**Warmest Greetings to Publishers and Exhibitors of Second Language Resources!**

The BCATML would like to invite you to attend our annual provincial conference. This is a wonderful opportunity for second language teachers throughout the province to get together and share ideas, attend workshops and peruse available resources.  We believe it is an excellent opportunity for you to display your products and services to an appreciative public.

This year’s conference **“Celebrating Languages!”** will be held on **Friday, October 24, 2014** at the Delta Burnaby Hotel and Conference Centre**.**We are expecting approximately 400 delegates this year. Please note, we have turned teachers away the last three years because we reached our capacity!

**COST:**
Exhibitor display tables are available at a cost of $350.00 per table, which includes a plated lunch for 1 person. Additional lunches are $50.00 per person. Please advise the number of tables you require as well as the total number of people manning them. We must notify catering of our total lunch numbers in advance. See the attached registration form for a listing of all available services & fees. [Click here](https://www.regonline.ca/bcatml_conference2014) to register online (<https://www.regonline.ca/bcatml_conference2014>) paying by credit card or cheque. Space is limited as only **25** exhibitor tables are available on a first-come first-served basis.  **We ask you to register online at your earliest convenience (the quickest method) or to mail the attached registration form along with your cheque/credit card information!**

**SET-UP:**
Displays must be set up by 7:30 am at the latest on Friday, October 24, 2014. Alternatively, displays may be setup after 7:00 pm Thursday Oct. 23 – **not before due to another event at the hotel.** We suggest that you consider providing enough copies of items for teachers to make their purchases while still leaving sufficient copies for your display.  Posters, maps, DVDs, music and activity books are popular items.  Your display must be dismantled by 5:00 pm on Oct. 24th.  Materials must be shipped to the Delta Burnaby Hotel and Conference Centre **between October 22-23rd** **only!** Their address is: 4331 Dominion Street, Burnaby, BC V5G 1C7.

**PLEASE NOTE**:  Boxes shipped to the hotel **MUST BE CLEARLY LABELLED** “**BCATML OCT 24 Publisher Display**”.  This will allow the hotel to easily locate all the exhibitor material the day of the conference, and facilitate with the timely set up of your display.

**ADVERTISING:**
Advertising for your company is available in our newsletter.  For the purchase price of a display table at the conference, we are pleased to offer you **a free ad** in both our pre-conference newsletter to our members in August, as well as our post conference newsletter in the late fall. Additionally, we will print your ad in the conference program for a fee of $50. Please allow room around your advertisement for a border and binding.

**COMPANY ADVERTISEMENT & LOGO:**

If you havea logo you would like included in our conference programat no charge, simply email a JPG, GIF or PDF attachment of your logo and it will be included in the program as well as on our website and registration pages. Please note the conference program will be printed in black and white however. Please email your advertisements and/or logos to Rome Lavrencic at **rlavrenc@sd40.bc.ca**.

**DELEGATE BAG DONATIONS:**

In order to further promote your company and support our conference, we would like to ask if you would be able to donate delegate bags for the delegates’ packages. Please include your contribution on the attached registration form. We expect to receive 400 delegates this year.

**PROMOTIONAL MATERIALS:**

Your company may insert additional promotional materials into delegate bags at a cost of $75. Materials must not exceed 8.5 x 11 inches in size, and **must arrive at the hotel by October 23rd** where they will be inserted. **Any late materials will not be inserted**. **Boxes and items must be clearly marked “BCATML OCT 24th STUFFING” on the outside of the packaging.**

**WINE & CHEESE EVENT:**

BCATML would be interested in working with you in promoting an exclusive wine & cheese event with your company and our members the night before the conference or the day of immediately after the conference. If you would be interested in sponsoring this event, please do not hesitate to contact Rome Lavrencic right away at rlavrenc@sd40.bc.ca.

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A registration form is attached to this package with specifications and prices. Please complete and email it at your earliest convenience along with your credit card information or cheque **payable to BCATML**. To guarantee your attendance quicker, you may register online by [clicking here](https://www.regonline.ca/bcatml_conference2014) or visiting: <https://www.regonline.ca/bcatml_conference2014>.  Please send your cheque and registration form to:

**Rome Lavrencic**

**c/o New Westminster Secondary School**

**835 8th Street**

**New Westminster, BC V3M 3S9**

For further information about BCATML’s Celebrating Languages conference, please visit our website at [http://www.bcatml.org](http://www.bcatml.org/)**.**

If you have any questions about your display, promotional materials or ads please contact Rome Lavrencicatrlavrenc@sd40.bc.ca**.**

We look forward to seeing you at this year’s conference!

With our sincerest thanks,

The BCATML Conference Committee

**Publisher’s and Exhibitor’s Registration form**

Please complete the registration form to attend BCATML’s Celebrating Languages 2014 Conference on Friday October 24, 2014 at the Delta Burnaby Hotel and Conference Centre.

**Registration is on a first-come first-served basis with a deadline of Friday August 29th, 2014**

|  |  |  |  |
| --- | --- | --- | --- |
| Company name: |  | Contact person: |  |
| Address: |  | Job title: |  |
| Phone & fax: |  | Email: |  |

1. Select the language resources your company provides and would be willing to display:

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 French | 🞏 German | 🞏 Italian | 🞏 Japanese |
| 🞏 Mandarin | 🞏 Punjabi | 🞏 Spanish | 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. I/We would like to purchase a publisher’s display table. The price includes a plated lunch for **one person** only.

🞏 Yes 🞏 No Quantity: \_\_\_\_ @**$350** each = **$**\_\_\_\_\_\_\_

1. I/We would like to purchase an additional plated lunch for an additional rep being sent.

🞏 Yes (**$50**) 🞏 No Name of additional rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I/We have dietary restrictions limiting us to a vegetarian lunch.

🞏 Yes 🞏No

1. I/We require the following services at the conference (select all that apply):

🞏 Electrical outlet 🞏 Internet 🞏 Phone service

1. I/We would like to have promotional materials inserted in to the delegate registration bags.

🞏 Yes (**$75**) 🞏 No

1. I/We would like to place an advertisement.

🞏 Newsletter (free with table purchase) 🞏 Newsletter (**$150**, if not purchasing a table)

🞏 Conference program (**$50**)

1. I/We are able to donate delegate bags for this year’s conference (approximately 400 bags)

🞏 Yes 🞏 No

1. I/We would be interested in hosting or co-hosting a wine & cheese event with BCATML.

🞏 Yes 🞏 No

The total cost for display table(s), promotional inserts and ads = **$**\_\_\_\_\_\_\_

**Register online with a credit card at** [**https://www.regonline.ca/bcatml\_conference2014**](https://www.regonline.ca/bcatml_conference2014)

Or, return the completed registration form to rlavrenc@sd40.bc.ca along with a cheque for the above amount **payable to BCATML** to: Rome Lavrencic, New Westminster Secondary School. 835 8th Street, New Westminster, BC V3M 3S9.