



May 1, 2008

Dear Valued Trade Show Exhibitor,

On behalf of the Board of Directors, members and staff of the PGA of British Columbia, I would like to take this opportunity to thank you very much for your attendance at our October 2007 Trade Show. The PGA of British Columbia very much appreciates your support of our show, and looks forward to your exhibiting at our Trade Show again this year.

The **2008 PGA of British Columbia Trade Show** will once again be held at the **Penticton Trade & Convention Centre, October 15 – 17, 2008**. Move-in days will be October 13 & 14, 2008. (Attached you will find the Official PGA of BC Trade Show registration forms.) Penticton is located in British Columbia's beautiful Okanagan Wine Valley and is a city that offers all of the amenities of larger urban centres, yet maintains its small town charm and friendliness. Only a short one-hour drive from Kelowna International Airport and centrally located in the province, Penticton has proven to be a popular and successful venue for the PGA of BC Trade Show over the past six years.

PGA of British Columbia Trade Show - Schedule of Events

Monday, October 13	Move-In	8am – 6pm
Tuesday, October 14	Move-In	8am – 6pm
Wednesday, October 15	Show opens	8am – 5pm
Wednesday, October 15	PGA of BC Awards Dinner	6:30pm
Thursday, October 16	Show opens	9pm – 5pm
Thursday, October 16	PGA of BC Member Meeting	4:30pm – 5:30pm
Thursday, October 16	"A Taste of the Okanagan"	5pm – 7pm
Friday, October 17	Show opens	9am – 1pm
Friday, October 17	Move-out	1pm – Midnight

EARLY-BIRD & CGIA REGISTRATION

Savings are available to exhibitors who register by **July 15th, 2008 – NO EXCPTIONS WILL BE MADE**. **CGIA MEMBERS WILL SUBMIT THEIR REGISTRATION & PAYMENT DIRECTLY TO THE PGA OF BC OFFICE**. To become a CGIA member please contact Keith Keindel at 416.289.1305 or cgiacgi@bellnet.ca.

REGISTER WITH THE PGA OF BC BY JULY 15TH

Please return the registration form and company profile form by **July 15th** in order to be included in the **2009 PGA of BC Directory & Dayplanner produced by Pacific Golf Magazine**.

EARLY SHIPPING TO THE PENTICTON TRADE & CONVENTION CENTRE

Please note that due to the annual Okanagan Wine Festival the weekend prior to our show, the Trade & Convention Centre cannot receive any shipments prior to **Monday, October 13th**. The address of the convention centre is:

- **Penticton Trade & Convention Centre, 273 Power Street, Penticton, BC, V2A 7K9.**
Phone: 250.490.2460.
- Early shipments may be arranged by contacting Reimer Express and/or Show In Motion. Reimer is able to store up to 30 days prior to the show free of charge at their Kelowna warehouse. Please contact Bill Rachar at 604.830.0057 or Bill.Rachar@Reimerexpress.com. Reimer shipping forms are available at www.pgabc.org.
- Show In Motion can also arrange advance storage of materials at either their Surrey or Osoyoos warehouses. Please contact Samantha Luymes at 250.495.5025 or samantha@showinmotion.com for details and pricing.

OFFICIAL SERVICE CONTRACTORS – SHOW IN MOTION

All booths will be draped, carpeted and include one table and two chairs for every 100 square feet of space. For additional booth requirements please contact Samantha Luymes at 250.495.5025 or samantha@showinmotion.com. Once registered you will be sent additional Show In Motion order forms. They will also be available online at www.showinmotion.com. The password is **"PGABC"**.

OFFICIAL FREIGHT FORWARDERS – PLEASE SPEAK DIRECTLY TO EITHER COMPANY FOR EXACT SHIPPING DETAILS & PRICING.

Reimer Express - www.reimerexpress.com - Please contact Bill Rachar at 604.830.0057 or Bill.Rachar@Reimerexpress.com . Reimer will be consolidating displays that are bound for the Alberta show so as to make tear down and shipment easier for our Exhibitors.

Show In Motion – www.showinmotion.com - Please contact Samantha Luymes at 250.495.5025 or samantha@showinmotion.com.

PGA OF BC ANNUAL AWARDS DINNER – NEW VENUE!

All exhibitors are invited to attend the Annual PGA of BC Awards Dinner on Wednesday, October 15th at the Penticton Trade & Convention Centre. Tickets are available by contacting the PGA of BC office. **Exhibitors who purchase 400 square feet of exhibit space or more will receive a pair of complimentary tickets to the Awards Dinner.**

“A TASTE OF THE OKANAGAN”

The PGA of BC is pleased to provide an evening of wine tasting with a sampling of Okanagan wineries. This event will take place Thursday evening from 5-7pm in the South Okanagan Events Centre.

MARKETING OPPORTUNITIES

Increase your awareness by exposing your company through one of the PGA of BC's various Marketing Opportunities available at the show. For more information on how your company's profile may be enhanced in front of the largest single annual gathering of golf industry buyers in BC, please contact Brian Butters, PGA of BC Executive Director, at brian@pgabc.org or 604.536.7878.

If you have any questions regarding the 2008 PGA of British Columbia Trade Show, please contact Tracey Lipp at 604.790.9048 or at tracey@pgabc.org. Questions may also be directed to any of the PGA of BC staff at 604.536.7878 or info@pgabc.org . Leading up to the show, be sure to visit www.pgabc.org for information on the 2008 Trade Show.

Many thanks again for your much appreciated support of the PGA of British Columbia Trade Show. Best wishes for a very successful 2008 season and we look forward to welcoming you to Penticton this October!

Regards,
Tracey Lipp
Trade Show Manager



2008 PGA OF BC BUYING SHOW EXHIBITOR REGISTRATION FORM

Penticton Trade & Convention Centre

Early Bird Registration & Payment Deadline: July 15th, 2008

Company Name: _____

Cell: _____

Show contact: _____

Email: _____

Phone/Ext.: _____

Fax: _____

2008 PGA OF BRITISH COLUMBIA BOOTH PRICING

- IN ORDER TO RECEIVE THE EARLY BIRD/CGIA PRICING BELOW, REGISTRATION & PAYMENT MUST BE RECEIVED AT THE PGA OF BC OFFICE BY JULY 15TH, 2008.
- CGIA MEMBERS WILL SUBMIT THEIR REGISTRATION & PAYMENT DIRECTLY TO THE PGA OF BC OFFICE.

EARLY BIRD/CGIA REGISTRATION PRIOR TO JULY 15TH

PGA of BC SPONSORS & CGIA MEMBERS	FIRST 10 X 10 booth	\$1400
	Each additional booth	\$ 700

NON-CGIA MEMBERS	FIRST 10 X 10 booth	\$1500
	Each additional booth	\$ 750

REGISTRATION AFTER JULY 15TH

PGA of BC SPONSORS & CGIA MEMBERS	FIRST 10 X 10 booth	\$1500
	Each additional booth	\$ 750

NON-CGIA MEMBERS	FIRST 10 X 10 booth	\$1600
	Each additional booth	\$ 800

NUMBER OF 10X10 BOOTHS REQUIRED	SUB-TOTAL	GST(5%)	TOTAL	BOOTH DIMENSIONS
_____	\$ _____	\$ _____	\$ _____	
Please consult Buying Show Rate Sheet found on our website: www.pgabc.org .				

Specific notes pertaining to booth description:

IF MORE SPACE IS REQUIRED – PLEASE FAX INFORMATION TO 604.536.7879.

Please circle or explain the following: HARD WALL/SOFT WALL

HEIGHT RESTRICTIONS IN PLACE FOR 2008 SHOW – PLEASE READ THE CONTRACT TERMS.

Please check here if you would like to receive a set of mailing labels for a pre-show mailing (Cost is \$42.00 including GST). **GST #12968 8716. Please add on cost to payment below.**

Payment \$ _____ Credit Card # _____ Expiry date _____

Cheque _____ Credit Card _____ Name on card _____ Signature _____
(Payable to PGA of BC)

**Please return this form with payment to the PGA of BC Office. Entries will be confirmed once payment has been received.
PGA of BC – 3540 Morgan Creek Way – Surrey, BC – V3S 0J7 – 604.536.7878 – Fax- 604.536.7879 – info@pgabc.org**

Cancellation Policy

Cancellations must be received 60 days in advance of the show (August 13th, 2008) to receive a full refund. Cancellations received after this date & prior to September 13th, 2008 will receive 50% of their registration fee. Cancellations received after September 13th, 2008 will forfeit their registration fee entirely.

I have read the above cancellation policy and the attached contract terms of the 2008 PGA of British Columbia Trade Show & hereby agree to the rules & regulations as set by the PGA of British Columbia.

Name

Signature

Date



2008 PGA OF BC BUYING SHOW EXHIBITOR REGISTRATION FORM

Penticton Trade & Convention Centre

Deadline for Directory & Dayplanner Information: July 15th, 2008

Please fill out the following information, which will be used in the 2009 PGA of BC Directory & Dayplanner.

Canadian Head Office

Company: _____	National Sales Manager: _____
Address: _____ _____	Email: _____
Phone: _____	Telephone/Extension: _____
Fax: _____	Toll Free Phone: _____
Website: _____	Toll Free Fax: _____
	Email: _____

British Columbia Office/Representatives

Company: _____	Phone: _____	Toll Free: _____	
Address: _____ _____	Fax: _____		
	Telephone/Extension: _____		
Website: _____	Email: _____		
BC Sales Representative:			
1. _____	Phone: _____	Cell: _____	Email: _____
2. _____	Phone: _____	Cell: _____	Email: _____
3. _____	Phone: _____	Cell: _____	Email: _____

LINES REPRESENTED

EXHIBITOR BADGES REQUESTED

PRODUCTS SOLD	
<input type="checkbox"/> Accessories – clothing <input type="checkbox"/> Accessories – golf equipment <input type="checkbox"/> Apparel, Men's <input type="checkbox"/> Apparel, Women's <input type="checkbox"/> Associations <input type="checkbox"/> Awards, Trophies and Tee Prizes <input type="checkbox"/> Bag Storage, Racks & Systems <input type="checkbox"/> Bags <input type="checkbox"/> Balls <input type="checkbox"/> Carts – Pulled or Motorized <input type="checkbox"/> Club Components <input type="checkbox"/> Clubs <input type="checkbox"/> Computer Systems & Software <input type="checkbox"/> Embroidery <input type="checkbox"/> Gifts/Prizes/Awards <input type="checkbox"/> Gloves <input type="checkbox"/> GPS Systems <input type="checkbox"/> Grips <input type="checkbox"/> Handicap Systems	<input type="checkbox"/> Hats, Caps & Visors <input type="checkbox"/> Headcovers <input type="checkbox"/> Maintenance & Repair Services <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Publications <input type="checkbox"/> Rainwear <input type="checkbox"/> Range Balls & Equipment <input type="checkbox"/> Scorecards & Printing Products <input type="checkbox"/> Score Boards/Scoring Systems <input type="checkbox"/> Shafts <input type="checkbox"/> Shoes <input type="checkbox"/> Sunglasses <input type="checkbox"/> Teaching & Training Aids <input type="checkbox"/> Tees <input type="checkbox"/> Tee, Course & Shop Signage <input type="checkbox"/> Travel Bags <input type="checkbox"/> Towels <input type="checkbox"/> Umbrellas <input type="checkbox"/> Video Systems
Please list other product categories if not listed above: _____	

2008 PGA of BC Trade Show – Contract Terms

CANCELLATION POLICY

Cancellations must be received 60 days in advance of the show (August 13th, 2008) to receive a full refund. Cancellations received after this date & prior to September 13th, 2008 will receive 50% of their registration fee. Cancellations received after September 13th, 2008 will forfeit their registration fee entirely.

RENTING SPACE

A space is considered sold once it has been paid for. Space is sold to an exhibitor at the discretion of the organizing committee alone. Due to the limited space available at the PTCC, if desired, the committee may change the layout or location of an exhibitor's space up to 15 days before the show. **Booth Assignments will not be released until the Association office has received payment in full. The PAYMENT DEADLINE for all exhibitors is AUGUST 15TH, 2008.** Failure to abide by the deadline will result in booth space being revoked. All booths are subject to approval by Show Management.

The exhibitors agree to use the rented space for their own purposes, to sell their goods or promote their services exclusively. The exhibitor may **NOT** share the assigned space in part or in whole with another company.

The exhibitor agrees to respect any contract, agreement, or collective agreement binding them to the PGA of BC and to the suppliers for the show. They also agree to obey the laws of different levels of government and those of the fire department. This regulation applies to the material to be sold and to the components of the exhibition booth.

BOOTH ALLOCATION

Booth space is allocated on the basis of several factors. It is of primary concern to the Association and show management that all exhibitors are pleased with their participation in the Trade Show. Sponsors of the Association events & programs receive first priority followed by Members of the CGIA, provided they have registered and paid by July 15th, 2008. Space is then allocated on the basis of several factors: past exhibitors of the PGA of BC Trade Show, when registration & payment is received, as well as the size and nature of the display. The Penticton Trade & Convention Centre has limited floor space & therefore the PGA of British Columbia will do its best to accommodate all exhibitors with their requests.

EXHIBITOR'S LIABILITY

The exhibitor is responsible for the merchandise presented at their booth and for insuring their goods with their insurance company. The PGA of British Columbia & the Penticton Trade & Convention Centre is in no way and at no time liable for losses or damage to the exhibitor's merchandise before, during or after the golf show.

Should the show be cancelled, the organizing committee cannot be held liable for losses or damage to the exhibitor's goods if this cancellation results from a natural disaster, an explosion, an act of terrorism, or any other cause beyond the committee's control.

The exhibitor is liable for damage and deterioration caused to the Penticton Trade & Convention Centre, the booth, and the merchandise and goods of the other exhibitors. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, etc. in such manner as to deface or destroy them. Likewise, no attachments may be made to the floors by nails, screws or any other device that would damage them.

The exhibitor agrees to behave respectfully toward the other exhibitors, the organizing committee and the suppliers for the golf show.

Neither the PGA of British Columbia, Penticton Trade & Convention Centre, Show In Motion, Reimer Express nor the City of Penticton are responsible for injury to exhibitors' employees, loss or damage that may occur to the exhibitors' property from any cause whatsoever, prior to, during or subsequent to the period of the Trade Show. The PGA of British Columbia, Penticton Trade & Convention Centre, Show In Motion, Reimer Express and the City of Penticton do not guarantee or insure exhibitors against loss for any reason. Exhibitors are reminded to verify that their company insurance includes extra-territorial coverage, theft, public liability and property damage insurance.

GENERAL RULES & SHOW INFORMATION

- The exhibitor agrees to abide by the regulations in force and any other regulation that the organizing committee may adopt before, during or after the golf show.
- The exhibitor agrees to respect the timetable in the show schedule. In return, the organizing committee agrees to provide access to the exhibition site as stipulated in the timetable.

SHOW HOURS

Move-In - Monday, October 13 th & Tuesday, October 14 ^h	8am – 6pm
Wednesday, October 15 th	8am – 5pm
Thursday, October 16 th	9am – 5pm
Friday, October 17 th	9am – 1pm

- The exhibitor must ensure the presence of at least one representative at his booth during business hours for the golf show.
- The exhibitor agrees to comply with the regulations respecting height of the walls used in his booth. The exhibition booth must appear in good condition on all sides and from top to bottom.
- During the set-up of the golf show, the exhibitor must ship their merchandise postage paid. No one is authorized to accept merchandise-requiring payment on delivery.

BADGES

Please remember that exhibitor badges are only for members of the exhibiting company's staff who are participating in the show. The organizing committee has the right to refuse or prohibit entry to the golf show should an exhibitor violate the regulations. Any such violation gives the organizing committee the right to terminate the contract and expel the exhibitor from the premises.

Absolutely **NO** guests will be allowed. All exhibitors must be pre-registered under the exhibiting company name (up to a maximum number of 8). Exhibitors not registered will be required to pay **\$60 plus GST per badge on-site**.

Badge identification must be worn at all times. **There are no exceptions to the badge policy as stated above.**

HEIGHT & SIGNAGE REGULATIONS

Please note the Height Regulations for the 2008 PGA of British Columbia Trade Show. **ALL WALLS IN YOUR BOOTH MAY NOT EXCEED 15 FEET**. Signage cannot be hung from the ceiling at the Penticton Trade & Convention Centre. All signage must be hung by employees of your exhibiting company. **Signage with your own logo/advertising cannot back onto or overhang another exhibitor's booth. Signage may not be placed on the walls of the Convention Centre. FAILURE TO ABIDE BY THE HEIGHT and/or SIGNAGE REGULATIONS WILL RESULT IN PORTIONS OF YOUR BOOTH BEING TAKEN DOWN TO ACCOMMODATE THE RULES.**

MOVE-IN

The move-in days are Monday, October 13th and Tuesday, October 14th. A schedule for exhibitor move-in traffic in and out is essential. A move-in requirements form will be sent to all exhibitors upon receipt of registration. From the information gathered a schedule will be developed in order to make the move in as smooth as possible. **EXHIBITORS MUST HAVE THEIR BOOTHS COMPLETELY SET UP & MERCHANDISED BY 6PM ON TUESDAY, OCTOBER 14TH. EXHIBITORS FAILING TO COMPLY WITH THIS WILL BE REQUIRED TO FINISH SETTING UP AT 7AM ON WEDNESDAY, OCTOBER 15TH BEFORE THE SHOW OPENS.**

MOVE-OUT

Move-out will not begin prior to 1:00pm on Friday, October 17th. The PGA of British Columbia has attempted to accommodate as many people as possible with this schedule and all exhibitors will be expected to abide by it. It is the responsibility of each exhibitor to arrange for the dismantling and removal of all display materials and equipment. Exhibitors failing to remove all display materials on October 17th before midnight will be charged for labour and disposal costs.

Exhibitors are responsible to pack all outgoing shipments to the point where they can be shipped. The Penticton Trade & Convention Centre and the PGA of BC are not responsible for loss or damages to any samples, displays, properties, or personal effects brought to the Penticton Trade & Convention Centre for the purposes of the function, except where Penticton Trade & Convention Centre is directly responsible.

Under no circumstances may an exhibitor begin dismantling their booth before the golf show has closed. Should an exhibitor violate this regulation, they will be banned from subsequent PGA of BC Buying Shows.

OFFICIAL SERVICE CONTRACTORS

Show in Motion has been contracted to handle all display requirements. Please contact **Samantha Luymes at 250.495.5025** or samantha@showinmotion.com. Show in Motion order forms will be sent out upon receipt of registration and may also be downloaded from their website: www.showinmotion.com. All forms must be received prior to the start of the show. Costs are higher if material is ordered on site.

CLEANING & JANITORIAL SERVICE

The Penticton Trade & Convention Centre will provide a nightly cleaning of all **common** areas. It is the responsibility of each exhibitor to arrange for cleaning of individual booths. Booth cleaning can be arranged through Show In Motion.

DRAYAGE & FORKLIFT SERVICE

A forklift will be available on-site on Monday and Tuesday. There will be forklifts at your disposal for move-out on Friday from 1:00 pm on.

INTERNET SERVICE ON-SITE (HIGH SPEED)

The Penticton Trade & Convention Centre is now capable of "WI FI" – High Speed ADSL wireless. Any exhibitor requiring High Speed ADSL, wireless or hard - please contact the Penticton Trade & Convention Centre and Kristine Witowski at 250.490.2466 or convevent@city.pent.bc.ca. The cost is \$40.00 plus GST (\$42.00) for the entire show.

OFFICIAL FREIGHT FORWARDERS

The PGA of BC is pleased to offer two companies to help service your shipping needs for this year's show.

Reimer Express – www.reimerexpress.com - Please contact Bill Rachar at 604.830.0057 or Bill.Rachar@Reimerexpress.com.

Show In Motion – www.showinmotion.com - Please contact Samantha Luymes at 250.495.5025 or samantha@showinmotion.com.

OFFICIAL CUSTOMS BROKERS

Exhibitors shipping goods from the United States should contact the Official Customs Broker for the 2008 PGA of BC Trade Show, Events on the Move at 1.877.355.1116. The contact person is Theresa Smith and she can be reached at 877.355.1116 or 604.647.0130. Her email is tsmith@eventsonthefirstmove.com. Customs and Excise Canada has been notified of the Trade Show and the appointment of Events on the Move as the official broker, which expedites the customs process.