



GOVERNMENT OF  
BRITISH COLUMBIA

INTRODUCTION OF THE  
NEW EXECUTIVE COUNCIL

JUNE 7, 2013  
CANADA PLACE, VANCOUVER

PROGRAM

Welcome Remarks by  
ELDER MARY CHARLES, MUSQUEAM NATION

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Singing of *O Canada* by  
LISALEE CAMPBELL

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Remarks by  
THE HONOURABLE CHRISTY CLARK,  
PREMIER OF BRITISH COLUMBIA

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Introduction of the  
EXECUTIVE COUNCIL NOMINEES

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Interfaith Message



## MESSAGE FROM THE PREMIER

On behalf of your Executive Council nominees and Members-elect of the Legislative Assembly, thank you for joining us today. It is a privilege to serve the people of this great province.

Our focus will be to grow our economy, create jobs for British Columbians, and keep life affordable for families by controlling spending.

Our generation has a unique opportunity to build a strong economy, secure our future, chart a course to a debt-free B.C., and leave a lasting legacy for generations to come.

Sincerely,

Christy Clark  
Premier



BRITISH  
COLUMBIA

## Introduction of the Executive Council Nominees

Address: The Pointe and  
Vancouver Convention Centre East, Hall C  
999 Canada Place, Vancouver, BC

**Event Summary:** Announcement of the Executive Council Nominees

**Key Message:**

**Action/Visual:** Premier announces the intended Cabinet Ministers, takes 'family Photo,' speaks to media

**Venue Audience:** approx 1800 guests and media

**Larger Audience:**

**Podium:** Yes

**Dress:** Business

**Date:** Friday, June 7, 2013

**Time:** 2:00pm

Time	Event Itinerary – SCENARIO #1
1:00 – 1:30pm 1:00-1:15pm	Guest arrive to Vancouver Convention Centre East Executive Council nominees to Port Metro Vancouver Offices via North end of P1 of the parkade
1:45pm	Premier Christy Clark and Intended Executive Council are gathered in Port office. Boutonnieres are pinned on and everyone has been given their number indicating their seat and position on stage.
	Pre-brief is led by Marc-André Ouellette and Tara Zwaan Procession will be ordered in two columns behind Premier for camera walking shot.
1:45pm	Jazz band begins performing in event space. (Moscrop Secondary from Burnaby)
1:55pm	Set transition. Jazz band members reposition to their seats in the audience for the event. Their gear is removed from the stage.
2:00pm	MC (groundlevel, stage right) welcomes crowd and signals the event start by announcing the arrival of the Premier and Executive Council nominees.
2:01pm	Premier leads the Executive Council nominees in a procession to their assigned seats beside stage. (stage right)
2:03pm	MC invites Elder Mary Charles, Musqueam Nation to provide Welcome Remarks
2:04pm	Elder Mary Charles gives Welcome Remarks
2:07pm	MC thanks Mary and welcomes Lisalee Campbell to the stage
2:08pm	O Canada performed by Lisalee Campbell (11 years old from Clearwater, BC)
2:10pm	MC invites Premier Christy Clark to the stage
2:11pm	Premier Christy Clark gives Opening Remarks.
2:15pm	Premier introduces the Executive Council nominees, one by one.
	Executive Council Nominees are called to stage and stand in their designated spots flanking behind the Premier.

2:38pm	MC thanks the Premier and invites Msgr Gregory Smith to provide an Interfaith closing.
2:42pm	MC invites media to take Official Photo of the Premier and Executive Council. Note: the Official Photographer is Jeff Vinnick
2:45pm	MC thanks everyone for coming and invites guests to enjoy the reception. Note: the jazz band will return to the stage to perform again.
2:47pm	Premier and select Executive Council nominees proceed to 2 <sup>nd</sup> Floor Boardroom inside of Port Metro Vancouver's Office.
2:50pm	Media get set up for the availability on the 2 <sup>nd</sup> floor deck above the Port Metro Vancouver Offices. Note: when media are ready the Premier and select Executive Council nominees will be escorted to the deck
2:55pm	Premier and select Executive Council nominees speak to media (moderated by Ben Chin).
3:05pm	Media Availability concludes.
3:06pm	Premier returns to the reception to mingle with guests. Note: Premier will also stop by Hall C to visit guests.
3:30pm	Premier departs.

**Contacts:**

Tara Zwaan.....	604-833-7639
Marc-André Ouellette.....	S 17
Shane Droucker.....	S 22
John Sharpe.....	S 22

Pages 5 through 8 redacted for the following reasons:

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s 15 s 21

## Zwaan, Tara GCPE:EX

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**From:** Hsi, Mindy [Mindy.Hsi@portmetrovanancouver.com]  
**Sent:** Monday, June 3, 2013 5:38 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** Burton, Jeff  
**Subject:** Consent to use the north end of Canada Place from Port Metro Vancouver

Monday, June 3, 2013

**Attention: Ms. Tara Zwaan**

*Event Coordinator, Government Communications and Public Engagement  
Government of British Columbia*

Dear Ms. Zwaan,

Port Metro Vancouver is pleased to host the Government of British Columbia for an event on the afternoon of Friday, June 7, 2013.

Please consider this letter formal consent to use the facility as needed, at the North end of Canada Place, 'The Pointe'.

Do not hesitate to be in touch should you have any questions or concerns.

Regards,

Jeff Burton  
Manager, Real Estate  
(604) 665-9095

**Mindy Hsi**  
Property Assistant  
Real Estate



PORT METRO VANCOUVER  
100 The Pointe, 999 Canada Place  
Vancouver, BC Canada V6C 3T4  
direct: 604.665.9027 cell: 778.233.0761  
main: 604.665.9000 fax: 1.866.212.1686  
portmetrovanancouver.com | canadaplace.ca

*Port Metro Vancouver and Canada Place Corporation integrated on December 1, 2012.  
Canada Place, an inspiring national landmark, welcomes you to Canada's Pacific Gateway.*

Page 10 redacted for the following reason:

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S 22

## Zwaan, Tara GCPE:EX

**From:** Felker, Karen IGRS:EX  
**Sent:** Wednesday, June 5, 2013 11:43 AM  
**To:** S 22  
**Cc:** Ouellette, Marc-Andre IGRS:EX; Zwaan, Tara GCPE:EX; Lobmeier, Lucy S IGRS:EX; Chiarelli, Nina GCPE:EX  
**Subject:** RE: Lisalee  
**Importance:** High

Dear Lee and Alishia,

Further to your conversation with Tara Zwaan, this email is to confirm your attendance at the announcement of the next Executive Council on Friday, June 7th, 2013 in Vancouver at 2 p.m. Please check in at the Vancouver Convention Centre East, Hall C, 999 Canada Place, Vancouver by 1 p.m. Someone will be assigned to greet your family, show you to your seats, and escort Lisalee to the green room. We will confirm contact details for the staff liaison shortly.

The Government of British Columbia agrees to reimburse mileage at .52 cents/kilometre for travel from Clearwater to Vancouver, return in order for her to attend the event. Expenses for Lisalee only, will be reimbursed in accordance with the Ministry of Finance Travel Expense Guidelines. Please submit your mileage on the Travel Expense Claim Form, which can be found here: [Travel Expense Claim for Non-BC Government Employees](#) . It should be noted that any travel arrangements must use the most cost-effective and efficient method.

Below is a brief itinerary for the event to give you a better idea of what will be happening on Friday.

Time	Event Itinerary
1:00 pm	Lisalee Campbell arrives and proceeds to Hall C, Vancouver Convention Centre East. She will be met by a staff liaison (tbc) and taken to a green room.  The staff liaison will bring Lisalee to the event location in advance of her performance.
1:50pm	Jazz band begins performing. (Moscrop Secondary band)
2:00pm	MC welcomes crowd and signals event start by announcing FN blessing and national anthem.
2:01pm	FN blessing
2:04pm	O Canada (Lisalee Campbell)
2:06pm	MC announces arrival of Premier.
2:06pm	Premier and Executive Council enter. Premier proceeds to mic on stage, Executive Council into assigned seats beside stage.
2:08pm	Premier gives opening remarks.
2:12pm	Premier introduces the Executive Council
2:38pm	MC calls upon faith leader to provide an interfaith closing.



Should you have any questions or concerns, please do not hesitate to contact Tara, she can be reached in the office at 604.775.1604 or by cell at 604.833.7639.

Best regards,

/Karen.

**Karen Felker**

Manager|Honours Program |Office of Protocol  
Office Location | 548 Michigan Street | Victoria, BC V8V 1S2  
Phone 250.356.1139 Cell S 17 Fax 250.356.2814  
[karen.felker@gov.bc.ca](mailto:karen.felker@gov.bc.ca)  
<http://www.protocol.gov.bc.ca/>

## Zwaan, Tara GCPE:EX

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**From:** Zwaan, Tara GCPE:EX  
**Sent:** Thursday, June 6, 2013 7:14 PM  
**To:** 'Lebert Campbell'; Felker, Karen IGRS:EX  
**Cc:** Ouellette, Marc-Andre IGRS:EX; Lobmeier, Lucy S IGRS:EX; Carr, Helen IGRS:EX  
**Subject:** RE: lisalee

Hi Lee,

I wanted to get back to you regarding the staff person who will be assisting with Lisalee tomorrow. Her name is Helen Carr and her cell number is: [REDACTED] S 17 Please call her when you arrive at the Vancouver Convention Centre East. She will have a media release for you to sign for Lisalee.

My thanks again to Lisalee for performing for us tomorrow. I know that she will touch all the people in the audience with her amazing voice.

Please let me know if you have any questions.

Thanks,

Tara

604-833-7639

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**From:** Lebert Campbell [REDACTED] S 22  
**Sent:** Wednesday, June 5, 2013 1:06 PM  
**To:** Felker, Karen IGRS:EX  
**Cc:** Ouellette, Marc-Andre IGRS:EX; Zwaan, Tara GCPE:EX; Lobmeier, Lucy S IGRS:EX; Chiarelli, Nina GCPE:EX  
**Subject:** Re: lisalee

Hi Karen,

Thanks for the information.

Could you please send us the raw url for the [Travel Expense Claim for Non-BC Government Employees](#) as the link on this one doesn't work.

Tara also requested the names of our family, so from oldest to youngest - the Campbell family:

Lee (Dad)  
Alicia (Mom)

Children

[REDACTED]  
S 22

Lisalee (11 years old)

[REDACTED]  
S 22

Thanks. Much appreciated.

Lee and Alicia

On Wed, Jun 5, 2013 at 11:43 AM, Felker, Karen IGRS:EX <[Karen.Felker@gov.bc.ca](mailto:Karen.Felker@gov.bc.ca)> wrote:

Dear Lee and Alishia,

Further to your conversation with Tara Zwaan, this email is to confirm your attendance at the announcement of the next Executive Council on Friday, June 7th, 2013 in Vancouver at 2 p.m. Please check in at the Vancouver Convention Centre East, Hall C, 999 Canada Place, Vancouver by 1 p.m. Someone will be assigned to greet your family, show you to your seats, and escort Lisalee to the green room. We will confirm contact details for the staff liaison shortly.

The Government of British Columbia agrees to reimburse mileage at .52 cents/kilometre for travel from Clearwater to Vancouver, return in order for her to attend the event. Expenses for Lisalee only, will be reimbursed in accordance with the Ministry of Finance Travel Expense Guidelines. Please submit your mileage on the Travel Expense Claim Form, which can be found here: [Travel Expense Claim for Non-BC Government Employees](#) . It should be noted that any travel arrangements must use the most cost-effective and efficient method.

Below is a brief itinerary for the event to give you a better idea of what will be happening on Friday.

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2:01pm	FN blessing
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2:06pm	Premier and Executive Council enter. Premier proceeds to mic on stage, Executive Council into assigned seats beside stage.
2:08pm	Premier gives opening remarks.
2:12pm	Premier introduces the Executive Council
2:38pm	MC calls upon faith leader to provide an interfaith closing.

Should you have any questions or concerns, please do not hesitate to contact Tara, she can be reached in the office at 604.775.1604 or by cell at 604.833.7639.

Best regards,

/Karen.

**Karen Felker**

Manager|Honours Program |Office of Protocol  
Office Location | 548 Michigan Street | Victoria, BC V8V 1S2  
Phone 250.356.1139 Cell S 17 Fax 250.356.2814  
[karen.felker@gov.bc.ca](mailto:karen.felker@gov.bc.ca)  
<http://www.protocol.gov.bc.ca/>

## Zwaan, Tara GCPE:EX

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**From:** Zwaan, Tara GCPE:EX  
**Sent:** Thursday, June 6, 2013 9:37 PM  
**To:** 'Johnna Sparrow'  
**Subject:** RE: Invitation to Elder Mary Charles

Hi Johnna,  
I wanted to follow up on a few details for tomorrow.

Annette Jordan will be staff liaison for Mary tomorrow. Her cell number is: S 17  
She will greet her when she arrives and bring her to her seat and walk her through the event program.

There is one slight adjustment to the program I provided earlier in the week, which is that the Premier and the Executive Council nominees will enter the event space and take their seats prior to Mary giving her Welcome.

Please let me know if anyone will be with Mary tomorrow.  
Many thanks,  
Tara

**Tara Zwaan**  
*Event Coordinator*  
Government Communications and Public Engagement  
Tel: 604.775.1604 | Fax: 604.775.1688 | Cell: 604.833.7639  
BC Newsroom: <http://www.newsroom.gov.bc.ca/>  
Watch on our YouTube Channel: [ProvinceofBC](#)

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**From:** Johnna Sparrow [<mailto:johnna@musqueam.bc.ca>]  
**Sent:** Tuesday, June 4, 2013 1:56 PM  
**To:** Zwaan, Tara GCPE:EX  
**Subject:** RE: Invitation to Elder Mary Charles

Hi,

You can count on Mary. I am in a busy rush right now. Just wanted to give you an answer. I will call you tomorrow.

Johnna



**From:** Zwaan, Tara GCPE:EX [mailto:Tara.Zwaan@gov.bc.ca]  
**Sent:** Tuesday, June 04, 2013 12:38 PM  
**To:** Johnna Sparrow  
**Subject:** Invitation to Elder Mary Charles

Hi Johnna,

I left a voice message for you earlier today and wanted to send you an email in case that is a better way to reach you.

The Honourable Christy Clark, Premier of British Columbia will be announcing the next Executive Council of British Columbia in Vancouver on Friday June 7, 2013.

The Premier would be honoured if Elder Mary Charles would accept her invitation to provide a welcome at the beginning of the Program. If she agrees, the time allotted would be approximately 3 minutes. We would ask that she arrives at 1:30 p.m. at Hall C at the Vancouver Conference Centre (East), 999 Canada Place, Vancouver. The formal part of the event should be completed around 2:45 p.m. and will be followed by a reception in Hall C or at the Pointe (outside venue adjacent to Hall C).

1:30pm	Elder Mary Charles to arrive at registration desk (NB: a short walk from street address) More info to come if accepted.
2:00pm	MC welcomes crowd and signals event start by announcing FN blessing and national anthem.
2:01pm	FN Welcome
2:04pm	O Canada (Lisalee Campbell)
2:05pm	MC announces arrival of Premier.
2:06pm	Premier and Executive Council enter. Premier proceeds to mic on stage, Executive Council into assigned seats beside stage.
2:08pm	Premier gives opening remarks.
2:12pm	Premier introduces the Executive Council, one by one. New members called to stage and flank behind Premier.
2:38pm	MC calls upon religious leader to provide an interfaith closing.
2:41pm	MC provides final words and thanks everyone

Thank you for considering our request,  
Tara

**Tara Zwaan**  
*Event Coordinator*  
Government Communications and Public Engagement  
Tel: 604.775.1604 | Fax: 604.775.1688 | Cell: 604.833.7639  
BC Newsroom: <http://www.newsroom.gov.bc.ca/>  
Watch on our YouTube Channel: [ProvinceofBC](#)

## **Zwaan, Tara GCPE:EX**

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**From:** Chiarelli, Nina GCPE:EX  
**Sent:** Wednesday, June 5, 2013 10:12 AM  
**To:** 'Christine Lee'  
**Cc:** Zwaan, Tara GCPE:EX  
**Subject:** Signed Contract  
**Attachments:** 20130605095253.pdf; Even pages.pdf

Hello Christine,

Please find attached two docs (sorry, [REDACTED] S 22 and am rusty with the scanner/single sided) -- the even and odd pages of the contract, signed and initialed.

If you need anything else from me, please let me know.

Nina C.

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**From:** [Nina.Chiarelli@gov.bc.ca](mailto:Nina.Chiarelli@gov.bc.ca) [<mailto:Nina.Chiarelli@gov.bc.ca>]  
**Sent:** Wednesday, June 5, 2013 9:53 AM  
**To:** Chiarelli, Nina GCPE:EX  
**Subject:**





## License Agreement

Event/License #: 40313  
Account #: 00070477  
Contract #: 40313-01

### Province of BC "Confidential Event" Government Communications and Public Engagement

**Licensee:**

Nina Chiarelli  
Corporate Director, Strategic Issues  
Government Communications and Public  
Engagement  
617 Government Street  
Victoria, BC Canada  
Main: 604-250-356-6482  
E-Mail: nina.chiarelli@gov.bc.ca

**Event Manager:**

Christine C. Lee  
Main: 604-647-7308  
E-Mail: clee@vancouverconventioncentre.com

**F&B Manager:**

Sean T. Schnelder  
Main: 604-647-7241  
E-Mail: sschnelder@vancouverconventioncentre.com  
Fax: 604-647-7246

This License Agreement between B.C. Pavilion Corporation ("PavCo"), a corporation incorporated pursuant to the laws of the Province of British Columbia, of 1055 Canada Place, Vancouver, B.C. V6C 0C3, facsimile transmission ("Fax") number (604) 647-7232, and the "Licensee" named in Schedule A.

**WITNESSETH:**

**1) License**

In consideration of the License Fee to be paid by the Licensee to PavCo in the manner set out herein and the covenants and agreements contained herein, PavCo hereby grants to the Licensee a License to use those portions set forth in Schedule A (the "Premises") of the Vancouver Convention Centre (the "Centre") solely for the purpose of the "Event" described in Schedule A for the period of time set forth in Schedule A (the "License Period") upon the terms and conditions specified herein. Special terms and conditions, if any, are set forth in Schedule B. In the event of a conflict between the special terms and conditions contained in Schedule B and this License Agreement or any other attachments hereto, the special terms and conditions shall prevail forever.

**2) License Fee**

The Licensee shall pay to PavCo a fee (the "License Fee") for the granting of the License, together with any applicable taxes, by way of those deposits and payments set forth in Schedule A, which License Fee shall be the aggregate of:

- the "Basic Rent" being the Total Room Rental set forth in Schedule A;
- the "Service Charges" being PavCo's charges, calculated at PavCo's rates in effect at the time of the Event, for the services and staff provided by PavCo for the Event, whether such services and staff were required by PavCo or were requested by the Licensee. PavCo's estimate of the Service Charges, based on PavCo's and the Licensee's current determination of the requirements for the Event and on current rates, is set forth in Schedule A;
- the "Food & Beverage Charges" being all charges for food and beverage service provided to the Licensee at PavCo's rates in effect at the time of the Event;
- all other amounts payable by the Licensee pursuant to this License Agreement; and
- Interest, if any, calculated at 1.5% (one and a half percent) per month or portion thereof and compounded monthly, equivalent to 19.56% (nineteen point five six percent) per annum, on:
  - any deposits payable pursuant to this License Agreement that are not paid within 7 days from the due date as specified herein; and
  - any amounts owing to PavCo that are not paid within 30 days from the date of invoice therefor.

**3) Staff and Services**

- PavCo reserves the right to require that certain minimum staff and services are provided for the Event to maintain order, safety and operating standards at the Centre.
- PavCo has granted, and may grant, to third parties, rights to provide certain services and products at the Centre as official suppliers or sponsors and, therefore, PavCo reserves the right to require certain types of services or products for the Event to be obtained from PavCo or through PavCo's contracting system and to establish rules and policies in respect of such services or products. At the time of entering into this License Agreement, PavCo retains the exclusive right to provide and control throughout the Centre, and to retain all revenues from, the following services and products: i) food and beverage products and services, including concessions and catering and the sale of alcoholic as well as non-alcoholic beverages; ii) electrical services; iii) housekeeping; iv) mobile and lift equipment operators; v) move in/out security; vi) plumbing; vii) rigging; and viii) telecommunication, internet and related services. PavCo may establish additional exclusive services and products between the date hereof and the commencement of the Event, in which case PavCo shall notify the Licensee of the additional exclusive services and products and the Licensee shall utilise such exclusive services or products, unless the Licensee provides reasonable proof that, at the time of notification, the Licensee had already entered into a contract with a third party to provide such services or products for the Event.
- Any personnel, staff or services provided by the Licensee shall be the responsibility of the Licensee. The Licensee shall ensure that the engagement and the actions of any personnel who are the responsibility of the Licensee will not lead to any labour dispute or disruption involving such personnel or any other personnel engaged at the Centre. Any personnel which are the responsibility of the Licensee and whose conduct is disorderly, disruptive or objectionable to PavCo shall be promptly removed from the Centre by the Licensee upon PavCo's request without the Licensee having any claim or recourse against PavCo for any loss, costs, damages or expenses incurred or suffered by the Licensee by or as a result of the said removal.
- The Licensee shall provide PavCo with a list of all contractors it intends to use at the Centre. Except where the Licensee has received prior approval from PavCo, PavCo reserves the right to deny access to the Centre to any contractor (or the employees of any contractor) that is not in good standing with PavCo.





## License Agreement

Event/License #: 40313  
Account #: 00070477  
Contract #: 40313-01

### Province of BC "Confidential Event" Government Communications and Public Engagement

#### 7) Premises (continued)

- royalties, levied against it as a result of, or in connection with, the Event.
- e) That the Premises and the keys thereof shall at all times be under the charge and control of PavCo and all persons authorized by PavCo shall have the right from time to time to enter the Premises for any reasonable purpose and such entry shall be deemed not to be an interference with the Licensee and the Licensee's privileges granted by this License Agreement.
  - f) Not to use or permit the Premises to be used for any performance, exhibition, entertainment or any other purpose which is illegal or which, in the reasonable opinion of PavCo, is immoral, improper or may cause public disorder in or near the Premises.
  - g) PavCo reserves the right to eject from the Centre any person or persons who, in the reasonable opinion of PavCo, are conducting themselves in an objectionable, disorderly or disruptive manner and the Licensee hereby waives all claim for damages arising from the exercise of such right unless due to PavCo's negligence or wilful misconduct.
  - h) That in the event that the Premises are not vacated and delivered up by the Licensee at the conclusion of the License Period, the Licensee shall indemnify and save harmless PavCo from any loss, costs, damages or expenses incurred or suffered by PavCo as a result of such overholding and shall, in addition to the payments required by this indemnity, pay PavCo a further charge, based on PavCo's established rates at the time of the Event, for each additional hour or portion thereof that the Licensee or its employees or agents remain in possession of all or any part of the Premises.
  - i) That the Licensee and its duly authorized exhibitors shall have the right to sell their services and products, (subject to paragraph 7j)), only within the Premises and only to the attendees of the Event, except as may be otherwise expressly provided.
  - j) That, due to the exclusive food and beverage service described in paragraph 3b), the Licensee shall not sell, allow the sale of or otherwise dispense any food and beverage products and services in the Centre, except products and services supplied by PavCo or its exclusive supplier. Where food and beverage services and products are a key component or an integral part of the Event, the sale or dispensing of such services and products by a bona fide exhibitor shall be allowed provided such items are not intended for consumption within the Centre or are of a portion size that would reasonably be regarded as a sample only.
  - k) That, due to agreements that PavCo has entered and may enter into with third parties in respect of sponsorship and advertising at the Centre, PavCo shall have the exclusive rights to any and all forms of advertising (including without limitation, signs, posters and displays) throughout the Centre during the License Period and PavCo shall retain all revenue received therefrom. PavCo shall be entitled to display such advertising during the Event and the Licensee shall not in any way cover up or hide the whole or any part of such advertising. The Licensee may display advertising only within the rooms included in the Premises but shall not display or permit to be displayed any advertising outside of those rooms without PavCo's prior written approval.
  - l) That in addition to any other express provision of this License Agreement, the Licensee shall not cause or permit anything to be done whereby the Centre or any of PavCo's furnishings or fixtures are in any manner injured, marred or defaced; shall not drive or permit to be driven nails, hooks, tacks or screws into any part of the Centre or any of PavCo's furnishings or fixtures and shall not make or allow to be made any alterations of any kind therein.

#### 8) Miscellaneous

- a) If, after entering into this License Agreement, the Licensee's estimate of attendance at a function or component of the Event changes, PavCo reserves the right to provide, for such function or component of the Event, alternative space that is better suited to the Licensee's revised estimate of attendance.
- b) The Licensee shall not assign this License nor sub-license all or any part of the Premises without obtaining the prior written approval of PavCo.
- c) If any term, covenant or condition of this License Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this License Agreement, or application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and each term, covenant or condition of this License Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.
- d) The captions and headings in this License Agreement are for reference only and shall not affect the interpretation of any provisions of this License Agreement or of their intent.
- e) Time shall in every respect be of the essence of this License Agreement.
- f) This License Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the Licensee hereby attorns to the jurisdiction of the courts of the Province of British Columbia.
- g) This License Agreement may be executed in any number of counterparts, each of which, when delivered by hand, mail, Fax or electronic transmission, shall be deemed to be an original and all of which together shall constitute one and the same document.

In witness whereof the parties have executed this License Agreement on the 5 day of June, 2013

LICENSEE: Government Communications and Public  
Engagement

B.C. PAVILION CORPORATION

Per: Nina Chiarelli  
(Signature)  
Nina Chiarelli  
(Printed Name & Title) Corporate Director  
Issues Management  
OCPE

Per: \_\_\_\_\_  
(Signature)  
Chris Gowe  
Director of Sales



## License Agreement

Event/License #: 40313  
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### Province of BC "Confidential Event" Government Communications and Public Engagement

#### Schedule A

Friday, June 7, 2013

Start	End	Room	Function	Attendance
4:30	17:00	East Exhibit Hall C	Room Requirements - Theatre Style	0
8:00	17:00	10.00 EA	6' x 18" Table For print media. To be set along the West side of the room. 2 chairs per table.	\$0.00
		1.00 EA	Wired Internet Enhanced - 10 Mbps Service Dedicated connection for performing webcast	\$1,495.00
		1.00 EA	10 Meg upload	\$0.00
4:30	18:00	2.00 EA	100 Amp 120/208 Volt 3 Phase Outlet For AV and lighting. Production power must be disconnected by certified VCC electricians.	\$444.00
4:30	13:00	East Exhibit Hall C	Technical Move-In - Riggit, BC Event Manag	20
See production schedule in function folder.				
4:15	13:00	1.00 PRS	Security - Event Rover/Safety Zone To monitor move in and act as safety zone.	\$28.00
		1.00 \$	Rigging Services Quote	\$0.00
14:00	16:00	East Exhibit Hall C	Meeting	500
14:00	18:00	2.00 PRS	Housekeeping Patroller 1 X male patroller and 1 X female patroller to refresh bathrooms in delegate concourse.	\$24.00
14:45	17:00	East Exhibit Hall C	Reception	1,800
		67.00 DZ	Pan Seared Spicy Prawns Crostini Minimum 3 Dozen	\$44.00
		75.00 DZ	Bacon Wrapped Scallops Minimum 3 Dozen	\$40.00
		67.00 DZ	Bocconcini and Cherry Tomato Caprese Skewers (V) Minimum 3 Dozen	\$40.00
		67.00 DZ	Prosciutto and Asparagus with White Truffle Oil Minimum 3 Dozen	\$42.00
		75.00 DZ	Maple Smoked Sablefish Skewers Minimum 3 Dozen	\$44.00
		75.00 DZ	Yakitori Chicken Drumettes Minimum 3 Dozen	\$40.00
		75.00 DZ	Vegetable Samosas (vegetarian) Minimum 3 Dozen	\$40.00
		65.00 DZ	Prime Rib Burger Sliders Minimum 3 dozen	\$50.00
		15.00 DZ	Garden Vegetable Sliders Minimum 3 Dozen	\$42.00
		42.00 DZ	Assorted Naan Bread Pizza Points - Chicken, Veget Minimum 3 Dozen	\$38.00
		18.00 EA	Fresh Maki Sushi Kappa Maki, Salmon, Spicy Tuna and California Rolls Pickled Ginger, Wasabi and Soy Sauce, presented on Lacquered Trays (120 Pieces)	\$275.00



## License Agreement

Event/License #: 40313  
Account #: 00070477  
Contract #: 40313-01

### Province of BC "Confidential Event" Government Communications and Public Engagement

#### Schedule A

#### TAXES & SERVICE CHARGES

5.00% Goods & Services Tax - Electrical On	\$888.00	\$44.40
5.00% Goods & Services Tax - Food & Beverage On	\$53,300.31	\$2,665.02
5.00% Goods & Services Tax - Housekeeping On	\$192.00	\$9.60
5.00% Goods & Services Tax - Room Rental Sales On	\$230.00	\$11.50
5.00% Goods & Services Tax - Security On	\$357.00	\$17.85
5.00% Goods & Services Tax - Setup On	\$1,231.00	\$61.55
5.00% Goods & Services Tax - Technology Services On	\$1,495.00	\$74.75
17.00% F&B Service Charge On	\$45,043.00	\$7,657.31
7.00% Provincial Sales Tax - Technology Services On	\$1,495.00	\$104.65
Total Taxes and Service Charges:		\$10,646.63

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TOTAL ESTIMATED CHARGES AND TAXES (\$CDN)	\$60,682.63
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#### SUMMARY OF CHARGES BY DEPARTMENT

Space Rental Charges	\$230.00
Food & Beverage	\$45,643.00
Setup	\$1,231.00
Housekeeping	\$192.00
Security	\$357.00
Technology Services	\$1,495.00
Electrical Services	\$888.00
Tax - Rental	\$11.50
Tax - Setup	\$61.55
Tax - Housekeeping	\$9.60
Tax - Security	\$17.85
Tax - Technology Services	\$179.40
Tax - Electrical Services	\$44.40
Tax & Service Charge	\$10,322.33

Total Estimated Charges: \$60,682.63

#### SCHEDULE OF PAYMENTS

<u>Due Date</u>	<u>Amount</u>
July 08, 2013	\$60,682.63
100% Room Rental and F&B Due	
Please send payment to:	
Vancouver Convention Centre, 1055 Canada Place, Vancouver, B.C. V6C 0C3	



## License Agreement

Event/License #: 40313  
Account #: 00070477  
Contract #: 40313-01

### Province of BC "Confidential Event" Government Communications and Public Engagement

#### 3) Staff and Services (continued)

#### 4) Licensee's Indemnity

The Licensee covenants to indemnify and save harmless PavCo, its directors, officers, employees and agents from and against any and all liabilities, losses, claims, demands, costs and expenses whatsoever (including lawyers' fees and litigation expenses on a solicitor and own client basis, but excluding indirect, special, punitive or consequential loss or damage) to which PavCo, its directors, officers, employees or agents may become subject at any time either before or after the expiration or termination of this License Agreement as a result of the breach by the Licensee of any covenant, agreement, term or condition of this License Agreement or as a result of or in connection with the use and occupation of the Premises or the Centre by, or by reason of any act or omission of, the Licensee or its servants, agents, employees, licensees, invitees or attendees of the Event except to the extent that PavCo is liable or responsible under paragraph 5)a).

#### 6) Limitation of Liability

- a) PavCo shall not be liable or responsible for:
- i) any loss, damage or injury to any person or property in or around the Centre, unless due to its acts or omissions;
  - ii) any interference or inconvenience caused by damage to the Premises or the Centre or by failure or interruption in the supply of water, electricity, heat, light, air conditioning or any other facility or utility, unless due to PavCo's negligence or wilful misconduct. PavCo shall use reasonable diligence to restore any such services when they are interrupted. If any failure or interruption in the supply of such services is due to causes beyond the control of PavCo and are of such magnitude that the Event cannot effectively continue, the terms of paragraph 6)c) shall apply; and
  - iii) indirect, special, punitive or consequential loss or damage of any kind, whether or not it was advised of the possibility of such loss or damage.
- b) The Licensee acknowledges that from time to time construction or repairs may be undertaken by PavCo in the Centre, or by third parties beyond the control of PavCo in the vicinity of the Centre and accepts that there may be noise and other disturbances during the Event owing to such construction or repairs. PavCo on becoming aware of any construction or repairs that are likely to impact the Event, agrees to advise the Licensee of such construction or repairs and agrees to make commercially reasonable efforts to minimise the impact of such construction or repairs on the Event. If the noise or other disturbances adversely affect the Event, the Licensee and PavCo, both acting reasonably, shall negotiate a refund from PavCo to the Licensee, such refund not to exceed the aggregate of the Basic Rent, the Service Charges and Food and Beverage Charges for food and beverage not already consumed.

#### 6) Cancellation and Termination

- a) The Licensee covenants and agrees to give notice to PavCo of the cancellation of the Event or of the Licensee's intended use of the Premises immediately upon the necessity or desire for cancellation becoming known to the Licensee and upon such notice of cancellation:
- i) all rights granted to the Licensee pursuant to this License Agreement shall cease and PavCo shall be at liberty to enter and use the Premises during the License Period in such manner and for such purposes as it sees fit without liability or accountability to the Licensee in any respect whatsoever;
  - ii) all monies paid to PavCo by the Licensee on account of the License Fee shall be forfeited to PavCo; and
  - iii) the Licensee shall reimburse PavCo, on demand, for all additional costs, expenses and losses incurred by PavCo as a result of the cancellation provided that the Licensee's aggregate liability under this paragraph 6)a) shall not exceed the License Fee.
- b) In the event that the Licensee is in default of any material provision of this License Agreement and fails to correct or cure such default to the satisfaction of PavCo within a commercially reasonable time in accordance with written notice from PavCo, in addition to all other remedies that may be available to PavCo in law or in equity, PavCo shall have the right, at its sole option, to revoke the License and the Licensee shall pay to PavCo, on demand, the entire License Fee together with all additional costs, expenses and losses incurred by PavCo (as determined by PavCo, acting reasonably) as a result of the default by the Licensee and the subsequent revocation of the License by PavCo. Notwithstanding the foregoing, if the default involves public safety, immediate waste or damage to the Centre, time to cure the default shall not be required. In the event of any revocation of the License pursuant to this paragraph 6)b), the Licensee shall not have any direct or indirect right of action at law or in equity against PavCo for any loss or damage of any nature or kind whatsoever suffered by the Licensee as a result of such revocation.
- c) In the event that any riot, act of terrorism, war, governmental order or regulation or formal advisory, embargo, Act of God, direct or indirect labour disturbance including strike, lockout or slow down, loss of PavCo's entitlement to occupy the Premises, disruption to the Vancouver Airport or any cause beyond the reasonable control of the parties, makes it illegal or impossible to hold the Event or prevents more than 40% of the anticipated attendees from attending the Event, either party may revoke the License (or a portion thereof) by written notice to the other and no License Fee or other charges of any kind will be payable by the Licensee to PavCo for the portion of the Event which has been cancelled. In the event of any revocation of the License pursuant to this paragraph 6)c), neither party shall have any direct or indirect right of action at law or in equity against the other party for any loss or damage of any nature or kind whatsoever suffered as a result of such revocation.

#### 7) Premises

The Licensee covenants and agrees:

- a) To leave the Premises at the conclusion of the License Period in the same condition and state of repair as received by it, reasonable wear and tear excepted.
- b) To observe and comply with, and cause its servants, agents, employees, licensees, invitees and attendees of the Event to observe and comply with, all rules, regulations and orders established from time to time by PavCo.
- c) To observe and comply with, and cause its servants, agents, employees, licensees, invitees and attendees of the Event to observe and comply with, all provisions of law including without limitation federal and provincial legislative enactments, building by-laws and any other governmental regulations which relate to the use of the Premises and to observe and comply with all police, fire and health regulations imposed by any governmental authority or insurance underwriters.
- d) To procure at its own expense all licenses or permits which may be required to operate or conduct the Event and to pay all taxes, fees and





## License Agreement

Event/License #: 40313  
Account #: 00070477  
Contract #: 40313-01

### Province of BC "Confidential Event" Government Communications and Public Engagement

#### Schedule A

#### ROOM RENTAL CHARGES

<u>Space Booked</u>	<u>Room Usage</u>	<u>Times Booked</u>	<u>Rate per Day</u>
<b>Friday, June 7, 2013</b>			
East Exhibit Hall C & Show Office	East Exhibit Hall C & Show Office	0200 - 2400	\$9,180.00
East Meeting Room 6	East Meeting Room 6	0800 - 1800	\$ 230.00
Subtotal Room Rental:			\$9,410.00

#### DISCOUNTS / INCENTIVES

Rental Discount -\$9,180.00

#### FUNCTIONS

4:30	17:00	East Exhibit Hall C	Room Requirements - Theatre Style	0
7:00	17:00	500.00 PRS	Theatre Style Set facing South.	\$0.00 \$0.00
7:00	17:00	22.00 EA	Stage Deck (4' x 8') Main stage 16'D X 32' W X 32" H set along south wall (along airwall).	\$36.00 \$836.00
			Band stage 12' D X 16' W X 32" H set as per floor plan.	
		4.00 EA	Stage Deck (6' x 8') FOH Control. 24' X 6' 24"H.	\$39.50 \$158.00
7:00	17:00	500.00 EA	Chair	\$18.00 \$0.00
7:00	17:00	1.00 EA	Water Station	\$0.00 \$0.00
7:00	17:00	1.00 EA	8' x 30" Table	\$0.00 \$0.00
		20.00 PRS	Registration Style Set outside of the room at the entrance and dress with water service	\$0.00 \$0.00
		20.00 EA	Easel - 6"	\$13.00 \$0.00
		20.00 EA	Chair	\$18.00 \$0.00
8:00	17:00	1.00 EA	Setup Note Please set up ramp as per floor plan for wheelchair access.	\$0.00 \$0.00
8:00	17:00	10.00 EA	Stage Credit 10 complimentary stage decks. Additional will be \$38.00 per 4' X 8' stage deck and \$39.50 per 6' X 8' stage deck.	-\$39.50 -\$395.00
		16.00 EA	Stage Deck (4' x 8') Media Riser (Tiered): 32' W X 8' X 32"H 32' W X 8' X 48"H	\$39.50 \$632.00
8:00	17:00	26.00 EA	Chair	\$18.00 \$0.00
		6.00 EA	6' x 30" Table 3 x FOH 3 X Video Control Set 2 chairs per table.	\$0.00 \$0.00
		12.00 EA	6' x 30" Table 10 tables for registration and 2 tables for media.	\$0.00 \$0.00

Province of BC "Confidential Event"  
Government Communications and Public Engagement

## Schedule A

Friday, June 7, 2013

Start	End	Room	Function	Attendance
14:45	17:00	East Exhibit Hall C	Reception	1,800
		600.00 PRS	Canadian and International Cheese Board British Columbia Aged Cheddars, Emmenthaler, Brie, Okanagan Chevre and Quebecols Artisanal Cheeses served with Walnut Baguette, and Biscuits (2 oz portions)	\$11.00 \$6,600.00
		250.00 PRS	Fresh Vegetable Crudité with Herb Dip	\$5.00 \$1,250.00
		625.00 PRS	Platter of Sliced Fresh Fruit and Berries	\$6.00 \$3,750.00
		10.00 EA	Cash Bar - List	\$0.00 \$0.00
			\$8.25 - Featured Wines - per glass	
			\$8.25 - Domestic Beer - per can	
			\$8.75 - BC Microbrew Beer - per can	
			\$8.75 - Imported Beer - per can	
			\$8.21 - De-Alcoholized Beer	
			\$5.00 - Selected Fruit Juices	
			\$5.00 - Soft Drinks	
			\$5.00 - Sparkling Mineral Water	
			** Above prices are inclusive of all applicable taxes. No Service Charges are applicable. Should consumption at each bar be less than \$500.00 over a four hour period, an additional Bartender charge will apply of \$125 per bar.	
		300.00 PRS	Moja Organic Coffee and Tea / person Includes Decaffeinated Coffee Replenish and charge as necessary  (Minimum order for 10 guests)	\$4.75 \$1,425.00
		10.00 GAL	Non-Alcoholic Fruit Punch	\$85.00 \$850.00
14:00	18:00	5.00 PRS	Banquet Cashier Minimum 4 hours	\$30.00 \$600.00
		1.00 EA	Banquets Electrical Services Power required for 10 x 20 amp hot boxes to be located in Hall C servery	\$0.00 \$0.00
17:00	20:00	East Exhibit Hall C	Technical Move-out - BC Event Management	20
16:45	20:45	1.00 PRS	Security - Event Rover/Safety Zone Based on minimum 4 hour charge. To monitor move out and act as safety zone.	\$28.00 \$112.00



## License Agreement

Event/License #: 40313  
Account #: 00070477  
Contract #: 40313-01

### Province of BC "Confidential Event" Government Communications and Public Engagement

#### SCHEDULE A NOTES

##### Schedule A - Executive Events

The Vancouver Convention Centre reserves the right to assign or re-assign reasonable registration space in the public and pre-function areas (i.e., Lobby, Delegate Concourse, Foyers).

\* Room rental has been waived based on the agreement that this space will be used solely for a food and beverage function, and that a minimum food and beverage charge will be met. If any of this space is released or used for any other purpose than a food and beverage function, the full daily room rental rate will be charged.

If the event falls over a Canadian Statutory holiday, additional labour charges will apply to this day only.

##### Menu Planning & Guarantee

To assist with our planning, and allow us to offer our best services, we require that you provide your menu selection and an estimated number of guests thirty (30) days prior to each meal function. After this time, a maximum variance of twenty (20) percent will be allowed (up to 200 guests), or an attrition penalty may apply, calculated at 50% of the difference in value.

A minimum of three (3) business days' notice is required for any change requests to the food and beverage order, or the original quantities will be considered as guaranteed and billed in full accordingly. If the guaranteed number is increased after the above deadline, a menu surcharge may apply on the additional attendance, calculated at 15% of the original menu price. menu surcharge of \$3.00 per person will apply.

## Zwaan, Tara GCPE:EX

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**From:** Christine Lee [clee@vancouverconventioncentre.com]  
**Sent:** Wednesday, June 5, 2013 11:09 AM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** Sean Schneider  
**Subject:** Government of British Columbia Introduction of the Executive Council - Preliminary Event Resume  
**Attachments:** Event Resume -V1.pdf

Hi Tara,

Here is the preliminary event resume outlining the details of the event. Please kindly review and let us know what changes or additions need to be made by end of day as we will need to inform our staff members who are setting up.

I will have you sign off on the final version prior to the event.

I look forward to hearing back from you.

Warmest regards,

Christine



1055 Canada Place, Vancouver  
British Columbia, V6C 0C3, Canada  
[www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com)

**Christine Lee**  
Event Manager

[clee@vancouverconventioncentre.com](mailto:clee@vancouverconventioncentre.com)  
Direct line 604 647 7308  
Toll-free (North America) 866 785 8232  
Fax 604 647 7316

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## Event Resume

Event # 40313

**Government of British Columbia Introduction of the  
Executive Council  
June 7, 2013 - June 8, 2013**

Event Contact	Bill-to Contact
<b>Nina Chiarelli</b> Corporate Director, Strategic Issues Government Communications and Public Engagement 617 Government Street Victoria, BC Main 604-250-356-6482 E-Mail nina.chiarelli@gov.bc.ca	<b>Nina Chiarelli</b> Corporate Director, Strategic Issues Government Communications and Public Engagement 617 Government Street Victoria, BC Main 604-250-356-6482 E-Mail nina.chiarelli@gov.bc.ca

Client Services Team			
<b>Event Mgr:</b> Christine Lee	<b>Sales Mgr:</b> Christine Lee	<b>Catering Mgr:</b> Sean Schneider	
Phone: 604-647-7308	Phone: 604-647-7308	Phone: 604-647-7241	
E-Mail: clee@vancouverconventioncentre.com	E-Mail: clee@vancouverconventioncentre.com	E-Mail: sschneider@vancouverconventioncentre.com	

### Event Notes

#### Signing Authorities

Tara Zwaan, Event Coordinator Cell: 604.833.7639

#### Parking Information

##### EAST

Please note your event is booked at the Vancouver Convention Centre EAST and the address is 999 Canada Place, Vancouver. Parking is operated independently by VINCI Park in the East Building.

#### Facility Contact

Please dial 7299 from any House phone or 604.647.7299 from any cell phone to reach Guest Services.  
In case of emergency, please dial 7500 from any House phone.

### Manager on Duty Schedule

#### Friday, June 7, 2013

4:00	15:00	11.00 Hrs	MOD - Trevor Hamilton - East	
5:30	15:00	9.50 Hrs	MOD - Adam Hert - West	
14:00	19:30	5.50 Hrs	MOD - Jose Garcia - West	
14:00	0:30 **	10.50 Hrs	MOD - Martin Hemerik - East - until 0030H	** following day

#### Saturday, June 8, 2013

5:30	15:30	10.00 Hrs	MOD - Sarbjit Minhas - West	
6:30	16:30	10.00 Hrs	MOD - Trevor Hamilton - East	
14:30	0:30 **	10.00 Hrs	MOD - Jose Garcia - West - until 0030H	** following day
15:30	1:30 **	10.00 Hrs	MOD - Martin Hemerik - East - until 0130H	** following day

### Program-at-a-glance

#### Friday, June 7, 2013

4:30	13:00	Technical Move-in - Riggitt, BC Event Management & Proshow	East Exhibit Hall C
12:00	17:00	Band Green Room	East Meeting Room 6
12:00	15:00	School Bus Staging (TBD)	East Exhibit Hall B
13:00	13:45	Registration	East Exhibit Hall C Delegate Concourse
13:45	15:00	Meeting	East Exhibit Hall C
14:45	17:00	Reception	East Exhibit Hall C
17:00	20:00	Technical Move-out - BC Event Management & Proshow	East Exhibit Hall C

# Event Resume

June 5, 2013 10:54 am  
Event # 40313

## Government of British Columbia Introduction of the Executive Council

### Functions

Friday, June 7, 2013

Room	Start	End	Function	Attendance
East Exhibit Hall C	4:30	17:00	Room Requirements -Theatre Style	0
			<u>Rate</u>	<u>Charges</u>
<b>F&amp;B</b>				
04:30 - 17:00	Table Stand	12.0 EA		
	1 per registration table.			
<b>Setup</b>				
	Stage Deck (6' x 8')	4 EA	\$39.50	\$158.00
	FOH Control. 24' X 6' 24"H.			
04:30 - 17:00	Registration Style	28.0 PRS		
	Set outside of the room at the entrance and dress with water service. Dress with black tablecloths.			
	Easel - 6"	10 EA		
	Chair	28 EA		
04:30 - 17:00	Stage Deck (4' x 8')	16.0 EA	\$39.50	\$632.00
	Media Riser (Tiered):			
	32' W X 8' X 32"H			
	32' W X 8' X 48"H			
04:30 - 17:00	6' x 30" Table	6.0 EA		
	3 x FOH			
	3 X Video Control			
	Set 2 chairs per table.			
04:30 - 17:00	6' x 30" Table	14.0 EA		
	12 tables for registration to be angled slightly and 2 tables for media.			
07:00 - 17:00	Theatre Style	500.0 PRS		
	Set facing South.			
	Stage Deck (4' x 8')	22 EA	\$38.00	\$836.00
	Main stage 16'D X 32' W X 32" H set along south wall (along airwall).			
	Band stage 12' D X 16' W X 32" H set as per floor plan.			
	Chair	500 EA		
	Water Station	1 EA		
08:00 - 17:00	Setup Note	1.0 EA		
	Please set up ramp as per floor plan for wheelchair access.			
08:00 - 17:00	Stage Credit	10.0 EA	-\$39.50	-\$395.00
	10 complimentary stage decks. Additional will be \$38.00 per 4' X 8' stage deck and \$39.50 per 6' X 8' stage deck.			
08:00 - 17:00	Chair	26.0 EA		
08:00 - 17:00	6' x 18" Table	10.0 EA		
	For print media. To be set along the West side of the room. 2 chairs per table.			
<b>Technology</b>				
04:30 - 17:00	Wired Internet Enhanced - 10 Mbps Service	1.0 EA	\$1495.00	\$1495.00
	Dedicated connection for performing webcast			
	10 Meg upload			
<b>Electrical</b>				
04:30 - 18:00	100 Amp 120/208 Volt 3 Phase Outlet	2.0 EA	\$444.00	\$888.00
	For AV and lighting.			
	Production power must be disconnected by certified VCC electricians.			
		Subtotal:		\$3,614.00
East Exhibit Hall C	4:30	13:00	Technical Move-in - Riggitt, BC Event Management & Proshow	20

See production schedule in function folder.

# Event Resume

June 5, 2013 10:54 am  
Event # 40313

## Government of British Columbia Introduction of the Executive Council

Friday, June 7, 2013 (continued)

Room	Start	End	Function	Attendance
East Exhibit Hall C	4:30	13:00	Technical Move-in - Riggitt, BC Event Management & Proshow (con't.)	20
				<u>Rate</u> <u>Charges</u>
Security	04:15 - 13:00		Security - Event Rover/Safety Zone To monitor move in and act as safety zone.	1.0 PRS \$28.00 /Hr \$245.00
Rigging	04:30 - 13:00		Rigging Services Quote	1.0 \$
Subtotal:				\$245.00

East Exhibit Hall C	9:00	17:00	Room Requirements - Reception	0
				<u>Rate</u> <u>Charges</u>
F&B	09:00 - 17:00		Bar	10 EA
Setup	09:00 - 17:00		Single Bar (up to 100 pax)	10.0 EA
			8' x 30" Table	10 EA
	09:00 - 17:00		Cashier	5.0 EA
			60" Half Moon Table	5 EA
			Chair	5 EA
Electrical			1500W 120 Volt 15 Amps	5 EA
				For Cashier Moneris Machines location TBD

East Exhibit Hall B	12:00	15:00	School Bus Staging (TBD)	1
East Meeting Room 6	12:00	17:00	Band Green Room	15
East Meeting Room 6	12:00	17:00	Room Requirements -Band Green Room (TBC)	0
				<u>Rate</u> <u>Charges</u>
Setup	12:00 - 17:00		Water Station	1.0 EA
	12:00 - 17:00		Chair	20.0 EA
	12:00 - 17:00		66" Round Table	2.0 EA
	12:00 - 17:00		Stand-up Mirror	1.0 EA

East Exhibit Hall C	13:00	13:45	Registration	1,800
Delegate Concourse				
East Exhibit Hall C	13:45	15:00	Meeting	500
				<u>Rate</u> <u>Charges</u>
Housekeeping	13:45 - 18:00		Housekeeping Patroller 1 X male patroller and 1 X female patroller to refresh bathrooms in delegate concourse.	2.0 PRS \$24.00 /Hr \$204.00
East Exhibit Hall C	14:45	17:00	Reception	1,800
				<u>Rate</u> <u>Charges</u>
F&B	14:00 - 18:00		Banquet Cashier Minimum 4 hours	5.0 PRS \$30.00 /Hr \$600.00

## Event Resume

### Government of British Columbia Introduction of the Executive Council

Friday, June 7, 2013 (continued)

Room	Start	End	Function	Attendance
East Exhibit Hall C	14:45	17:00	Reception (con't.)	1,800
F&B				
14:45 - 17:00	Pan Seared Spicy Prawns Crostini	67.0 DZ	\$44.00	\$2948.00
	Minimum 3 Dozen			
14:45 - 17:00	Bacon Wrapped Scallops	75.0 DZ	\$40.00	\$3000.00
	Minimum 3 Dozen			
14:45 - 17:00	Bocconcini and Cherry Tomato Caprese Skewers (Veget)	67.0 DZ	\$40.00	\$2680.00
	Minimum 3 Dozen			
14:45 - 17:00	Prosciutto and Asparagus with White Truffle Oil	67.0 DZ	\$42.00	\$2814.00
	Minimum 3 Dozen			
14:45 - 17:00	Maple Smoked Sablefish Skewers	75.0 DZ	\$44.00	\$3300.00
	Minimum 3 Dozen			
14:45 - 17:00	Yakitori Chicken Drumettes	75.0 DZ	\$40.00	\$3000.00
	Minimum 3 Dozen			
14:45 - 17:00	Vegetable Samosas (vegetarian)	75.0 DZ	\$40.00	\$3000.00
	Minimum 3 Dozen			
14:45 - 17:00	Prime Rib Burger Sliders	65.0 DZ	\$50.00	\$3250.00
	Minimum 3 dozen			
14:45 - 17:00	Garden Vegetable Sliders	15.0 DZ	\$42.00	\$630.00
	Minimum 3 Dozen			
14:45 - 17:00	Assorted Naan Bread Pizza Points - Chicken, Vegetarian,	42.0 DZ	\$38.00	\$1596.00
	Minimum 3 Dozen			
14:45 - 17:00	Fresh Maki Sushi	18.0 EA	\$275.00	\$4950.00
	Kappa Maki, Salmon, Spicy Tuna and California Rolls			
	Pickled Ginger, Wasabi and Soy Sauce, presented on Lacquered Trays			
	(120 Pieces)			
14:45 - 17:00	Canadian and International Cheese Board	600.0 PRS	\$11.00	\$6600.00
	British Columbia Aged Cheddars, Emmenthaler,			
	Brie, Okanagan Chevre and Quebecois Artisanal Cheeses			
	served with Walnut Baguette, and Biscuits			
	(2 oz portions)			
14:45 - 17:00	Fresh Vegetable Crudit� with Herb Dip	250.0 PRS	\$5.00	\$1250.00
14:45 - 17:00	Platter of Sliced Fresh Fruit and Berries	625.0 PRS	\$6.00	\$3750.00
14:45 - 17:00	Cash Bar - List	10.0 EA		
	\$8.25 - Featured Wines - per glass			
	\$8.25 - Domestic Beer - per can			
	\$8.75 - BC Microbrew Beer - per can			
	\$8.75 - Imported Beer - per can			
	\$8.21 - De-Alcoholized Beer			
	\$5.00 - Selected Fruit Juices			
	\$5.00 - Soft Drinks			
	\$5.00 - Sparking Mineral Water			
	** Above prices are inclusive of all applicable taxes. No Service Charges are applicable.			
	Should consumption at each bar be less than \$500.00 over a four hour period, an additional			
	Bartender charge will apply of \$125 per bar.			
14:45 - 17:00	Moja Organic Coffee and Tea / person	300.0 PRS	\$4.75	\$1425.00
	Includes Decaffeinated Coffee			
	Replenish and charge as necessary			
	(Minimum order for 10 guests)			
14:45 - 17:00	Non-Alcoholic Fruit Punch	10.0 GAL	\$85.00	\$850.00
Electrical				
14:45 - 17:00	Banquets Electrical Services	1.0 EA		
	Power required for 10 x 20 amp hot boxes to be located in Hall C servery			
			Subtotal:	\$45,643.00

# Event Resume

June 5, 2013 10:54 am

Event # 40313

## Government of British Columbia Introduction of the Executive Council

Friday, June 7, 2013 (continued)

Room	Start	End	Function	Attendance
East Exhibit Hall C	17:00	20:00	Technical Move-out - BC Event Management & Proshow	20
				<u>Rate</u> <u>Charges</u>
Security	16:45 - 20:45		Security - Event Rover/Safety Zone Based on minimum 4 hour charge. To monitor move out and act as safety zone.	1.0 PRS \$28.00 /Hr \$112.00

Event Services Summary	Charges*
Food & Beverage	\$45,643.00
Setup	\$1,231.00
Housekeeping	\$204.00
Security	\$357.00
Technology Services	\$1,495.00
Electrical Services	\$888.00
F&B Service Charge	\$7,657.31
Goods & Services Tax - Electrical	\$44.40
Goods & Services Tax - Food & Beverage	\$2,665.02
Goods & Services Tax - Housekeeping	\$10.20
Goods & Services Tax - Security	\$17.85
Goods & Services Tax - Setup	\$61.55
Goods & Services Tax - Technology Services	\$74.75
Provincial Sales Tax - Technology Services	\$104.65
	<u>\$60,453.73</u>

\* Excluding charges and taxes on Space Rental

### Policy Notes

#### Food & Beverage

To assist with our planning and allow us to offer our best services, we require that you provide your menu selection and an estimated number of guests thirty (30) days prior to each meal function. After this time, a maximum variance of twenty (20) percent will be allowed (up to 200 guests), or an attrition penalty may apply, calculated at 50% of the difference in value.

Food and beverage prices are subject to 17% service charge and 5% GST. Alcohol is subject to 17% service charge, 10% PST and 5% GST. A labour charge of \$100.00 applies to all meal functions with 20 guests or less. For any meal function on a Canadian Statutory Holiday, a menu surcharge of \$3.00 per person will apply.

A minimum of three (3) business days notice is required for any change requests to the food and beverage order, or the original quantities will be considered as guaranteed and billed in full accordingly. Actual attendance will be billed if it is higher than the original guaranteed number, provided that the additional meals have been served.

If the guaranteed number is increased after the above deadline, a menu surcharge may apply on the additional attendance, calculated at 15% of the original menu price. Any new orders received within 3 business days may also be subject to 15% surcharge of the original menu price, assuming that the Food and Beverage department is able to accommodate the request.

We will accommodate special dietary request pertaining to allergies or cultural restrictions given advance notification at the time of your guarantee. Should the total request for alternative meals (including vegetarian) exceed 5%, a surcharge of \$20.00 per meal in addition to the menu price may apply. We respectfully decline requests based on dietary preference only. We will make every effort to accommodate onsite requests for alternative meals, however a surcharge of \$20.00 per meal in addition to the menu price will apply for each meal served.

**Government of British Columbia Introduction of the Executive Council**

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The Vancouver Convention Centre retains the exclusive right to provide, control and retain all food and beverage services for any event held at the Convention Centre, including catering and concession services, sale of alcoholic as well as non-alcoholic beverages; and to retain any revenues from these sales. It is not permissible for any food and beverage to be purchased or brought in from off-site and served in the facility, regardless of quantity.

**Green Practices**

Vancouver Convention Centre's commitment to a green operation is based on the three fundamental principles of recycle, reduce, and reuse leading to zero waste. The program is facility wide and includes both front-of-house and back-of-house operations. Recycling bins are placed throughout the facility that encourage Clients, Delegates, and Visitors to recycle all materials including organics, paper products, plastics and metals. Vancouver Convention Centre also works closely with the recycling community to properly dispose of light bulbs, batteries, construction materials, and electronic equipment.

**Non-Smoking**

The Vancouver Convention Centre is a non-smoking Facility. Smoking is prohibited in both indoor and outdoor spaces including areas within 7.5 meters of any door, window, or air intake.

Client Signature \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\* END OF REPORT \*\*\*\*\*



## Zwaan, Tara GCPE:EX

---

**From:** Sean Schneider [SSchneider@vancouverconventioncentre.com]  
**Sent:** Friday, May 31, 2013 1:54 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** Christine Lee  
**Subject:** Revised Reception Menu  
**Attachments:** Confidential Reception June 7 2013 Revised.docx

Hi Tara,

Attached is the revised menu showing the addition of coffee, tea and non-alcoholic fruit punch.  
The price is based on 1800 guests at \$25 per person the price would remain the same based on the final guest count you supply us with early next week.

Let me know if you have any questions.

Also can you please confirm the timing for the reception at 2:30 pm – 4:00pm.

Best Regards,

Sean



1055 Canada Place, Vancouver  
British Columbia, V6C 0C3, Canada  
[www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com)

Please consider the environment  
before printing this email.

---

**Sean Schneider**

Catering Coordinator

[sschneider@vancouverconventioncentre.com](mailto:sschneider@vancouverconventioncentre.com)  
Direct line 604 647 7241  
Toll-free (North America) 866 785 8232  
Fax 604 647 7246

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## Confidential Reception

June 7, 2013

(revised)

Maki sushi selection 18 units x 120 pc @ \$275.00	\$4,950.00 - Station
Cheese platter 600 portions @ \$11.00	\$6,600.00 - Station
Fruit platter 625 portions @ \$6.00	\$3,750.00 - Station
Veg crudités 250 portions @ \$5.00	\$1,250.00 - Station
Spicy prawn crostini 67 doz @ \$44.00	\$2,948.00
Prosciutto asparagus 67 doz @ \$42.00	\$2,814.00
Bocconcini Caprese skewers 67 doz @ \$40.00	\$2,680.00
Maple-smoked sablefish skewer 75 doz @ \$44.00	\$3,300.00
<hr/>	
Bacon-wrapped scallops 75 doz @ \$40.00	\$3,000.00
Vegetable samosa 75 doz @ \$40.00	\$3,000.00
Assort naan bread pizza points 42 doz @ \$38.00 (chicken, vegetarian, pepperoni /mushroom)	\$1,596.00
Yakitori chicken drumettes 75 doz @ \$40.00	\$3,000.00
Prime rib beef sliders 65 doz @ \$50.00	\$3,250.00
Garden veg sliders 15 doz @ \$42.00	\$630.00
<hr/>	
Food Total	\$42,768.00
Coffee, Tea and Punch Total	\$2,275.00
Grand Total Based on 1800 guests @ \$25 per person	\$ 45,043.00
(These prices are before tax and service charge)	



## Zwaan, Tara GCPE:EX

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**From:** Shane Droucker [shane@bceventmanagement.com]  
**Sent:** Friday, June 7, 2013 11:27 AM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** David Clark  
**Subject:** Drape order

As discussed,  
Drape cost approx \$5k  
Most of our crew are on another call so we are calling in a whole additional crew for the setup of the drape.  
Drape will arrive by noon, I will have it set by 1:30 latest.

Sent from my mobile office,

Regards,  
Shane Droucker - Director of Production  
BC Event Management  
Office: 604-696-1234  
Direct: 778-737-3626  
Mobile: 778-222-7800  
[shane@bceventmanagement.com](mailto:shane@bceventmanagement.com)  
[www.bceventmanagement.com](http://www.bceventmanagement.com)

P Please consider the environment before printing this email

---

## Zwaan, Tara GCPE:EX

---

**From:** Shane Droucker [shane@bceventmanagement.com]  
**Sent:** Thursday, June 6, 2013 12:54 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** David Clark  
**Subject:** Revised Scope  
**Attachments:** BCEM Services V3.pdf

Hi Tara,  
As discussed please find our revised scope of work attached.

--

Regards,

Shane Droucker - Director of Production

BC Event Management

Office: 604-696-1234

Direct: 778-737-3626

Mobile: 778-222-7800

[shane@bceventmanagement.com](mailto:shane@bceventmanagement.com)

<http://www.bceventmanagement.com>

P Please consider the environment before printing this email

June 6, 2013

Tara Zwaan,  
Office of the Premier

Dear Tara

**Re: Media Event June 7 – REVISED V3**

Please see details below for our services.

Revised, as Hall C is now an overflow room and also potentially the location for the entire reception, with the Pointe being set-up as the main location for the event.

**Pointe and Hall C setup**

**Production Management:**

Floor plans w multiple revisions  
Scheduling of suppliers  
Liaising w PMV  
Managing set-up & strike  
Management of VCC services  
Design  
Entertainment management  
Stage Management

- Staging as per floor plans (4 stages: main stage +3 small) **\*\*Main stage now even larger**
- Power\* (generator, fuel, operator, and power distro) \*
- Plus additional Back-up Generator and power drops for F&B on the POINTE.
- TSA certified Security Escort for Generator operator
- Chairs (575)
- Stanchions (70)
- Organizing internet cable run
- Additional crew for site set-up and reset of the POINTE
- Cable management (ie cable ramps and truss arch)
- Black velour drape 18' (60 ft) dressing the screens
- Blue velour drape behind stage (HALL C BACKUP)
- Black commando cloth drape 12' (100 ft) separating reception from "theatre" (HALL C BACKUP)

**Onsite staff to include:**

Producer  
Production Manager  
Technical Director  
Stage Manager

Price does not include any VCC charges (power, chairs, staging, tables etc) or ProShow gear & services.

**Price for above: \$23,000.00 + GST**

## **Zwaan, Tara GCPE:EX**

---

**From:** David Clark [david@bceventmanagement.com]  
**Sent:** Tuesday, June 4, 2013 1:40 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** Shane Droucker  
**Subject:** Revised BCEM Estimate  
**Attachments:** BCEM Estimate2.pdf

Hi Tara  
Attached is revised estimate as per info to date.  
Thanks

--

David Clark  
BC Event Management  
DIRECT 604-299-1420  
office 604-696-1234  
[www.bceventmanagement.com](http://www.bceventmanagement.com)

June 4, 2013

Tara Zwaan,  
Office of the Premier

Dear Tara

**Re: Media Event June 7 - REVISED**

Please see details below for our services re above

Since Hall C is a back up venue at present we are only factoring in a minimum fit out as a base.  
Our basic proposal includes the following:

**Production Management:**

Floor plans w multiple revisions (already done)  
Scheduling of suppliers and VCC (already done)  
Management of VCC services (mostly done)  
Design (done)  
Managing set-up & strike

**Décor**

Blue velour drape behind stage  
Black commando cloth drape (100 ft) separating reception from "theatre"

**Rigging of / Trusses for:**

-Lighting  
-Audio  
-drapes

**Lighting**

Front lighting of stage  
Backlighting of stage

Price does not include any VCC charges (power, chairs, staging, tables etc) or ProShow gear & services.

**Price for above: \$14,500 +taxes**

**If Hall C is cancelled the following costs will still be incurred**

Production Management, floor plans, scheduling etc. \$3,500 (regardless)  
Lights /rigging: \$2000 as of EOB today.  
Drape: \$300 as noon Wed (tomorrow)

## Pointe Set up

### Production Management:

Floor plans w multiple revisions  
Scheduling of suppliers  
Liaising w PMV  
Managing set-up & strike  
Entertainment management (if req'd)

- Staging as per floor plans (4 stages: main stage +3 small) **\*\*Main stage now larger**
- Power\* (generator, fuel, operator, and power distro) \*pending PMV approval of generator location
- Chairs (500)
- Stanchions (60)
- Organizing internet cable run

Install & strike of all

**Price for above: \$15,700 +taxes**

Please let me know if you have any questions,  
Thanks

David Clark

## **Zwaan, Tara GCPE:EX**

---

**From:** David Clark [david@bceventmanagement.com]  
**Sent:** Friday, May 31, 2013 2:18 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** Shane Droucker  
**Subject:** BCEM estimate  
**Attachments:** BCEM Quote.pdf

Hi Tara  
See attached

--

David Clark  
BC Event Management  
DIRECT 604-299-1420  
office 604-696-1234  
[www.bceventmanagement.com](http://www.bceventmanagement.com)

May 31, 2013

Tara Zwaan,  
Office of the Premier

Dear Tara

**Re: Media Event June 7**

Please see details below for our services re above

Since Hall C is a back up venue at present we are only factoring in a minimum fit out as a base.  
Our basic proposal includes the following:

**Production Management:**

Floor plans w revisions (already done)  
Scheduling of suppliers and VCC (already done)  
Management of VCC services (partially done)  
Design (partially done)  
Managing set-up & strike

**Décor**

White drape on all 4 walls as per floor plan  
4 tall white plinths  
4 large florals on plinths to suit  
An 8x10 ft printed graphic (of image of your choice) on substrate to hang behind stage

**Rigging of / Trusses for:**

-Lighting  
-Audio  
-Video projectors  
-drapes

**Lighting**

Front lighting of stage  
Backlighting of stage  
Uplighting of stage wall drape only

Price does not include any VCC charges (power, chairs, staging, tables etc) or ProShow gear & services.

**Price for above: \$24,992 +taxes**

**Embellishments**

If possible we strongly recommend:  
-Selective carpet in aisles and beside stage and cross aisle in front of stage: \$4,500  
Up lighting the other 3 walls: \$2,000  
Much more décor (TBD) for increased budget of \$5,000 -15,000



**If Hall C is cancelled the following costs will still be incurred**

Production Management \$3,900 (regardless)  
Lights /rigging & décor: \$3,100 as of Tuesday Noon.  
Décor: \$2,000 as of Tuesday

**Pointe Set up****Production Management:**

Floor plans w multiple revisions  
Scheduling of suppliers  
Liaising w PMV  
Managing set-up & strike  
Entertainment management (if req'd)

- Staging as per floor plans (5 stages: main stage +4 small)
- Power\* (generator, fuel, operator, and power distro) \*pending PMV approval of generator location
- Chairs (750)
- Stanchions (60)
- Organizing internet cable run

Install & strike of all

**Price for above: \$15,817 +taxes**

Please let me know if you have any questions,  
Thanks

David Clark

## Zwaan, Tara GCPE:EX

---

**From:** John Sharpe [jrsharpe@proshow.com]  
**Sent:** Wednesday, June 5, 2013 12:18 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** Mark Fisher; Tim Lang  
**Subject:** RE: UPDATE: HALL C and The Pointe  
**Attachments:** Cabinet Ceremony - Hall C Overflow - June 7 2013 - AV Estimate.pdf

Hi Tara,

As promised in short order, here's the estimate for the Hall-C overflow AV. This includes a single 11x20 screen with an 18000 lumen projector, planned for rear projection & ground supported. To change to 2 smaller 9x16 screens with 8000 lumen projectors would be an **additional \$1050 + GST**.

Let Mark and I know which option you'd like to go with.

Thanks!  
John

---

**From:** Zwaan, Tara GCPE:EX [<mailto:Tara.Zwaan@gov.bc.ca>]  
**Sent:** Wednesday, June 05, 2013 12:03 PM  
**To:** John Sharpe  
**Cc:** Mark Fisher; 'David B. Clark ([david@bceventmanagement.com](mailto:david@bceventmanagement.com))'; 'Shane Droucker'  
**Subject:** RE: UPDATE: HALL C and The Pointe

You bet! Thanks John!

---

**From:** John Sharpe [<mailto:jrsharpe@proshow.com>]  
**Sent:** Wednesday, June 5, 2013 12:03 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** Mark Fisher; David B. Clark ([david@bceventmanagement.com](mailto:david@bceventmanagement.com)); Shane Droucker  
**Subject:** RE: UPDATE: HALL C and The Pointe

Hi Tara,

We are working on the quote as I type. Please include Mark Fisher on emails for this event as well.

Thanks!

---

**From:** Zwaan, Tara GCPE:EX [<mailto:Tara.Zwaan@gov.bc.ca>]  
**Sent:** Wednesday, June 05, 2013 12:00 PM  
**To:** 'David Clark'; 'Shane Droucker'; John Sharpe; 'Andrew Pollard'; 'Christine Lee'  
**Cc:** Chiarelli, Nina GCPE:EX; Ouellette, Marc-Andre IGRS:EX  
**Subject:** UPDATE: HALL C and The Pointe

Hi everyone,

Due to the overwhelmingly positive response we are getting from guests who will be attending Friday's event, we would like to make the following accommodation for overflow in Hall C for approximately 500 guests.

BC Event Management/VCC- An appropriate area will need to be draped off.

Proshow/BC Event Management- We would like to set up a screen (please advise on size and cost for one screen vs. 2 smaller screens) that will show a feed to the formal proceedings outside.

VCC- We would also like to have the appropriate amount of catering and bars set up in Hall C for the anticipated number of guests. This will come from the 1800 number of guests previously confirmed, with the split up as follows: 1300 for The Pointe and 500 for Hall C.

Many thanks,  
Tara

**Tara Zwaan**  
*Event Coordinator*  
Government Communications and Public Engagement  
Tel: 604.775.1604 | Fax: 604.775.1688 | Cell: 604.833.7639  
BC Newsroom: <http://www.newsroom.gov.bc.ca/>  
Watch on our YouTube Channel: [ProvinceofBC](#)



Status: **Hold**  
 Order #: 17020  
 Account Rep: Tim Lang  
 Updated: June 5, 2013  
 Version: 1

## Cabinet Ceremony (Hall C - Overflow)

### EVENT INFORMATION

<b>To:</b> BC Government Communications <b>Attn:</b> Tara Zwaan <b>Address:</b> 4th Floor - 617 Government St Province of British Columbia Victoria BC V8V 1X4  <b>Phone:</b> 604-775-1604 <b>Fax:</b> 250-387-3534 <b>Email:</b>	<b>Contact:</b> Tara Zwaan <b>Venue:</b> Vanc Convention Centre East Exhibit Hall C Vancouver BC CANADA  <b>Ship Via:</b> PROSHOW <b>Terms:</b> NET 30 DAYS <b>PO Number:</b> C13GCPE26299
---	---

### SCHEDULE

<b>Load In Date:</b> June 7, 2013 4:00	<b>Event End Date:</b> June 7, 2013 17:00
<b>Event Start Date:</b> June 7, 2013 14:00	<b>Pickup Date:</b> June 7, 2013 17:00

### EQUIPMENT

	Rate	Extended	Final Price
<b>Audio Equipment</b>			
1 Mackie 1402-VIz Pro Mixer	50.00	50.00	50.00
1 DBX 2231 Dual 1/3Rd Oct EQ	50.00	50.00	50.00
8 Meyer UPJ-1P Powered Speaker	75.00	600.00	600.00
8 K&M 214/6 Speaker Stand	0.00	0.00	
<b>Video Control / Link Equipment</b>			
3 BlackMagic Fiber To SDI Converter	50.00	150.00	150.00
2 Fiber Cable LC Connector 1000'	100.00	200.00	200.00
1 Folsom Imagepro HD Scaler	350.00	350.00	350.00
1 Mac Book Pro with Keynote	225.00	225.00	225.00
<b>Screens &amp; Projection</b>			
1 Barco HDXW18 18K 3Chip DLP Projector	2800.00	2800.00	2800.00
1 Da-Lite 11.25X20 FF Screen DT (F&R)	550.00	550.00	550.00



Status: *Hold*  
Order #: 17020  
Account Rep: Tim Lang  
Updated: June 5, 2013  
Version: 1

## LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
1 AV Operator*	4:00	17:00	6.00	4.00	3.00	60.00	1080.00
2 Setup Assistant*	4:00	12:00	6.00		2.00	60.00	1200.00
3 Dismantle Assistant*	17:00	21:00	4.00			60.00	720.00

## SUMMARY

### COMMENTS:

EQUIPMENT :	\$4975.00
SALES :	
LABOUR :	\$3000.00
MISC. EXPENSES :	
SHIPPING :	
SUB-TOTAL :	\$7975.00
R136675758 GST:	\$398.75
TOTAL :	CAD\$8,373.75

\_\_\_\_\_  
Signature as Acceptance of the Proposal

\_\_\_\_\_  
Date of Acceptance

## **Zwaan, Tara GCPE:EX**

---

**From:** Tim Lang [timlang@proshow.com]  
**Sent:** Friday, May 31, 2013 1:17 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** John Sharpe; Mark Fisher  
**Subject:** Updated AV estimate for Point  
**Attachments:** Cabinet Ceremony - Pointe - June 7 2013 - AV Estimate v2.pdf

Hi Tara,

Based on the latest site plan and audience numbers, we have added more speakers and some light entertainment support (monitors & mics). We also had to add a ton of cable ramps for all the cable runs, and extra labour to deal with all the cable runs/ramps.

Thanks  
/-Tim

--

**Tim Lang**  
VP Operations

Proshow Audiovisual ~ Broadcast  
direct: 604.566.8045  
office: 604.293.1771  
timlang@proshow.com  
www.proshow.com

*Follow us on LinkedIn and Facebook!*



Status: **Reservation**  
 Order #: 17002  
 Account Rep: Tim Lang  
 Updated: May 31, 2013  
 Version: 2

## Cabinet Ceremony (Pointe)

### EVENT INFORMATION

<b>To:</b> BC Government Communications	<b>Contact:</b> Tara Zwaan
<b>Attn:</b> Tara Zwaan	<b>Venue:</b> Vanc Convention Centre East
<b>Address:</b> 4th Floor - 617 Government St	North Plaza
Province of British Columbia	Vancouver BC CANADA
Victoria BC V8V 1X4	
<b>Phone:</b> 604-775-1604	<b>Ship Via:</b> PROSHOW
<b>Fax:</b> 250-387-3534	<b>Terms:</b> NET 30 DAYS
<b>Email:</b>	<b>PO Number:</b> C13GCPE26299

### SCHEDULE

<b>Load In Date:</b> June 7, 2013 6:00	<b>Event End Date:</b> June 7, 2013 17:00
<b>Event Start Date:</b> June 7, 2013 14:00	<b>Pickup Date:</b> June 7, 2013 19:00

### EQUIPMENT

	Rate	Extended	Final Price
<b>Audio Equipment</b>			
1 LS9 16Ch/2 Amp Audio Rack	790.00	790.00	790.00
1 LS9 Rack Mic/Accessory Kit	390.00	390.00	390.00
24 EV SX300 Speaker	50.00	1200.00	1200.00
22 K&M 214/6 Speaker Stand	0.00	0.00	
2 EV SX-300 Wedge Bracket Pair	0.00	0.00	
1 PLX3002 Amp Rack W/ Driverack	200.00	200.00	200.00
2 Shure Beta 58 Vocal Mic	15.00	30.00	30.00
1 Shure SM-58S Microphone	15.00	15.00	15.00
4 Audio Technica AT935 Microline	20.00	80.00	80.00
4 Outdoor Mic Wind Enclosure	45.00	180.00	180.00
2 Dod 265 Passive DI Box	10.00	20.00	20.00
6 Mic Stand - Tripod	0.00	0.00	
6 Mic Stand - Boom (Short)	0.00	0.00	
<b>Staging &amp; Presentation Equipment</b>			
1 Plexi Podium With Silver Posts	175.00	175.00	175.00
1 Outdoor Podium Mic Kit	0.00	0.00	
48 Checker 5 Channel Cable Ramp	25.00	1200.00	1200.00
8 Checker 5 Channel End Caps(Pr)	0.00	0.00	
<b>Lighting Equipment</b>			
4 HMI Outdoor TV Light - 1.8kW w/ Ballast	725.00	2900.00	2900.00
4 TV Light Stand	20.00	80.00	80.00





Status: *Reservation*  
 Order #: 17002  
 Account Rep: Tim Lang  
 Updated: May 31, 2013  
 Version: 2

# SHIPPING

1	Production Trucking - 5 Ton*	150.00	150.00	150.00
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# LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
1 Audio Operator*	6:00	17:00	8.00	3.00		60.00	750.00
2 Audio/Lighting Assist*	6:00	17:00	8.00	3.00		60.00	1500.00
2 Setup Assist*	6:00	12:00	6.00			60.00	720.00
3 Driver / Setup*	5:00	11:00	5.00		1.00	60.00	1260.00
1 Dismantle Crew Chief*	17:00	21:00	4.00			60.00	240.00
3 Dismantle Assist*	17:00	21:00	4.00			60.00	720.00
1 Driver out*	17:00	22:00	5.00			60.00	300.00

# SUMMARY

## COMMENTS:

EQUIPMENT :	\$7260.00
SALES :	
LABOUR :	\$5490.00
MISC. EXPENSES :	
SHIPPING :	\$150.00
SUB-TOTAL :	\$12900.00
R136675758 GST:	\$645.00
TOTAL :	CAD\$13,545.00

Signature as Acceptance of the Proposal

Date of Acceptance

## Zwaan, Tara GCPE:EX

---

**From:** Tim Lang [timlang@proshow.com]  
**Sent:** Thursday, May 30, 2013 10:04 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** John Sharpe; Mark Fisher; Chiarelli, Nina GCPE:EX  
**Subject:** RE: Cabinet Estimates  
**Attachments:** Cabinet Ceremony - Hall C - June 7 2013 - AV Estimate.pdf

Hi Tara,

Here is our AV estimate for the Hall C, Indoor option. The other quotes I already sent for the HD Pool & Livestream, and the Media Avail would be the same cost regardless of if we are inside or outside. Please note this Hall C quote does not include and lighting/truss/etc - that will be handled by VCC/Riggit, and David Clark will get a direct quote from them (along with all the other stuff he is handling).

Thanks  
/-Tim

---

**From:** Zwaan, Tara GCPE:EX [mailto:Tara.Zwaan@gov.bc.ca]  
**Sent:** Thursday, May 30, 2013 4:18 PM  
**To:** Tim Lang  
**Cc:** John Sharpe; Mark Fisher; Chiarelli, Nina GCPE:EX  
**Subject:** RE: Cabinet Estimates

Thanks Tim,  
Are you also able to provide a quote for inside as well?  
We had a call this afternoon and will be keeping Hall C. The weather forecast has already changed for Friday. So we want to looking into using the PMV cafeteria area for the Media Availability if the event is inside in Hall C. I know the windows present a bit of glare issue.  
That being said, the preference is still for outside.

Many thanks,  
Tara

---

**From:** Tim Lang [mailto:timlang@proshow.com]  
**Sent:** Thursday, May 30, 2013 4:07 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** John Sharpe; Mark Fisher  
**Subject:** Cabinet Estimates

Hi Tara,

Here are three estimates for the Cabinet Ceremony on June 7. All based on the outside setup (and assuming nothing inside):

- Main Ceremony
- Media Avail
- HD Pool, Record & Livestream

Please note that for the livestream, we will require wired internet service (as per my other email). Also, this is based on using the pre-existing BC Government livestream channel, which will need to be "Premium Activated", if it isn't currently. I will work with BCGC/Web team to make sure it is setup correctly.

Thanks  
/-Tim

--

**Tim Lang**  
VP Operations

Proshow Audiovisual ~ Broadcast  
direct: 604.566.8045  
office: 604.293.1771  
timlang@proshow.com  
www.proshow.com

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Status: Hold  
Order #: 17000  
Account Rep: Tim Lang  
Updated: May 30, 2013  
Version: 1

## Cabinet Ceremony (Hall C)

### EVENT INFORMATION

To: BC Government Communications  
Attn: Tara Zwaan  
Address: 4th Floor - 617 Government St  
Province of British Columbia  
Victoria BC V8V 1X4

Contact: Tara Zwaan  
Venue: Vanc Convention Centre East  
Exhibit Hall C  
Vancouver BC CANADA

Phone: 604-775-1604  
Fax: 250-387-3534  
Email:

Ship Via: PROSHOW  
Terms: NET 30 DAYS  
PO Number: C13GCPE26299

### SCHEDULE

Load In Date: June 7, 2013 4:00  
Event Start Date: June 7, 2013 14:00  
Event End Date: June 7, 2013 17:00  
Pickup Date: June 7, 2013 17:00

### EQUIPMENT

	Rate	Extended	Final Price
<b>Audio Equipment</b>			
1 LS9 16Ch/2 Amp Audio Rack	790.00	790.00	790.00
1 LS9 Rack Mic/Accessory Kit	390.00	390.00	390.00
12 Meyer Melodie Powered Speaker	150.00	1800.00	1800.00
2 Meyer Melodie Rigging Bumper	0.00	0.00	
2 CM Model F 1/2 Ton 115V Motor	125.00	250.00	250.00
1 Meyer Galileo DSP 616	250.00	250.00	250.00
8 EV SX300 Speaker	50.00	400.00	400.00
8 K&M 214/6 Speaker Stand	0.00	0.00	
1 PLX1602 Amp Rack	150.00	150.00	150.00
<b>Screens &amp; Projection</b>			
2 Barco HDXW18 18K 3Chip DLP Projector	2800.00	5600.00	5600.00
2 Da-Lite 11.25X20 FF Screen DT (F&R)	550.00	1100.00	1100.00
1 Panasonic AVHS400 HD Video Switcher	575.00	575.00	575.00
1 Insignia 22" LCD	0.00	0.00	
1 Thinkpad R400 16:9 Laptop PC	175.00	175.00	175.00
<b>Screens &amp; Projection Total</b>			<b>7450.00</b>



Status: **Hold**  
 Order #: 17000  
 Account Rep: Tim Lang  
 Updated: May 30, 2013  
 Version: 1

**Staging & Presentation Equipment**

4	Flag - British Columbia	10.00	40.00	40.00
4	Flag - Canada	10.00	40.00	40.00
8	Flag Stand - Gold/Wire Base	10.00	80.00	80.00
1	Da-Lite Cherry Wood Podium	150.00	150.00	150.00

**Staging & Presentation Equipment Total**

**310.00**

**Misc. Expenses**

1	Production Trucking - 5 Ton*	150.00	150.00	150.00
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**LABOUR**

		Start	Finish	ST	OT	DT	Rate	Total
1	Audio Operator*	4:00	17:00	6.00	4.00	3.00	60.00	1080.00
1	Video/Projection Technician*	4:00	16:00	6.00	4.00	2.00	60.00	960.00
2	Audio Assistant*	4:00	16:00	6.00	4.00	2.00	60.00	1920.00
2	Setup Assistant*	4:00	12:00	6.00		2.00	60.00	1200.00
2	Driver -/ Setup*	2:30	10:30	6.00		2.00	60.00	1200.00
2	Dismantle Crew Chief*	17:00	21:00	4.00			60.00	480.00
3	Dismantle Assistant*	17:00	21:00	4.00			60.00	720.00
2	Driver out*	18:00	22:00	4.00			60.00	480.00

**SUMMARY**

**COMMENTS:**

<b>EQUIPMENT :</b>	<b>\$11790.00</b>
<b>SALES :</b>	
<b>LABOUR :</b>	<b>\$8040.00</b>
<b>MISC. EXPENSES :</b>	
<b>SHIPPING :</b>	<b>\$150.00</b>
<b>SUB-TOTAL :</b>	<b>\$19980.00</b>
<b>R136675758 GST:</b>	<b>\$999.00</b>
<b>TOTAL :</b>	<b>CAD\$20,979.00</b>

\_\_\_\_\_  
 Signature as Acceptance of the Proposal

\_\_\_\_\_  
 Date of Acceptance

## Zwaan, Tara GCPE:EX

---

**From:** Tim Lang [timlang@proshow.com]  
**Sent:** Thursday, May 30, 2013 4:07 PM  
**To:** Zwaan, Tara GCPE:EX  
**Cc:** John Sharpe; Mark Fisher  
**Subject:** Cabinet Estimates  
**Attachments:** Cabinet Ceremony - June 7 2013 - AV Estimate.pdf; Cabinet Ceremony - Media Avail - June 7 2013 - AV Estimate.pdf; Cabinet Ceremony - HD Pool & Livestream - June 7 2013 - AV Estimate.pdf

Hi Tara,

Here are three estimates for the Cabinet Ceremony on June 7. All based on the outside setup (and assuming nothing inside):

- Main Ceremony
- Media Avail
- HD Pool, Record & Livestream

Please note that for the livestream, we will require wired internet service (as per my other email). Also, this is based on using the pre-existing BC Government livestream channel, which will need to be "Premium Activated", if it isn't currently. I will work with BCGC/Web team to make sure it is setup correctly.

Thanks

/-Tim

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**Tim Lang**  
VP Operations

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direct: 604.566.8045  
office: 604.293.1771  
timlang@proshow.com  
www.proshow.com

*Follow us on LinkedIn and Facebook!*



Status: **Reservation**  
Order #: 17002  
Account Rep: Tim Lang  
Updated: May 30, 2013  
Version: 1

## Cabinet Ceremony (Pointe)

### EVENT INFORMATION

To: BC Government Communications  
Attn: Tara Zwaan  
Address: 4th Floor - 617 Government St  
Province of British Columbia  
Victoria BC V8V 1X4

Contact: Tara Zwaan  
Venue: Vanc Convention Centre East  
North Plaza  
Vancouver BC CANADA

Phone: 604-775-1604  
Fax: 250-387-3534  
Email:

Ship Via: PROSHOW  
Terms: NET 30 DAYS  
PO Number: C13GCPE26299

### SCHEDULE

Load In Date: June 7, 2013 6:00      Event End Date: June 7, 2013 17:00  
Event Start Date: June 7, 2013 14:00      Pickup Date: June 7, 2013 19:00

### EQUIPMENT

	Rate	Extended	Final Price
<b>Audio Equipment</b>			
1 LS9 16Ch/2 Amp Audio Rack	790.00	790.00	790.00
1 LS9 Rack Mic/Accessory Kit	390.00	390.00	390.00
16 EV SX300 Speaker	50.00	800.00	800.00
16 K&M 214/6 Speaker Stand	0.00	0.00	
1 PLX3002 Amp Rack W/ Driverack	200.00	200.00	200.00
<b>Staging &amp; Presentation Equipment</b>			
1 Plexi Podium With Silver Posts	175.00	175.00	175.00
1 Outdoor Podium Mic Kit	0.00	0.00	
<b>Lighting Equipment</b>			
4 HMI Outdoor TV Light - 1.8kW w/ Ballast	725.00	2900.00	2900.00
4 TV Light Stand	20.00	80.00	80.00





Status: *Reservation*  
 Order #: 17002  
 Account Rep: Tim Lang  
 Updated: May 30, 2013  
 Version: 1

## SHIPPING

1	Production Trucking - 5 Ton*	150.00	150.00	150.00
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## LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
1 Audio Operator*	6:00	17:00	8.00	3.00		60.00	750.00
2 Audio/Lighting Assist*	6:00	17:00	8.00	3.00		60.00	1500.00
1 Setup Assist*	6:00	12:00	6.00			60.00	360.00
2 Driver / Setup*	5:00	11:00	5.00		1.00	60.00	840.00
1 Dismantle Crew Chief*	17:00	21:00	4.00			60.00	240.00
2 Dismantle Assist*	17:00	21:00	4.00			60.00	480.00
1 Driver out*	17:00	22:00	5.00			60.00	300.00

## SUMMARY

### COMMENTS:

EQUIPMENT :	\$5335.00
SALES :	
LABOUR :	\$4470.00
MISC. EXPENSES :	
SHIPPING :	\$150.00
<b>SUB-TOTAL :</b>	<b>\$9955.00</b>
R136675758 GST:	\$497.75
<b>TOTAL : CAD\$10,452.75</b>	

\_\_\_\_\_  
 Signature as Acceptance of the Proposal

\_\_\_\_\_  
 Date of Acceptance



Status: *Reservation*  
Order #: 17004  
Account Rep: Tim Lang  
Updated: May 30, 2013  
Version: 1

### Cabinet Media Avail (Pointe)

#### EVENT INFORMATION

To: BC Government Communications  
Attn: Tara Zwaan  
Address: 4th Floor - 617 Government St  
Province of British Columbia  
Victoria BC V8V 1X4

Contact: Tara Zwaan  
Venue: Vanc Convention Centre East  
North Plaza  
Vancouver BC CANADA

Phone: 604-775-1604  
Fax: 250-387-3534  
Email:

Ship Via: PROSHOW  
Terms: NET 30 DAYS  
PO Number: C13GCPE26299

#### SCHEDULE

Load In Date:	June 7, 2013 9:00	Event End Date:	June 7, 2013 16:00
Event Start Date:	June 7, 2013 14:45	Pickup Date:	June 7, 2013 18:00

#### EQUIPMENT

	Rate	Extended	Final Price
<b>Audio Equipment</b>			
1 UB 12Ch Audio Kit	585.00	585.00	585.00
1 UB Kit Mic/Accessory Kit	290.00	290.00	290.00
4 EV SX80 Speaker - Black	30.00	120.00	120.00
4 K&M 214/6 Speaker Stand	0.00	0.00	
1 K&M Boom Pole - 2 Section 5Ft	15.00	15.00	15.00
1 Sennheiser ME66 Microphone	35.00	35.00	35.00
<b>Lighting Equipment</b>			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00
2 Avenger - 4 Rise HMI Stand	0.00	0.00	
6 Double Sandbag	0.00	0.00	
<b>Staging &amp; Presentation Equipment</b>			
12 Tensabarrier 7' Stanchion	20.00	240.00	240.00



Status: *Reservation*  
Order #: 17004  
Account Rep: Tim Lang  
Updated: May 30, 2013  
Version: 1

## LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
2 Audiovisual Technician*	9:00	18:00	8.00	1.00		60.00	1140.00

## SUMMARY

### COMMENTS:

EQUIPMENT :	\$2035.00
SALES :	
LABOUR :	\$1140.00
MISC. EXPENSES :	
SHIPPING :	
<hr/>	
SUB-TOTAL :	\$3175.00
R136675758 GST:	\$158.75
<hr/>	
TOTAL :	CAD\$3,333.75

\_\_\_\_\_  
Signature as Acceptance of the Proposal

\_\_\_\_\_  
Date of Acceptance



Status: **Reservation**  
 Order #: 17001  
 Account Rep: John Sharpe  
 Updated: May 30, 2013  
 Version: 1

## Cabinet Ceremony - HD Pool, Rec & Livestream

### EVENT INFORMATION

<b>To:</b> BC Government Communications	<b>Contact:</b> Tara Zwaan
<b>Attn:</b> Tara Zwaan	<b>Venue:</b> Vanc Convention Centre East
<b>Address:</b> 4th Floor - 617 Government St	North Plaza
Province of British Columbia	Vancouver BC CANADA
Victoria BC V8V 1X4	
<b>Phone:</b> 604-775-1604	<b>Ship Via:</b> PROSHOW
<b>Fax:</b> 250-387-3534	<b>Terms:</b> NET 30 DAYS
<b>Email:</b>	<b>PO Number:</b> C13GCPE26299

### SCHEDULE

<b>Load In Date:</b> June 7, 2013 6:00	<b>Event End Date:</b> June 7, 2013 17:00
<b>Event Start Date:</b> June 7, 2013 14:00	<b>Pickup Date:</b> June 7, 2013 17:00

### EQUIPMENT

	Rate	Extended	Final Price
<b>Livestream Switching &amp; Control</b>			
1 Panasonic AWHS50 Compact HD Switcher	300.00	300.00	300.00
1 HD Scope Kit with Leader Scope and Sony OLED	200.00	200.00	200.00
1 Mackie 1202-Viz Pro Mixer	40.00	40.00	40.00
1 Clear Com CS-222 Main Station	75.00	75.00	75.00
2 Clear Com RS-501 Belt Pack	20.00	40.00	40.00
3 Eartec Single Muff Com Headset	10.00	30.00	30.00
2 Fostex 6301B Personal Monitor	0.00	0.00	0.00
1 Thinkpad R400 16:9 Laptop PC	175.00	175.00	175.00
1 6 X 8 Webcast Control Tent	100.00	100.00	100.00
<b>HD Pool Feed</b>			
1 BlackMagic Audio To SDI Converter	50.00	50.00	50.00
2 AJA - HDSDI 1X6 Rectlocking DA	75.00	150.00	150.00
1 Hamlet Microflex HH HD Scope	100.00	100.00	100.00
<b>Livestream Encoding and Recording</b>			
1 Viewcast 2120 Livestream Box (Main)	250.00	250.00	250.00
1 Livestream Macbook Computer (Backup)	250.00	250.00	250.00
1 AJA Kipro	250.00	250.00	250.00
1 AJA Ki-Store 250GB Drive	250.00	250.00	250.00
1 BlackMagic H.264 With Mac Book Pro Kit	225.00	225.00	225.00
1 BlackMagic SDI To Analog Converter	75.00	75.00	75.00
1 Thinkpad R400 Laptop PC	175.00	175.00	175.00
<b>Camera Equipment</b>			
2 Sony HXC100 HD XC Studio Camera	1200.00	2400.00	2400.00
2 Sony HD Camera Control Unit	0.00	0.00	0.00
2 Sony HD CCU Remote Panel	0.00	0.00	0.00
1 Canon 40X10 HD Zoom Lens	600.00	600.00	600.00



Status: *Reservation*  
 Order #: 17001  
 Account Rep: John Sharpe  
 Updated: May 30, 2013  
 Version: 1

1	Canon HD 17X7.7 Std Lens	0.00	0.00	
1	Sachtler Video20 Tripod	0.00	0.00	
1	Sachtler Video30 Tripod	125.00	125.00	125.00
2	Wenger Versalite 4X4 Deck	75.00	150.00	150.00

## LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
1	TD/Director*	6:00	17:00	8.00	3.00	60.00	750.00
1	Webcast Operator*	6:00	17:00	8.00	3.00	60.00	750.00
1	Webcast VTR/Shader Op*	6:00	17:00	8.00	3.00	60.00	750.00
2	Camera Operator - Hourly*	12:00	17:00	5.00		60.00	600.00
1	Setup Technician*	6:00	12:00	6.00		60.00	360.00
1	Strike Technician*			4.00		60.00	240.00

## SUMMARY

### COMMENTS:

EQUIPMENT : \$6010.00

SALES :

LABOUR : \$3450.00

MISC. EXPENSES :

SHIPPING :

SUB-TOTAL : \$9460.00

R136675758 GST: \$473.00

**TOTAL : CAD\$9,933.00**

\_\_\_\_\_  
 Signature as Acceptance of the Proposal

\_\_\_\_\_  
 Date of Acceptance

## FIRST AID

### Vancouver Convention Centre

For first aid and non-emergency - **pick up any house phone and dial: 7299**

Or, if someone requires first aid or assistance but  
**NOT an emergency - from your cell phone: 604-647-7299**

If there is a major emergency, please call: **604-647-7500.**

### Port Metro Vancouver

Dial 911

## SIGNAGE

<b>Name</b>	<b># of copies</b>	
Welcome	2	
Donors	2 – 4 ??	
Guest Registration	2	
Media Registration	1	
Alpha for registration lollipops	To be prepared by Protocol	