

# Sponsorship & Exhibit Prospectus



## REQUIRED AGREEMENT FOR EXHIBITORS

### Badge Pick-up

Once full payment is received, table top exhibitors will receive 2 exhibition badges. A gold level sponsor will also receive one conference badge with full access to the conference. Badge pick up will occur during exhibition registration **June 1, 2017 between 17:00 and 19:00 or June 2, 2017 between 07:30 - 08:30**. No person will be admitted to the exhibition area without a badge.

### Installation of Exhibits

All exhibits may be installed **June 1, 2017 between 17:00 and 19:00**, or **June 2, 2017 between 06:30 and 07:30**.

### Dismantling of Exhibits

Exhibits are to be dismantled no later than **16:30 on June 3 2017**.

### Staffing of Exhibits

Exhibits must be operational for the duration of the Exhibit Hall hours (**June 2, 2017, from 07:30 to 16:00 and June 3, 2017, from 07:30 to 15:00**)

### Inclusions

Exhibit space rental **does** include electricity and wifi but **does not** include connection, labor, shipping or any other services. Please email: [conferencesponsors@bcnpa.org](mailto:conferencesponsors@bcnpa.org) and confirm if you require electricity or wifi.

### Exhibiting Operations

Exhibitors are expected to operate in a way that respects the rights of other exhibitors. General promotion, demonstration and distribution of literature/samples must take place at your assigned table top. Exhibit areas should be kept clean and in good order. No part of any exhibit, or related signs to be posted, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface them. The exhibitor is liable for damage from failure to observe these rules.

### Selling of Products or Services

Exhibitors may display products that they have manufactured. Exhibitors may not accept cash, checks or credit cards for merchandise in the Exhibition Hall; however, orders may be taken. Exhibitors electing to take orders must do so in a manner consistent with the professional nature of the exhibit.

### Giveaways, Contests, and Raffle Drawings

Giveaways should be associated with products or services of the exhibiting company.

### Sound Restrictions

No equipment or voice-reproducing machines can be operated in such a manner as to cause a disturbance to other exhibitors. Earphones should be provided, or such devices should be enclosed in a special soundproof booth. The conference organizers or members of the conference organizing committee reserve the right to determine when sound is interfering with another exhibit and must be discontinued.

### Photography and Videotaping

The taking of a photograph without obtaining expressed consent from the subject/person being photographed is strictly prohibited. Advertising with any form of photography or video without written consent to waive a persons right to privacy is strictly prohibited.

### Third-Party Representatives

Any agency representing a technical or professional exhibitor must submit their client's name, contact information, address, telephone & fax numbers, signature and title with application.

### Liability and Security

Exhibitors must make provisions for safeguarding their display and property at all times. The exhibitor is responsible for all liability, losses, claims, and damages relating to any injury, death, or damage to property (including the Exhibition Hall), however occurring, arising from the acts of the exhibitor, his or her employees, agents, licensees, or contractors. The exhibitor agrees to indemnify and hold harmless the British Columbia Nurse Practitioner Association (BCNPA) and the Vancouver Island Conference Centre from and against any and all liability, losses, claims, and damages that may arise from or be asserted in connection with the foregoing undertaking and responsibilities of the exhibitor.

### Cancellation of Annual Conference

Upon execution of the exhibitor application, it is mutually agreed that in the event of cancellation of the Annual Conference due to natural or manmade disaster including earthquake, fire, strikes, governmental regulations, terrorism, or causes that would prevent its scheduled opening or continuance, then and thereupon this agreement will be terminated and the BCNPA conference organizing committee shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and previous commitments.

### Terms and Conditions

As a condition for exhibiting, each exhibitor shall agree to observe all stated policies in this prospectus. The BCNPA reserves the right to refuse exhibit space to any applicant at its sole discretion.

To discuss sponsorship and exhibit opportunities contact [conferencesponsors@bcnpa.org](mailto:conferencesponsors@bcnpa.org)