

# 2026 BCGWA ANNUAL CONVENTION, TRADE SHOW, AND AGM

Coast Kamloops Hotel & Conference Centre

April 9 & 10, 2026 - Courses/Exams, Trade Show, Convention Sessions  
April 11, 2026 - Annual General Meeting



## 2026 EXHIBITOR INFORMATION PACKAGE

**Exhibitor Registration will be conducted online and OPEN at 9am on December 8, 2025!**

(You will be emailed directions on how to access the registration portal that same morning)

### STANDARD EXHIBITOR BOOTH

**\$750\***

Early Bird Rate

- ✓ 1x 10' wide by 8' deep booth
- ✓ 1x 6' skirted table
- ✓ 1x Full Delegate Registration\*\*
- ✓ 2x folding chairs
- ✓ Pipe and drape back and side walls
- ✓ Access to standard power outlet

### VIP PRIME PLACEMENT EXHIBITOR BOOTH

**\$1,500\***

Early Bird Rate

**In addition to all of the items noted within the Standard Exhibitor Booth, VIP Exhibitor Booths will also receive:**

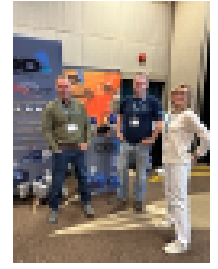
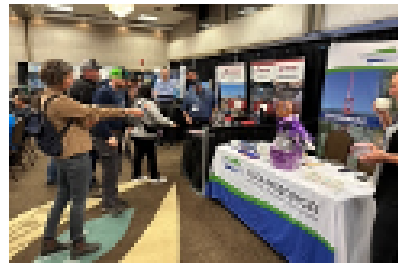
- ✓ Additional marketing placed towards sending Delegates and members of the general public to your booth by way of a **Trade Show Scavenger Hunt!**

VIP Exhibitors will be asked to provide 1x question to Convention Planning Staff. All questions will be placed onto a Scavenger Hunt sheet. Delegates etc will be required to ask you the question noted on the sheet pertaining to your company, in order to hear your response (ie **providing you with an engaged audience to hear your elevator pitch**)! After the Delegate hears your pitch, you can then provide them with a clue piece (provided to you by Event Planning Staff). Delegates will visit all VIP Exhibitors to gather all clues to solve the Scavenger Hunt and be eligible to enter to win exciting prizes!

- ✓ Logo with fellow VIP Exhibitor Sponsors on tent cards upon every dining table during breakfast/lunch period - promoting Scavenger Hunt
- ✓ Logo on one (1) 24" x 36" sign within Ballroom noting VIP Exhibitors and Scavenger Hunt details

\*PLUS GST. Early Bird rates end January 16, 2026. Standard booth rate becomes \$800\*.

\*\*Full Delegate Registration includes: Name tag on lanyard, daily buffet breakfast/coffee/buffet lunch, session access, trade show access, 1x Presidents' Gala dinner ticket.



## 2026 TRADE SHOW MOVE-IN / DISPLAY / MOVE-OUT HOURS:

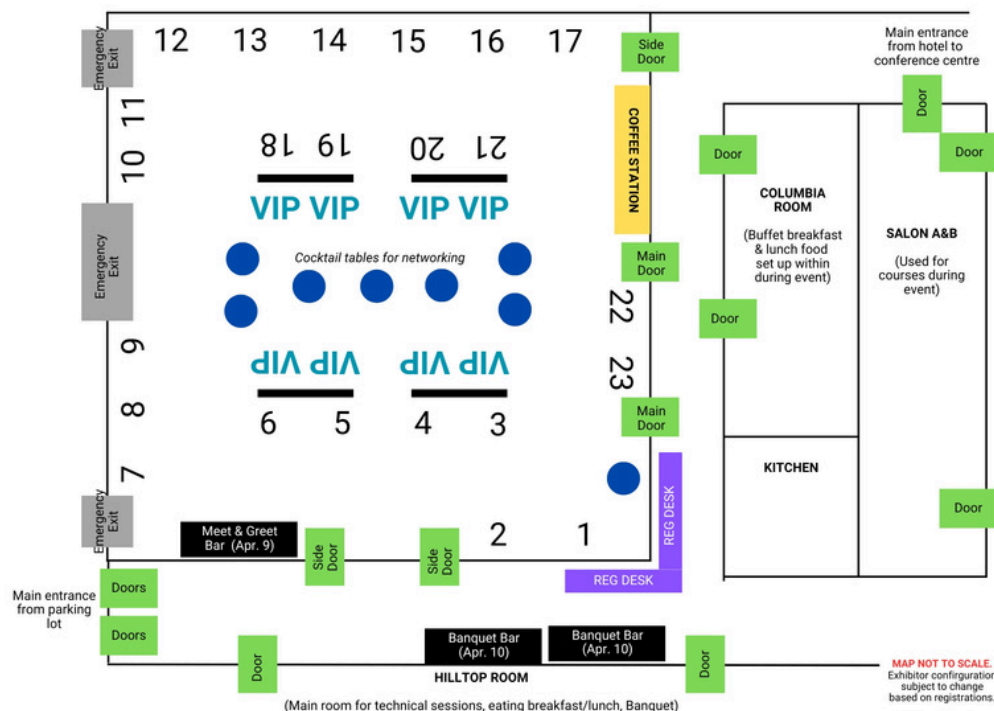
- **Move-In:** Thursday, April 9, 2026 (1:00pm to 4:00pm)
- **Display:** Thursday, April 9, 2026 (4:00pm to 8:00pm), Friday, April 10, 2026 (9:00am to 3:00pm)
- **Move-Out:** Friday, April 10, 2026 - 3:00pm to 6:00pm

## CANCELLATION POLICY:

Prior to and including March 6, 2026, any cancellation will be assessed a \$200 fee. There will be no refunds for cancelled registrations after March 6, 2026 unless The British Columbia Groundwater Association is forced to alter max capacity or cancel the event. The British Columbia Ground Water Association reserves the right to cancel the event on short notice due to causes beyond its control. If uncontrollable events occur, The British Columbia Ground Water reserves the right to cancel the event on short notice and will return exhibitor monies paid.

## FLOOR PLAN:

The 2026 event schedule will include a series of networking coffee breaks on Thursday and Friday, with a coffee station set up within the exhibitor room to promote Delegates viewing the trade show floor. Members of the general public will also be invited to visit the Trade Show on Friday, April 20, 2026 to interact with exhibitors. This room will be locked after the trade show closes on Thursday April 9, 2026 until it reopens on Friday, April 10, 2026.



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## **2026 BCGWA CONVENTION, TRADE SHOW, & AGM - EXHIBITOR TERMS OF AGREEMENT**

1. The Exhibitor agrees to abide by all rules and regulations adopted by The British Columbia Ground Water Association and The British Columbia Ground Water Association will have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.
2. The exhibitor agrees not to sublet or share the space(s) unless written authorization is provided by The British Columbia Ground Water Association.
3. The exhibitor agrees that no display will be dismantled, or goods removed during the entire run of the Show and the display will remain intact until the closing hour of the last day of the Show. Exhibitors who remove goods and/or dismantle display prior to the officially posted end of display time will lose their invitation to exhibit the following year.
4. The Exhibitor agrees to maintain qualified personnel in the display at all times during show hours. The British Columbia Ground Water Association will not assume any responsibility for losses or damages incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property, including acquiring business liability insurance if deemed necessary.
5. All additional equipment (other than the pipe and drape back and side walls, 1x 6' skirted table, 2x folding chairs, and access to standard electrical power) can be ordered and supplied at the exhibitor's expense through The British Columbia Ground Water Association's chosen contractor GK Sound.
6. The Exhibitor will hold The British Columbia Ground Water Association and the owners of the buildings and grounds harmless from any damage or liability arising from any injury or damage to said Exhibitor, his agents, servants or employees, or to the property of the said Exhibitor occurring in the buildings or grounds or the approaches and entrances thereto, except by negligence of The British Columbia Ground Water Association.
7. The Exhibitor will have the right to cancel his/her reservation for space up to March 14, 2025 in which case he/she will be charged a \$200 administration fee. Should the Exhibitor cancel his reservation space after March 14, 2025, no refunds will be issued and all funds will be forfeited. All cancellations must be confirmed to The British Columbia Ground Water Association in writing, and the effective date will be the date the notification is received. On notification of cancellation, The British Columbia Ground Water Association will be free to relet the space(s).
8. In the event the Exhibitor fails to comply in any respect with the terms of this agreement, all rights of the Exhibitor hereunder will cease and terminate. Any 2025 BCGWA ANNUAL CONVENTION, TRADE SHOW, and AGM April 9-11, 2026 Coast Kamloops Hotel & Conference Centre (1250 Rogers Way, Kamloops, BC) payment made by the Exhibitor on account hereof will be retained by The British Columbia Ground Water Association as liquidated damages for breach of this contract and The British Columbia Ground Water Association may thereupon re-let the space.

9. The British Columbia Ground Water Association reserves the right to reject or prohibit exhibits or exhibitors or to relocate exhibits or exhibitors when in The British Columbia Ground Water Association's opinion such moves are necessary to maintain the character and/or good order of the show. No monies will be returned to exhibitors under these conditions.
10. The Exhibitor's property will be placed on display and exhibited at his/her risk and The British Columbia Ground Water Association assumes no responsibility for loss and damage thereto. The Exhibitor will assume all responsibility for loss of damage to his property due to fire, theft, flood, lightning, earthquake, explosion, or any other cause beyond the control of The British Columbia Ground Water Association. The British Columbia Ground Water Association will ensure the Coast Kamloops Hotel & Conference Centre Ballroom doors will be locked each evening to ensure secure booth space areas during the non-show portions of the event.
11. Goods must not be shipped to arrive before the scheduled move in date and must have a company representative on-site to accept them or they will be turned away. The British Columbia Ground Water Association assumes no responsibility for loss or damage to goods before, during or after the Show.
12. The British Columbia Ground Water Association reserves the right to alter capacity numbers or cancel the event on short notice due causes beyond its control, including but not limited to: global pandemic, terrorism, acts of war, acts of god or similar acts; fire; flood; earthquake; natural disaster; stock market disruptions; quarantine restrictions or travel advisories. If any of the foregoing events occur, The British Columbia Ground Water Association reserves the right to cancel the event on short notice and will return exhibitor monies paid to The British Columbia Ground Water Association with the exception of withholding unrecoverable partial food and beverage fees of \$75CAD.

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## EXHIBITOR FREQUENTLY ASKED QUESTIONS

- **Can I ship show materials to the Coast Kamloops Hotel & Conference Centre prior to the show for storage?**
  - No. The Coast Kamloops Hotel and Conference Centre does not accept materials shipped on behalf of visiting trade show attendees as they do not have secured storage. All items must be brought with Exhibitor delegates or arranged to be shipped to site on the day of set-up where a member of your company will be on-site to meet the driver and accept the package(s).
- **Can I receive the attendee and exhibitor contact list post-show?**
  - No. Due to privacy laws, we may not distribute any names or contact data on show attendees. Should you wish to gain contact details for your own sales/database needs, please personally ask individuals visiting your booth if you may have their contact details.
- **How many exhibitor passes do I receive with my booth booking?**
  - Each Exhibitor Booth registration comes with one (1) complimentary Full Delegate pass.
- **Can I share my Full Delegate Pass?**
  - No. Passes are issued individually under the main Exhibitor Attendee's name noted within the Exhibitor booking form. Should a fellow staff member wish to attend the event, a Full Delegate pass must be purchased.
- **Can I register last-minute employees AT the event?**
  - Yes!
- **Where do I pick up our name badges?**
  - Name Badges will be available at the Registration Desk located outside the Ballroom.

**Should you have additional questions, please contact our contracted Convention Coordinator (Jen Barter) at [jen@bluesky-solutions.ca](mailto:jen@bluesky-solutions.ca) or 250.318.3007**



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## **BCGWA RESPECTFUL WORKPLACE POLICY:**

The British Columbia Groundwater Association is committed to creating a culture that promotes equality, collaboration, and inclusiveness. The following BCGWA Respectful Workplace policy governs all BCGWA events and our intent is that members will apply the same approach to their workplace. We believe that everyone attending our association functions has the right to do so in a respectful environment and this policy outlines expectations with regards to behaviour and professional conduct while attending an event organized by or on behalf of the BCGWA.

The BCGWA believes in creating a working environment free from bullying, harassment, victimisation, and unlawful discrimination; we believe in promoting dignity and respect for all and creating an environment where individual differences and the contributions of all members are recognized and valued.

All BCGWA members and guests must not exclude, expel, or discriminate against any other person or member because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or age.

All BCGWA members are responsible for conducting themselves in a respectful, polite, and considerate manner within the association and at association related functions with fellow employees, fellow association members, stakeholders, and members of the public. Your behaviour should exemplify the integrity of our organization. We believe this conduct should also apply to your activities outside the association.

Guidance to create this policy came in part from various provincial and federal legislation documents that all BC employees must follow, including:

- The BC Human Rights Code
- The Canadian Human Rights Act

Failure to abide by this policy will result in a measured response potentially including disciplinary action as seen fit by the BCGWA board of directors. Serious offenses could result in revocation of BCGWA membership and/or exclusion from future functions and events. As BCGWA members we should not merely meet the expectations set out in this policy but should seek to exceed them.