

48th Annual Elders Gathering (less 3 Covid years)

IS AUGUST 13 - 14, 2024

Theme: "WE ARE ONE"

Location: Vancouver Convention Centre, East Building, Ballrooms AB (Main Lobby)

DO NOT CALL: Please EMAIL all questions to: bcelders@telus.net

INFORMATION BOOTH APPLICATION FORM

CORP./GOV./COMPANY: _____

ADDRESS: _____

CONTACT NAME: _____

EMAIL: _____

CONTACT PERSON'S CELL: _____

The Info Booth Fee is: \$1,600 and does not include food. [Space - 10' x 10' with an 8' table & 2 chairs]

*There is a water station available in the Vendor Centre for everyone.

*There is a Food Court right across the street from the Vancouver Convention Centre.

*NOTICE: There is also a further option for info booths. If you would like your small pamphlet or brochure inserted into ALL 2000 of the Elders Registration Bags, we will do it for a fee of \$500 and the inserts must be shipped to the same address as this form in Campbell River by July 7th, 2024.

- All Vendors are advised to email bcelders@telus.net to make sure there are still booths available.
- The Information Booth Registration Fee is payable immediately with this form. **THE FORM MUST BE SENT WITH THE PAYMENT.** You are not registered with only the form in or with only the payment in - you must do both at once. **NO POSTDATED CHEQUES ALLOWED.**
- Method of payment – cheque or money order (no credit cards or Etransfers) – made payable to: **BC Elders Communication Center Society, 1415 Weiwaikum Rd. Campbell River, BC. V9W 5W9.**
- Your cancelled cheque or money order stub will be your proof of payment, no receipts will be issued. Though you are welcome to confirm your booth with us at bcelders@telus.net
- We were sold out in 2023. There were 32 info booths and 32 craft vendor booths.

SET-UP OF BOOTH SPACE AND OPEN HOURS OF BOOTHS

- MONDAY SET-UP 12:00 PM TO 5:00 PM, AUGUST 12, 2024. You must be done using the Receiving Dock by 5 pm (no exceptions) as we are paying a Security Guard for those hours only.
- Booths are to be set-up no later than 8:00 am Tuesday morning August 13, 2024 or it will be given away or resold at no refund to you, the original vendor.
- **The Vendor Centre will open for you at 7:30 am each day. NO earlier and locked tight at 8 pm.**
- TUESDAY OPEN 8:00 AM TO 8:00 PM.

- WEDNESDAY **OPEN** 8:00 AM TO 8:00 PM (everything must be out of your vendor space by 11 pm).

RULES and GUIDELINES:

***When you arrive at the VCC please check-in with Judy in the Vendor Centre.**

Do not go to the Elders Registration Tables in the lobby. Vendors do not get lanyards.

***The Vendor Centre is Open to the Public and there are lots of Cruise Ships and Tourists everywhere in and around the Vancouver Convention Centre.**

- Vendors are **required** to donate 2 items to the event which will be collected at the time of your **check-in** at the Vendor Centre, these items will be used to honour the 2024 King and Queen.
- The 2024 Elders Gathering Core Committee, BC Elders Communication Center Society's Board of Directors and workers and volunteers are not responsible for lost or stolen items or injuries.
- Vendors may **not** sell or serve food or drinks.
- **INFO And Craft Vendors CAN sell raffle tickets throughout the 2 days of the Gathering, but are not permitted to sell 50/50 tickets. RAFFLES ARE ENCOURAGED AS THE ELDERS LOVE THEM.**
- All Raffles must be brought to the stage in the Main Hall to be drawn on **AUGUST 14, 2024 at 5 pm.**
- No burning will be allowed in the booths as some elders have respiratory ailments.
- 1-8' table/2 chairs in a 10'x10' space. Due to fire regulations these tables must remain where they have been placed. And you may not switch booth spaces as they are all numbered and assigned.
- If you do not need your 8' table &/or chairs or need more chairs you **must** note this on your form.
- **Electrical outlets are available for a fee of \$150 and it must be added to your Vendor Rental Fee.**
- Notice of cancellation must be provided by June 28th, 2024 via bcelders@telus.net that you have us confirm receipt of. Any cancellations after this date will not be issued refunds no matter what.
- **Display racks and small additional tables may be used as long as they don't block other vendors and they stay inside your 10'x10' space.**
- **If you are interested in renting a 2nd info booth space just let us know and we'd be happy to.**

I have read and agree to all the above rules and guidelines:

Signature of Applicant

Date

**Please Mail completed Vendor Form with cheque or money order made payable to:
BC Elders Communication Center Society
1415 Weiwaikum Rd. Campbell River, BC, V9W 5W9**