

DO NOT CALL WITH QUESTIONS EMAIL IS FASTER TO: bcelders@telus.net

51st Elders Gathering - THEME: "ELDERS REUNITED"

The UPSTAIRS HEALTH INFO CENTRE is open August 24-25, 2027, 8 am to 5 pm and closed 12 pm to 1 pm.

(Vendor Set-up is 12 pm to 5 pm ONLY Aug. 23rd)

Location: Vancouver Convention Centre, East Building,

Upstairs one floor on the Meeting Room Level (off the lobby shared with the Pan Pacific Hotel).

ALL VENDORS MUST NOW SCAN PAGES 1 & 4 TO bcelders@telus.net to register.

It is just too time-consuming chasing forms when people forget to send them with payments.

*****All Vendors MUST email bcelders@telus.net to make sure that there are still booths available. We have TRIPLE the amount interested on the contact list.**

WAITLIST: We sell out fast and then we start the waitlist. If you are on the waitlist and you are contacted, you will have 72 hours to reply then we go to the next name.

You may now pay again via Express Post through Canada Post BUT NOT REGULAR POSTAGE. Or via Courier your Cheque/Money Order

You may also pay via EFT which many of you are now set-up for.

NOTE: EFT'S ARE NOT WIRE TRANSFER. DO NOT PAY BY WIRE TRANSFERS AT THE BANK IT COSTS EXTRA

[WE DO NOT TAKE CREDIT CARDS OR DO E-TRANSFERS]

MAKE CHEQUES OR MONEY ORDERS PAYABLE TO:

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

HEALTH INFORMATION BOOTH APPLICATION FORM

ORGANIZATION: _____

ADDRESS: _____

CONTACT NAME: _____

CELL: _____ Email: _____

If you need an Electrical Outlet it Costs \$220, add to your payment. YES or NO **Circle one.**

2 Chairs Come with Your Booth. If you need extra chairs, please circle 1 2 or 3 more.

THE HEALTH INFORMATION BOOTH FEE is: \$2500 AND includes you having 1 page in the Info To-Go publication that is printed by us in black and white and handed out to all elders and support people at the event in their Registration Bags. 2300 to be printed.

The Info To-Go will be posted again on our website www.bcelders.com in colour in place of the Elders Voice October 1, 2027, issue for a full year and will be emailed out in colour to all contacts Oct. 01, 2027, as well.

The Info To-Go was very successful last year. A 1-page pdf 8.5" x 11" standard size page is needed by July 16, 2027, sent via email to bcelders@telus.net

Booth Space is 10' x 10' and includes 1 - 8' table & 2 chairs.

***Your Booth Rental does not include food.**

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

***There is a water station available in the Vendor Centre by the side door for Vendors and Shoppers.**

- **All Vendors MUST email bcelders@telus.net to make sure there are still booths available.**
- **Please request EFT Information for bank-to-bank payments and to request an Invoice if needed.**
- **THERE ARE NO CHILDREN UNDER 12 YEARS OLD ALLOWED IN THE VENDOR CENTRE.**
- **ONCE APPROVED: The Health Information Booth Fee is payable immediately with this form. THE FORM MUST BE SCANNED to bcelders@telus.net. You are not registered with only the form in or with only the payment in - you must do both at once. NO POSTDATED CHEQUES ARE ALLOWED.**
- **GOVERNMENT OFFICES WHO CANNOT PAY UNTIL THE NEW FISCAL YEAR NEED TO CONTACT US.**
- **You may now pay again via Express Post through Canada Post BUT NOT BY REGULAR POSTAGE. Or via Courier your Cheque/Money Order. You may also pay via EFT, which many of you are now set-up for. BUT DO NOT PAY BY WIRE TRANSFER.**
- **Your cancelled cheque/money order stub will be your proof of payment; no receipts will be sent.**
- **There are more booths requested each year than are available. So, CONTACT US then register and pay to secure your space asap.**

- You are permitted to share a booth space with one other, but both groups must be approved.
- There is an ATM across the street at the Food Court. There are none at the Venue.
- **WIFI IS NOT INCLUDED.**

IF YOU NEED WIFI IT MUST BE ARRANGED WITH THE VENUE AHEAD OF TIME. CONTACT OUR OFFICE IF YOU NEED THE WIFI INFORMATION.

***If you leave it until the last week before the event to request it you might not even get an answer back from our office because we are too busy.**

ALL VENDORS PLEASE NOTE: Sending your boxes of merchandise or info booth pamphlets, signs etc. via a courier in advance is not permitted. The Venue has limited space, and we are using all of it.

SET-UP OF BOOTH SPACE AND OPEN HOURS OF BOOTHS

- MONDAY SET-UP 12:00 PM TO 5:00 PM, AUGUST 23, 2027. You must be done using the Receiving Dock by 5 pm (**no exceptions**) as we are paying a Security Guard for those hours only. Elevators are there too.
- Booths are to be set up no later than 8:00 am Tuesday morning August 24, 2027, or your booth space will be divided between neighboring vendors 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.
- **The Health Info Centre will open for you at 7:45 am and 12:45 pm Tues. and Wed. NO earlier and locked tight at 5 pm.**
- TUESDAY **OPEN FROM** 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm.
- WEDNESDAY **OPEN FROM** 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm (everything must be out of your vendor space by 8 pm).

RULES and GUIDELINES:

***When you arrive at the VCC please check in with Deb in the Upstairs Check-in Station One Floor up to the Meeting Room Level to Rooms 19 & 20.**

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

***ALL Info Booths and Craft Vendors** are **required** to donate 2 items to the event to be collected at the time of your **check-in. Judy will come to you to collect the gifts,** which will all be used to honour this year's Elder King and Queen.

If the people working your info booth changes during the year it is the responsibility of the original signer of this application form to fill in the person/people taking over responsibility of your booth. We need to be notified of the change of name for the form but bringing people up to speed falls to you.

- **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 25, 2027, by 4:30 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 their scent does not fill the space.
- **1-8' table/2 chairs in a 10'x10' space. You may rearrange your table's placement, and add small tables, racks, or canopies but you must stay in your 10x10 space and you must not block your neighbouring booths.**
- You may not switch booth spaces as they are all numbered and assigned. There is only 1 booth allowed per vendor.
- Electrical outlets are available for a fee of \$220 & this must be added to your Vendor Rental Fee.
- Notice of cancellation must be provided by July 16, 2027, via **bcelders@telus.net** that you have us confirm receipt of in case your email doesn't go through. Any cancellations after this date will not be issued a refund no matter what. All funds raised throughout the year are to pay for the costs associated with the Elders Gathering so that we may provide a quality event for the ELDERS. **By the cut-off date the funds have been allocated.**
- **PLEASE KEEP THESE PAGES HANDY SO THE CALLS AND EMAILS STOP COMING IN ABOUT INFORMATION YOU ALREADY HAVE IN THESE PAGES, ESPECIALLY SO CLOSE TO THE EVENT DATE. IT IS NOT FAIR TO US HERE.**

The BC Elders Communication Center Society Board of Directors, and the Event Coordinators are not responsible for lost or stolen items.

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

Signature of Applicant

Date