



# IMPORTANT SPONSOR INFORMATION – please read and pass on to booth representatives

THERE ARE 3 PAGES TO THIS MESSAGE

Dear CSC Conference Exhibitor:

It is my pleasure to confirm your registration for the up coming CSC Conference in Kelowna, British Columbia, May 24 - 28, 2017. Your company name was listed as a sponsor based on the information provided on the completed sponsors registration form and appears on our official CSC Conference web site – click [HERE](#) for the link – **Please ensure your logo and link are correct on the conference site.**

NOTE: To be eligible for the complementary registration, the individual(s) must work for the company that is registered as a sponsor since the name badge will have that company name on it. **Please note that we will be unable to make changes to the delegate sponsors list at the conference;** should there be a change in representative, please advise the association office no later than 2 weeks prior to the conference date.

All registered sponsor “delegates” will have the opportunity to participate in all conference activities, including, technical sessions, luncheons, Fun Night, Presidents Ball, and all other scheduled activities. You will not be able to participate in the Companions program unless you are registered as a companion.

## PROMOTIONAL ITEMS

To take full advantage of your sponsorship, we ask that you provide promotional items for the delegate bags; this could include pens, rulers, mugs, golf balls, or any item that has your company name on it, and can be used by the delegates during and after the conference. Promotional material (excluding brochures or written material) is very popular with the delegates, so originality will make a lasting impression. All promotional material should be sent directly to the hotel using the attached shipping form.

## EXHIBIT SPACE – all spaces are pre-assigned

**Please note that conference exhibit space is limited; and we ask that you DO NOT EXCEED the allocated space for your level, Please measure your booth prior to the conference set up date to ensure it fits within the below dimensions:**

Diamond:	10 feet (Width)	10 feet (Depth)	(3 days) with electrical	MAX 8 feet height
Platinum:	8 feet (Width)	4 feet (Depth)	(3 days) with electrical	MAX 8 feet height
Gold:	8 feet (Width)	4 feet (Depth)	(3 days) with electrical	MAX 8 feet height

Silver: 8 or 6 Foot table with back-drop (Connections Café only) with electrical  
Bronze: 6 Foot Table top (Connections Café only) - no backdrops are permitted at this level above 5 feet from the floor – no electrical is provided at this level

## SET UP/DISMANTLE

Set up and dismantling times/dates are noted below.

## GENERAL INFORMATION

See conference website for schedule details [www.csc-dcc.ca](http://www.csc-dcc.ca)

You are not required to man your booth during technical sessions, however please keep an eye on your booth just in case. You will need to man your booth during the **Connections Café on Thursday May 25** from **5:30 - 9PM.**

We hope this experience will be beneficial for you and your company. There are many networking opportunities and key individuals in attendance. If you have any suggestions, or require assistance in any way, please let me know. We value your participation, and hope you enjoy yourself.

Regards,

Clifton A. Fiola, CAE  
Programs and Events Manager - CSC Conference Coordinator

↓ (see below) ↓

# Set-up and dismantle times for sponsor booths

Please see Clifton for the location of your space.

## Gold, Platinum, and Diamond Levels

Set-up time is between 12 Noon - 5PM Wednesday May 24, 2017, and/or Thursday from 8 AM – 12 Noon May 25.

Dismantle time is between 2PM – 3PM Saturday May 27, 2017 following the Awards Luncheon.

**Optional: You can dismantle your booth just prior to the Fun Night (4:30 – 5:30PM) Friday May 26 if you are not attending Saturday activities. Please advise Clifton if this is your choice.**

## Bronze, and Silver Levels (table top displays)

Set-up time between 3:00PM – 4:30PM to prepare for the Connections Café at 5:30PM Thursday May 25, 2017 \*\*\* **PLEASE BE READY TO SET UP SINCE YOU WILL HAVE A VERY LIMITED TIME TO DO SO.**

Dismantle time is following the “Connections Cafe” (around 9PM Same day)

\*\* Please send all material/booths using the attached form below

If you are providing delegate bag gifts (not printed material), please send your packages to the attention of:

**Clifton Fiola**, and mark “**PROMOTIONAL MATERIAL**” on it. (we will put the gifts in the delegate bags on your behalf)

### **IMPORTANT**

**DUE TO LIMITED STORAGE SPACE AT THE HOTEL, PLEASE SHIP YOUR BOOTHS OR PACKAGES (Boxes) ON or AFTER MAY 19, 2017.**

**IMPORTANT: When shipping your material to the hotel, we suggest that your WayBills for return shipments are filled out and brought with you. Please remember that the “shipped from” area needs to be filled out with the Delta Grand Okanagan Resort (a Marriott property) information for outgoing packages. All material must be picked up on Monday May 29 and is the responsibility of the shipper to ensure this.**

### **LIABILITY and DAMAGE TO PROPERTY**

*The Delta Grand Okanagan Resort and Convention Centre Hotel does not accept liability for any loss or damage to goods while being brought in or out of the facility, nor while on the premises. In all cases, the exhibitor will assume responsibility for damage, howsoever caused, to property, accidents and injuries to exhibitors or employees. No signs may be hung (nailed or otherwise attached) to walls, doors or ceiling.*

# Delta Hotels Grand Okanagan Resort

1310 Water Street

Kelowna, British Columbia V1Y 9P3 Canada

Toll free number 888-236-2427

Attention: Claudia Elston Conference Services Dept.	To be delivered to:  <b>Secure Storage</b>
Group Name:	CSC (Construction Specifications Canada National Conference)
Date of Conference:	May 24 to May 28, 2017
Group Contacts:	Ms. Claudia Elston – Delta Grand Okanagan Resort/Conference Centre  Mr. <b>Clifton Fiola</b> – CSC Conference Coordinator
Number of Packages / Boxes Shipped: (Example 1 of 2)	

Special Instructions: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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