

Walk In Clinics of BC

324, 101-1865 Dilworth Drive, Kelowna, BC, V1Y 9T1

**A Very Valuable Service Conference –
Friday, November 9th, 2018 - 8:30AM-4PM
Executive Hotel Vancouver Airport
7311 Westminster Highway, Richmond, BC
2018 Conference Registration Form**

Company Name: _____ Ph#: _____

Address: _____

City: _____ Prov. _____ Postal Code: _____

Attendee Name(s)*: (For Name Badges)

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Sponsorship Opportunities:

- Platinum Sponsorship \$7,500 (5 attendees) (Lunch time Marketing)
- Gold Sponsorship \$5,000 (4 attendees) (Breakfast Marketing)
- Silver Sponsorships \$3,500 (Two available, 3 attendees each) (Coffee Break Marketing)
- Bronze Sponsorships \$2,500 (Four available, 2 attendees each)
- Exhibitors \$1,475 (Before Sept 30 \$975) (Twelve available inside conference hall, 2 attendees each)
- Exhibitors \$975 (Before Sept 30 \$675) (6 available in foyers to conference hall, 1 attendee each)

Payment Info:

Cheque (payable to Walk-In Clinics of BC and mail to 101-1865 Dilworth Dr. Kelowna, BC Canada V1Y 9T1)

Credit Card

First Name: _____ Last Name: _____ Ph. #: _____

Visa/Mastercard #: _____ Expiry (mm/yy): _____ CVV: _____

Sponsorship (please specify option): _____

Exhibitor Table

Total Amount Due: \$ _____

Please email completed form to: info@bcwalkinclinicsconference.org. Send cheques to Walk-in Clinics of BC Association, 324, 101-1865 Dilworth Dr. Kelowna, BC Canada V1Y 9T1

Please Note: Exhibit locations will be assigned on a first-come, first served basis once payment is received. Exhibit location will be at the discretion of the Association unless otherwise agreed. Cancellations to exhibit space must be in writing, and will be accepted up to and including **Monday, October 1st, 2018**. in which case all monies paid by the Exhibitor will be refunded, less an administration fee of \$75 per exhibit space. Cancellations received after October 1st, 2018 and no-shows will be required to forfeit the full exhibit fee.

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SPONSOR/EXHIBITOR CHECKLIST (Please complete this list upon your registration confirmation)

- __ logo - three sizes for logo, (small, medium, large) max file size 20mb.
- __ 50 word descriptive of company.
- __ preferred location for exhibit table. (mark room layout)
- __ Copy for full page, half page or quarter page advert. (see attached program from last year.)
- __ Read through the exhibitor rules.

CONFERENCE INFORMATION:

Timeline:

- Sunday, September 30th, 2018
 - Early bird registration ends.
 - Last day for a full refund of exhibitor payment
- Monday, November 5th, 2018
 - Estimate of number of conference attendees
 - Hotel Reservations confirmed.
 - Trade product shipped. (Confirm final numbers B4 shipping)
 - Final program
- Thursday, November 8th,
 - 1 pm - Drop off conference supplies for attendees, pens, pads, lanyards, bags
 - 2pm to 4pm - Registered attendee packages will be assembled.
 - 6:30pm - Networking reception for registered attendees.
- Friday, November 9th, 2018
 - 6am - exhibitor booth set up
 - 7am - 8:30am Continental Breakfast & Registration
 - 10:10am First Coffee Break (20 minutes)
 - 11:45am - 12:45pm Exhibitor time
 - 2:15pm Coffee Break (20 minutes)
 - 4pm Passport to Prizes draw.
 - 4pm - 6pm Exhibitor take down. (Please do not dismantle before 4pm!)

Location: Main Conference Hall – The Grand Ballroom.

Parking: Complimentary parking is available. Please contact us for more details.

Meals: Sponsors and exhibitors are welcome to participate in all meals and breaks.

Wi-Fi: The conference has no-charge Wi-Fi. Passcodes for the Wi-Fi will be given when you check-in at the registration table the morning of the conference.

Banners/Wall Hangings: Banners and wall hangings are permitted as long as they do not damage the wall. Please use tape (or sticky putty) to hang anything on the walls. No tacks, pins or staples are to be used.

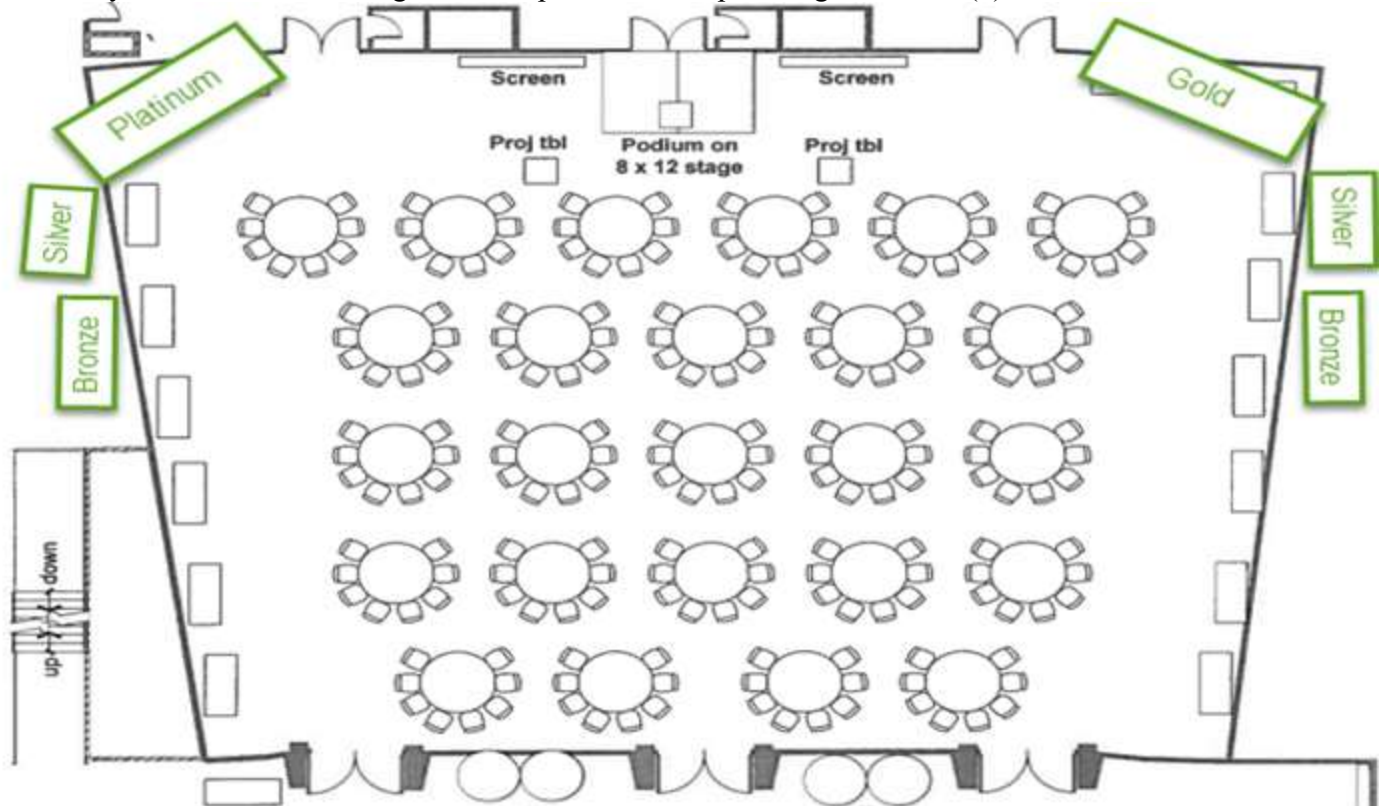
Power: Power will be available, however, it is recommended that you bring an extension cord.

Shipping: In the event Exhibitor will be shipping packages to Hotel, Exhibitor must notify Hotel at least one week in advance. All packages sent to Hotel should include the name of the Exhibitor, date of program and number of items. Shipment should arrive no earlier than (3) three days prior to event. Hotel accepts no responsibility or liability for

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the delivery, security or conditions of the packages. The shipment of (3) three boxes or less to the hotel is complimentary. There will be a charge of \$5.00 per box for shipments greater than (3) boxes.



CONFERENCE CONTACTS

Mike McLoughlin, Director (250) 317-4992

Kimmy Xiao, Hotel Catering Manager (604) 278-5555

HOTEL ACCOMODATION

This modern hotel is a 12-minute walk from Richmond-Bridge house Station, 1.7 km from the Lansdowne Centre mall and 5.9 km from Vancouver International Airport.

Each individual guest must make their own reservations by calling the following by October 20, 2018. They must identify themselves as members of the WALK IN CLINICS OF BC ASSOCIATION Group. All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card.

- Hotel Toll Free Line at 1-800-663-2878
- Locally at 604-278-5555
- Central Reservations at 1-888-388-3932

Hotel Reservation Cancellations made less than 24 hours prior to arrival date and no-shows will be charged one night room and tax to their credit card.

Transportation: There is an airporter to the hotel.

General Information: Check-in time: 3:00 p.m./Check-out time: 12:00 p.m. (noon).

Note: General Layout of Conference Hall. Hall is wider that last year so there will be more room for exhibit tables.