-3535

Email: reservations@wallcentre

EXHIBITOR APPLICATION DEADLINE

The deadline for exhibit applications is MARCH 1st. However, by sending in your exhibit application and payment early, you will be put to the top of the list when it comes time to assign booths so don't delay.

CONTACT US: If you have any questions please contact the FSABC Office at 1-800-665-3899 or send us an email at info@bcfunerals.com