

**DO NOT CALL WITH QUESTIONS EMAIL IS FASTER TO: [bcelders@telus.net](mailto:bcelders@telus.net)**

**49<sup>th</sup> Annual Elders Gathering - THEME: "MOVING FORWARD TOGETHER"**

**VENDOR CENTRE is open August 26-27, 2025 - 8 am to 8 pm (Vendor Set-up is 12 pm to 5 pm ONLY Aug. 25)**

**Location: Vancouver Convention Centre, East Building, BALLROOM AB in the MAIN LOBBY**

**YOU MUST MAIL THIS FORM (AND KEEP A COPY FOR YOURSELF) with Cheque/Money Order TO APPLY FOR A BOOTH. You will get booth confirmation back from our office via email.**

**MAKE PAYABLE TO:**

**BC Elders Communication Center Society, 1415 Weiwaikum Rd., Campbell River, BC, V9W 5W9**

**[NO Credit Cards AND NO E-transfers Allowed but our EFT info will be provided if requested]**

## **INFORMATION BOOTH APPLICATION FORM**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ON-SITE CELL: \_\_\_\_\_

Electrical Outlet(s) Needed? Include the cost with payment @ \$175 each. How many? \_\_\_\_\_

If Extra Chairs Are Needed, do you need 1 or 2 more? \_\_\_\_\_

**Info Booth Fees are: \$2,000 and they do not include food. [Space is 10' x 10' with an 8' table & 2 chairs]**

**\*There is a water station available in the Vendor Centre by the front door.**

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

- All Vendors are advised to email [bcelders@telus.net](mailto:bcelders@telus.net) to make sure there are still booths available.
- The Info 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.**
- If an INVOICE is required, please let us know.
- We were sold out of booths in 2024. And we were sold out of seats for the Elders Gathering itself at almost 2000 attendees.
- The Vendor Centre is open to the public, including the Cruise Ships docked right outside.
- There were dozens of vendors who didn't get booths last year. So, register and pay a.s.a.p. to secure your space.

## **SET-UP OF BOOTH SPACE AND OPEN HOURS OF BOOTHS**

- MONDAY SET-UP 12:00 PM TO 5:00 PM, AUGUST 25, 2025. 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 26, 2025 or your booth space will be divided between neighboring vendor for free with no refund to you.
- There will be no re-renting of booth spaces onsite by anyone. All Vendors must be approved by us long before the Elders Gathering takes place.
- **The Vendor Centre will open for you at 7:30 am each day. NO earlier and locked tight at 8 pm.**
- TUESDAY **OPEN For SALES** 8:00 AM TO 8:00 PM. **You can close earlier if you like, that's up to you.**
- WEDNESDAY **OPEN** 8:00 AM TO 8:00 PM (everything must be out of your vendor space by 10 pm).

## **RULES and GUIDELINES:**

**\*When you arrive at the VCC please check-in with Judy in the Vendor Centre, by the front door.**

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

\*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 2025 Elder King and Queen.

- **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 27, 2025 by 5 pm.** You are responsible for contacting the winner and shipping the prize if you don't connect with them at 5 pm.
- There is NO burning of any kind allowed in the Vendor Centre. Sage and other strong-smelling products must be packaged in vacuum sealed packaging so that its scent does not fill the space.
- 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.
- Notice of cancellation must be provided by July 14, 2025 via bcelders@telus.net **that you have us confirm receipt of.** Any cancellations after this date will not be issued a refund 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' x 10' space.**
- **Only 1 booth per vendor as we have double or triple the number of vendors than we booths.**

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

---

Signature of Applicant

---

Date