

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
Action/Visual: Premier announces the intended Cabinet Ministers, takes 'family Photo,' speaks to media
Venue Audience: approx 1800 guests and media

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	Voice of God 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 in the front 2 rows
2:03pm	MC Marc-Andre Ouellette, Chief of Protocol, 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.
2:39pm	Msgr Gregory Smith gives Interfaith closing. Note: Premier to stand in the front row with Executive Council nominees
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 nd Floor Boardroom inside of Port Metro Vancouver's Office.
2:50pm	Media get set up for the availability on the 2 nd 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.....250- 812-6240
 Shane Droucker.....778-222-7800
 John Sharpe.....604- 803-6084

BC Alberta Premiers Meeting & Media Availability

Location: Delta Grand Okanagan Hotel
1310 Water Street, Kelowna

- Knox Mountain Boardroom, 2nd Floor (Green Room)
- Cassiar Room (Photo if rain scenario) OR outdoors in Courtyard
- Cassiar Room (Meeting Room)
- Cascade Room (Communications Working Room)
- Chilcotin Room (Media Availability)

Event Summary: Hon. Christy Clark, Premier of British Columbia and Hon. Alison Redford, Premier of Alberta meet in advance of the Western Premiers Conference

Action/Visual: Premiers enter meeting together and take photo in bi-lateral setting. Premiers participate in media availability.

Venue Audience: Media

Larger Audience: Citizens of BC and Alberta

Podium: **Yes (Media Availability only)**

Dress: **Business**

Date: **Friday, June 14, 2013**

Time: **10:00am**

Time	Event Itinerary
9:30am	Marc-Andre Ouellette, Chief of Protocol (BC) greets Premier Alison Redford at the Kelowna Shell Aerocentre and escorts to the hotel
9:45am	Media arrive for check in.
10:00am	Premier Christy Clark arrives at the main hotel entrance and is met by Tara Zwaan. Premier proceeds to the Knox Mountain Boardroom on the 2 nd Floor. Coffee and Tea available.
10:00am	Premier Alison Redford arrives at the main hotel entrance and is escorted by Marc-Andre Ouellette, Chief of Protocol (BC) to the Knox Mountain Boardroom on the 2 nd Floor.
10:03am- 10:08am	Premiers Christy Clark and Alison Redford have a few minutes to say hello and receive logistical briefing. When ready, Premiers proceed to: A) Hotel courtyard, if the weather is nice B) Cassiar Room, in the event of rain
10:12am	Premiers Christy Clark and Alison Redford arrive: A) In the courtyard and take a short walk together B) In the Cassiar Room, there will be 2 armchairs set in the room in front of the fire place. Premiers enter the room together and take a seat. NOTE: media are preset for the Premiers' arrival at either location to capture video/photos of the Premiers together

10:17am	[Outdoor Photo concludes. Premiers are escorted to the Cassiar Room.]
	Media are re-positioned to the Chilcotin Room
10:25am	Premiers Christy Clark and Alison Redford and designated staff take seats at the boardroom in the Cassiar Room and the formal meeting begins.
10:50am	Meeting concludes. Premiers are briefed for the media availability. NOTE: The Cascade Room can be also be used
10:58am	Premiers Christy Clark and Alison Redford proceed to the Media Availability in the Chilcotin Room where media are preset.
11:00am	Premier Christy Clark and Premier Alison Redford enter the room together. Each Premier will have a plexi glass podium with a set of BC, Canada, AB flags positioned behind: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">BC Canada AB PAR</div> <div style="text-align: center;">BC Canada AB PCC</div> <div style="text-align: center;">Moderator Ben C/Stefan B.</div> <div style="text-align: center;">Entrance ←</div> </div> <hr style="border: 1px solid black;"/> <div style="text-align: center;">Media</div> <div style="text-align: right;">Stanchion line</div>
11:02am	Premier Christy Clark gives brief statement
11:04am	Premier Alison Redford gives brief statement
11:06am	Ben Chin, Director of Communications (BC) will moderate questions from media. Stefan Baranski, Director of Communications (AB) will be positioned adjacent to Ben. NOTE: there will be a listen only dial in for media not attending in person.
11:20am	Media availability concludes. Premiers return to the Cassiar Room.
11:25am	Premiers depart.

MLAs Attending:

None

Contacts:

Ben Chin.....1-250-588-3113
Stephan Baranski.....1-780-919-3898
Jennifer Chalmers.....1-250-889-1363
Tara Zwaan.....1-604-833-7639
Marc-Andre Ouellette.....1-250-812-6240
Claudia Elston.....1-250-868-5698
Jillian Wegner.....1-250-868-5615
Banquet Captain.....1-250-258-8799

The Heights at Mt. View Construction Site Visit

Address: 3814 Carey Road, Victoria, BC

Event Summary: Premier visits The Heights at Mt. View, a 7 storey, 260 Unit residential care facility, scheduled to open in late 2014. This innovative project is part of a regional plan and partnership with the Province of British Columbia, Vancouver Island Health Authority, the Capital Regional Hospital District and Baptist Housing.

Action/Visual: Premier speaks to representatives from Baptist Housing and workers from Lark Group. Premier gives a brief statement and takes questions from the media.

Venue Audience: Representatives from Baptist Housing and construction workers from Lark Group. As well as representatives from Vancouver Island Health Authority and the Capital Regional District.

Podium: Yes

Dress: SAFETY VEST AND GLASSES. A HARD HAT WILL BE PROVIDED.

Date: Wednesday, June 26, 2013

Time: 11:30am

Time	Event Itinerary
11:30am	Premier arrives and is met by Jeremy Fish
11:35am	Premier proceeds to the construction area and puts on her protective attire.
11:40am	Premier is introduced to Howard Johnson, President & CEO, Baptist Housing, Deanna Bogart, VP, Marketing and Communications, Baptist Housing as well as Malik Tawashy, Project Manager from Lark Group (construction contractor). They will describe a few details about the project to the Premier. NOTE: Joe Murphy, VP Operations and Support Services, VIHA & Bob Lapham, CAO, Capital Regional District will be in attendance.
11:45am	Malik Tawashy will introduce Premier to the construction workers from Lark Group Construction who are building the facility. Note: The Premier will have a few minutes to speak to them and take a group photo.
11:55am	Premier proceeds to the podium and gives an opening statement
11:57am	Premier participates in media availability (moderated by Ben Chin)
12:10pm	Premier shakes hands with attendees as she departs the site.
12:15pm	Premier departs.

Contacts:

Malik Tawashy, Project Manager, Lark Construction 250 213-8185

Deanna Bogart, VP, Marketing and Communications, Baptist Housing 604-862-2300

China Eastern Airlines Announcement of Doubling YVR-Shanghai Service

Address: Graham Clarke Atrium, Departures Level 3, YVR Airport
Richmond, BC

Event Summary: Premier visits YVR to mark the announcement of China Eastern airlines doubling their frequency of YVR-Shanghai flights, thereby making YVR the North American airport with the most carriers, destinations and frequencies to China.

Action/Visual: Premier giving remarks with YVR CEO, China Eastern executives, Consul General of China to Vancouver, Minister Wat, Federal minister Alice Wong and China Eastern flight crew.

Venue Audience: 50 local stakeholders

Podium: Yes

Dress: Business

Date: Friday, July 19, 2013

Time: 10:00am

Time	Event Itinerary
9:45am	Premier and arrives and is met by Jeremy Fish. Proceed to Boardroom 1.
9:46am	Premier is introduced to speaking party: <ul style="list-style-type: none">• Craig Richmond, YVR President & CEO (MC)• Alice Wong, Federal Minister of State for Seniors• Theresa Wat, Minister of International Trade and Minister Responsible for Multiculturalism• Margaret Meng, General Manager, China Eastern Airlines• Liu Fei, Chinese Consul General of the People's Republic of China to Vancouver• Jennifer Hsiu, Senior Policy Advisor on China at YVR Pre-brief to follow.
10:00am	Speaking party is led to event space. China Eastern flight crew will be assembled to greet them as they arrive.
10:04am	Craig Richmond welcomes guests and speaking party. Craig introduces Margaret Meng (remarks translated by Jennifer Hsui).
10:06am	Margaret Meng gives remarks, translated by Ben Lee
10:10am	MC Richmond thanks Margaret Meng, invites Premier Clark to give remarks, accompanied by Min. Theresa Wat to provide translation.
10:11am	Premier Clark gives remarks
10:14am	Min. Wat delivers Premier's speech in Chinese.
10:17am	MC Richmond thanks Premier Clark and Min. Wat. Invites Min. Alice Wong to give remarks
10:18am	Min. Alice Wong gives remarks.

10:21am	MC Richmond thanks Min. Wong, invites Liu Fei to give remarks.
10:22am	Liu Fei gives remarks
10:25am	MC Richmond thanks Liu Fei, invites speaking party for a photo with China Eastern flight crew. Photo
10:28am	Premier proceeds to media scrum
10:37am	Premier and Theresa Wat meet and greet with stakeholders
10:45am	Premier departs.

MLAs Attending:

Hon. Theresa Wat, Minister of International Trade and Minister Responsible for the Asia Pacific Strategy & Multiculturalism, MLA for Richmond Centre

Linda Reid, Speaker for the Legislative Assembly and MLA for Richmond East

John Yap, MLA for Richmond Steveston

Contacts:

Kate Donegani (604.360.3028)

2013 Sears National Kids Cancer Ride Launch

Address: OUTDOORS, Child & Family Research Institute, BC Children's Hospital
4480 Oak Street
Vancouver, BC

Event Summary: Premier speaks at the launch of the 6th annual Sears National Kids Cancer Ride.

Action/Visual: Premier gives remarks, helps present a t-shirt signed by the national riders to

S22

S22

and signs a t-shirt for the riders with

S22

Venue Audience: 25-30 riders, Coast to Coast Against Cancer Foundation, oncology staff from BC Children's Hospital, BCCH clients, media

Podium: Yes

Dress: OUTDOOR ATTIRE appropriate for weather.

Date: Wednesday, September 4, 2013

Time: 11:50am

Time	Event Itinerary
11:50am	Premier arrives and is met by Tara Zwaan
11:52am	Premier attends pre-brief and meets event participants <ul style="list-style-type: none"> Event MC Jeff Rushton – Founder, Coast to Coast Against Cancer Foundation Darrin Whitney – Sears Canada Representative (Sponsor) Dr. Bruce Crooks – National Rider and Oncologist from IWK Health Centre (Halifax) Dr. Kirk Schultz – BC Children's Hospital Oncologist S22 S22 S22
11:58am	Platform party moves outside to the event space and is seated in the front row
12:00pm	Event MC Jeff Rushton welcomes guests and invites everyone to cheer the National Cycling Team as they arrive at BC Children's Hospital and gather around the riser
12:04pm	MC welcomes the riders and introduces Darrin Whitney to say a few words
12:07pm	MC Jeff thanks Darrin and says a few words about the ride. Jeff then introduces Premier Christy Clark
12:12pm	Premier Christy Clark gives remarks

12:15pm	MC thanks Premier and introduces Dr. Bruce Crooks, a national rider and Oncologist from IWK Health Centre (Halifax)
12:16pm	Dr. Bruce Crooks pays tribute to Dr. Mason Bond (Pediatric Oncologist at BC Children's Hospital, who was a big part of the ride and who himself s22
12:19pm	Jeff introduces Dr. Schultz.
12:20pm	Dr Schultz speaks about why the need for funds is so great, and then introduces S22 S22
12:23pm	to speak about what she is dealing with, and what it means to her to see this kind of support for kids cancer, talks about how life has changed over the last year.
12:26pm	MC thanks S22 and invites Premier Christy Clark and other platform party members back on stage for a presentation to S22 (t-shirt signed by all the riders)
12:28pm	S22 receives her signed t-shirt NOTE: Platform party all remain on stage.
12:29pm	MC indicates that the platform party members are available for brief questions from the media and turns it over to Ben Chin to moderate.
12:30pm	Premier participates in media availability with platform guests
12:40pm	Jeff thanks everyone for their support and invites everyone move over to the T-Shirt signing table where the Premier and S22 family will sign a t-shirt for the riders
12:41pm	Premier and S22 will proceed over a t-shirt table next to the stage. NOTE: media will re-position.
12:42pm	Premier and S22 sign a T-Shirt for riders together NOTE: Premier can also sign S22 T-Shirt at this time
12:45pm	Premier departs.

Contacts:

Melissa Swindells..... 604-250-9484

Labour Leaders Photo & Media Availability

Address: Premier's Vancouver Office, Suite 740, 999 Canada Place
Vancouver, BC

Event Summary: Premier meets with labour Leaders and participates in joint media availability

Action/Visual: Photo at beginning of Labour Leaders Meeting and joint availability with Jim Sinclair and Tom Sigurdson

Venue Audience: media

Podium: Yes

Dress: Business

Date: Monday, September 9, 2013

Time: 11:00 am

Time	Event Itinerary
10:50am	Labour leaders arrive and proceed into Cabinet Boardroom
11:00am	Premier proceeds to the Cabinet Boardroom
11:02am	Media assembled in the anti chamber at the Premier's Vancouver Office are escorted into the Cabinet Boardroom
11:03am	Photos are taken
11:05am	Media are escorted from the boardroom and the meeting proceeds
12:00pm	Meeting concludes
12:05pm	Premier Christy Clark, Jim Sinclair (President, BC Federation of Labour) and Tom Sigurdson (Executive Director, BC and Yukon Building Trades Council) proceed to the Executive Boardroom for a joint media Availability
12:07pm	Premier Christy Clark gives a brief statement
12:09am	Jim Sinclair gives a brief statement (tbc)
12:11am	Tom Sigurdson gives a brief statement (tbc)
12:13am	Ben Chin moderates questions from media
	NOTE: Mike Gardiner (Director of Communications, BC Fed) will also be on hand
12:25pm	Media availability concludes. Premier, Mr. Sinclair and Mr. Sigurdson depart.

Ministers Attending Labour Meeting:

Hon. Shirley Bond, Minister of Jobs, Tourism and Skills Training & Minister Responsible for Labour & MLA for Prince George – Valemount

Hon. Rich Coleman, Deputy Premier and Minister of Natural Gas Development & Minister Responsible for Housing & MLA for Fort Langley – Aldergrove

Contacts:

Rob Mingay, cell -

S17

Asia Trade Mission Announcement

Address: **OUTDOORS** at The Pointe, 999 Canada Place
Vancouver, BC

Event Summary: Premier announces details of upcoming trade mission to Asia

Action/Visual: Premier makes announcement; mingles with guests

Venue Audience:

Podium: Yes

Dress: Business.

Date: Tuesday, September 10, 2013

Time: 2:30pm

Time	Event Itinerary
2:15pm	Premier proceeds Boardroom 2 at PVO to meet with event participants: <ul style="list-style-type: none">• Event MC, Honourable Teresa Wat, Minister of International Trade and Minister Responsible for the Asia Pacific Strategy & Multiculturalism• Robin Silvester, President & CEO, Port Metro Vancouver• Tim Wall, President, Kitimat Upstream Operations for Apache• George Wang, President, Pelesys Co.
2:20pm	Platform party departs to Port Metro Vancouver Offices from the Premier's Vancouver Office
2:28pm	Platform party walks through Port Metro Vancouver Offices to the event space at the Pointe
2:30pm	Event MC Minister Teresa Wat welcomes guests and introduces Premier Christy Clark
2:32pm	Premier Christy Clark gives remarks
2:38pm	MC Minister Wat introduces Robin Silvester, Port Metro Vancouver
2:39pm	Robin Silvester gives remarks
2:42pm	MC Minister Wat introduces Tim Wall, Kitimat Upstream Operations, Apache
2:43pm	Tim Wall gives remarks
2:46pm	MC Minister Wat introduces George Wang, Pelesys Co.
2:47pm	George Wang gives remarks
2:50pm	MC Minister Wat thanks everyone for attending and turns it over to Ben/Sam to moderate questions from the media
2:50pm	Premier participates in media availability (moderated by Ben Chin/Sam Oliphant)
3:00pm	Premier has a few minutes to mingle with guests
3:15pm	Premier departs.

MLAs Attending:

Honourable Teresa Wat, Minister of International Trade and Minister Responsible for the Asia Pacific Strategy & Multiculturalism & MLA for Richmond Centre

Contacts:

Barbara Joy Kinsella.....(604) 219-8250

2013 BC Government UBCM Reception

Address: Ballroom D, Vancouver Convention Centre WEST
1055 Canada Place, Vancouver

Event Summary: Annual BC Government UBCM Reception

Action/Visual: Premier interacting with Community Leaders from across BC who are in Vancouver for the annual UBCM Convention

Venue Audience: Approx 1000-1200 delegates of UBCM

Podium: Yes

Dress: Business

Date: Wednesday, September 18, 2013

Time: 5:30pm

Time	Event Itinerary
5:25pm	Premier arrives at the Vancouver Convention Centre West (Burrard Street Entrance) and is met by Tara Zwaan. Premier proceeds to West Foyer of the Convention Centre where delegates will be accessing the reception. NOTE: Premier will be positioned in the Foyer to shake hands with UBCM Delegates. Guests will have the option of lining up to say hello to the Premier or proceeding into the reception as they wish.
Approx 6:20pm (Once most guests have entered the reception)	Hon. Coralee Oakes welcomes guests and introduces Premier Christy Clark.
6:21pm	Premier Christy Clark gives remarks
6:25pm	Minister Oakes thanks the Premier and invites everyone to enjoy the reception.
7:00pm	Reception concludes, Premier departs.

MLAs Attending:

All MLAs are invited to attend

Contacts:

Tara Zwaan..... 604-833-7639

Premier's 2013 UBCM Convention Keynote Address

Locations:

SPEECH: Exhibition Hall A

MEDIA AVAIL: Ballroom B/C

Vancouver Convention Centre East, BC

Event Summary: Premier Christy Clark's address to delegates at the Union of B.C. Municipalities Convention.

Action/Visual: Premier speaking to delegates – the final address of the conference.

Audience: UBCM delegates.

Dress: Business

Date: Friday, September 20th, 2013

Time: 10:50am

Time	Event Itinerary
10:50am	Premier is escorted from PVO by Tara Zwaan to Show Room A at the Vancouver Convention Centre East, her green room prior to her keynote. NOTE: the instillation of incoming President will be taking place on stage, while the Premier is in Show Room A
10:59am	Outgoing UBCM President, Mary Sjostrom introduces the Premier
11:00am	Premier gives keynote address
11:40am	Incoming UBCM President, Rhona Martin, thanks the Premier
11:42am	Premier proceeds off stage back to Show Room A, while the media are repositioned to Ballrooms B/C for the media availability
11:52am	Premier proceeds to Ballroom B/C.
11:53am	Premier participates in Media Availability moderated by Sam Oliphant. NOTE: there will be 65" LCD screen set up with an image relating to the Premier's speech for the 'over the shoulder' shot. Premier will have a podium with the BC Jobs Plan podium sign.
12:08pm	Premier departs

Contact names and telephone numbers:

Pamela Lewis.....1-250-361-7573

Surrey Memorial Hospital Emergency Department Official Opening

Address: Lorraine & Ralph Berezan Family Lobby
13750 96 Avenue, Surrey, BC

Event Summary: Premier Christy Clark, Fraser Health President & CEO, SMH Foundation and Child Health BC representatives speak at the Official Opening of the New Emergency Department at Surrey Memorial Hospital, emceed by Hon. Terry Lake, Minister of Health

Action/Visual: Platform party representatives give remarks; grade 1 and 4 classes' art parade; 'ribbon cutting'

Venue Audience: Approx 100 guests, including Grade 1 students from Ecolé Simon Cunningham Elementary and 4 students from David Brankin Elementary as well as media.

Podium: Yes

Dress: Business

Date: Tuesday, October 8, 2013

Time: 9:45am

Time	Event Itinerary
9:50am	Pre-brief with event participants: <ul style="list-style-type: none">• Event MC Hon. Terry Lake, Minister of Health and MLA for Kamloops – North Thompson• Dr. Nigel Murray, President & CEO, Fraser Health• Dr. Craig Murray, Emergency Physician, Surrey Memorial Hospital• Jane Adams, President & CEO, Surrey Memorial Hospital Foundation• Dr. Maureen O'Donnell, Executive Director, Child Health BC• Vivian Giglio, Vice President, Clinical Operations, Fraser Health (Non- Speaking)• Dave Mitchell, Chair, Fraser Health Board of Directors (Non-Speaking)
9:55am	Platform Party proceeds to event space in the Lobby and are seated in the front row
10:00am	Event MC Minister Terry Lake welcomes guests and introduces Premier Christy Clark
10:02am	Premier Christy Clark gives remarks
10:07am	MC Minister Terry Lake thanks the Premier and invites the grade 1 and grade 4 classes to parade across the stage
10:08am	Students parade across the stage with their art cards. NOTE: As students return to their seats, they will walk in front of the platform party seated in the front row for high-fives

10:11am	MC introduces Dr. Nigel Murray
10:12am	Dr. Nigel Murray gives remarks
10:15am	MC introduces Dr. Craig Murray
10:16am	Dr. Craig Murray gives remarks
10:19am	MC introduces Jane Adams
10:20am	Jane Adams gives remarks
10:22am	MC introduces Dr. Maureen O'Donnell
10:23am	Dr. Maureen O'Donnell gives remarks
10:25am	MC invites the platform party and children to come participate in a group photo and ribbon cutting
10:27am	Ribbon cutting
10:30am	Premier participates in media availability at the podium moderated by Sam Oliphant
10:40am	Premier has a few minutes to collect art/get well soon cards from the students to deliver to the emergency department.
10:45am	Platform party and MLAs Fassbender, Virk & Hogg participate in tour of the new emergency department (in operation so no media will be able to participate due to privacy of clients in the emergency department). Premier to tour Paediatric Emergency and will deliver the students cards to a nurse there.
10:55am	Premier departs.

MLAs Attending:

Hon. Terry Lake, Minister of Health and MLA for Kamloops – North Thompson

Hon. Peter Fassbender, Minister of Education and MLA for Surrey – Fleetwood

Hon. Amrik Virk, Minister of Advanced Education and MLA for Surrey – Tynehead

Hon. Stephanie Cadieux, Minister of Children and Family Development and MLA for Surrey – Cloverdale

Gordon Hogg, MLA for Surrey – White Rock

Contacts:

Nafisa Abdulla.....604-614-5215

Event Proposal – For PREM Consideration MINISTRY OF HEALTH

Event Title: Official opening of new emergency department at Surrey Memorial Hospital

Date: Tuesday October 8, 2013 Time: 10 a.m.	Media Market: Lower Mainland
Location: Level 1, Critical Care Tower, Surrey Memorial Hospital, 13750 96 Avenue, Surrey	English Media Spokesperson: Premier Christy Clark / Health Minister Terry Lake
	Multicultural Media Spokesperson: Premier Christy Clark / Health Minister Terry Lake
Author/Ministry: HLTH	

THE EVENT

PROACTIVE EVENT OR INVITATION

- This is a GCPE-led event along with Fraser Health to officially open the new emergency department and Tower Lobby at Surrey Memorial Hospital.

EVENT

- A ribbon cutting ceremony to celebrate the official opening of the new emergency department and Tower Lobby at Surrey Memorial Hospital. Official event will be preceded by a private tour of the new facility for Premier Clark and Minister Lake with Fraser Health CEO Nigel Murray. The department will open to patients on October 1.
- The lobby will be known as the "Lorraine & Ralph Berezan Family Lobby."

GOVERNMENT OF BRITISH COLUMBIA FUNDING / PARTNER FUNDING (IF APPLICABLE):

The total project cost is \$512 million including:

- \$492 million from the province of British Columbia
- \$15 million from Surrey Memorial Hospital Foundation
- \$5 million from Child Health BC

WHO'S ORGANIZING?

- GCPE / Fraser Health

STRATEGIC CONSIDERATIONS

- The new emergency department is 57,000 square feet, which is almost five times the size of the old emergency department and could hold three NHL-size rinks. It includes a paediatric emergency, adult triage/walk in area, satellite medical imaging unit, trauma room, private patient rooms, nursing stations, new technologies, mental health and substance use zone and tower lobby.
- The old emergency department had two recent incidents that resulted in it being closed down. The most serious was in November 2012 when the hospital's emergency ward was closed for two weeks after a broken water main flooded the patient care area. More recently, in February 2013, the old emergency department received media attention when a water leak briefly closed down the emergency ward.
- The new emergency department will be bolstered by the opening of the rest of the eight-floor tower in spring 2014 including additional hospital beds.
- The need for a new emergency department and tertiary perinatal centre at Surrey Memorial was first set out in the Surrey Health Services Capacity Initiative, endorsed by government in December 2005. Also recommended in the report was a new outpatient facility to provide a full range of outpatient-care services and a primary health-care clinic. The \$237-million Jim Pattison Outpatient Care and Surgery Centre opened June 2011.
- The new ER includes specific elements to cater to younger patients including a kids' only department, separate from adult patients, to improve the experience for everyone. Within the kids' department, there will be a designated area to treat paediatric mental health patients. Child-friendly furniture and an entertainment centre make the walk-in area more welcoming.
- Ambulance garage can convert to an extra triage area in response to a regional disaster.
- Treatment rooms are now fully equipped with computers, cardiac monitor capability, ceiling lifts and more.
- New technology: hands-free wireless badges make it easier for teams to consult about patients.
- Green Design:
 - 25 per cent of construction materials are locally sourced including the lobby 'trees'.
 - Wood decor is used inside and out to create a more healing ambiance.
 - A 41 per cent energy savings is expected and the water efficient landscaping requires zero irrigation.
- **Note**** - due to the hospital opening on October 1, infectious disease controls will be in place, thus limiting the space for the event and meaning that a full media tour of the facility is likely not possible.
- Media and the public were able to go on a full tour of the new facility at the sneak peak event in mid-July.

VENUE DESCRIPTION

- Formal speeches to take place in the new South Lobby

EVENT PARTICIPANTS (SPEAKERS)

- Premier Christy Clark
- Minister of Health Terry Lake
- Surrey-Tynehead MLA Amrik Virk
- Fraser Health CEO / board chair Dr. Nigel Murray
- Nurse / doctor representative

KEY VALIDATORS & STAKEHOLDERS

- Surrey Memorial Hospital Foundation
- Health care professionals working in the hospital
- Patients and their families
- UBC / SFU
- Local municipalities (mayor and council)

TARGET AUDIENCE

- Patients and families in the Lower Mainland

VISUAL MESSAGE(S)

DESIRED PICTURE (STILL / VIDEO)

- Premier engaging with health professionals who will be working in the new emergency department.

ACTUAL SPEAKING BACKDROP

- Speeches to occur in front of trees within the new main lobby (or the actual emergency department if possible).

WRITTEN MESSAGE(S)

DESIRED SOUNDBITE / KEY NEWS RELEASE SOUNDBITE

- "Our government is building better patient care for families across British Columbia including right here in Surrey with a new critical care tower and new emergency department that is part of a \$512 million redevelopment and expansion project."

KEY MESSAGES

- British Columbians have entrusted our government with a mandate to build a strong economy, a secure tomorrow and a lasting legacy for generations to come.
- We are committed to fulfilling that mandate. That means protecting and enhancing the health care system, while also ensuring the best possible value for taxpayers.
- Our government is building better patient care for families across British Columbia including here in Surrey with the new emergency department that is part of a \$512 million redevelopment and expansion project.
- When the new emergency department opens to patients on October 1, it will provide the best possible patient care for families and allow health professionals to deliver care in a larger, modern environment.
- The new emergency department will help ease congestion with more space, more patient rooms, more equipment and more staff.

**MODIFICATION AGREEMENT
WESTERN PRO SHOW RENTALS LTD.
CONTRACT NUMBER: C13GCPE26299 - #003**

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the **Minister of Citizens' Services and Open Government, Government Communications and Public Engagement**, at 4th Floor - 617 Government Street, PO Box 9409 Stn Prov Govt, Victoria, British Columbia V8W 9V1 (the "Province", "we", "us", or "our", as applicable)

AND

Western Pro Show Rentals Ltd., at 3095 Hebb Avenue, Vancouver, British Columbia V5M 4V3 (the "Contractor" "you" or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement dated for reference April 1st, 2012, and addendums thereto dated February 12th, 2013 and April 1st, 2013, copies of which are attached (the "Agreement").
- B. The parties have agreed to modify the Agreement.

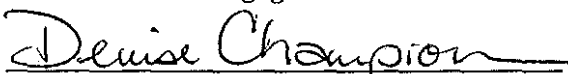
AGREEMENT

The parties agree as follows:

- (1) That the "Maximum Amount Payable" in "Schedule B -- Fees and Expenses" shall be increased by \$22,217.23, to a maximum amount of \$297,217.23;
- (2) Regardless of when this modification agreement is executed or delivered, it will be effective June 1st 2013, and
- (3) In all other respects, the Agreement is confirmed.

SIGNED AND DELIVERED on the
15 day of July, 2013 on behalf
of the Province by its authorized
representative:

**Government Communications and Public
Engagement**


Signature

Denise Champion
Print Name

SIGNED AND DELIVERED on the 9 day of
July, 2013 by or on behalf of (or by an
authorized signatory of the Contractor if a
corporation):

Western Pro Show Rentals Ltd.


Signature

Timothy Lang
Print Name

Previous Contract Total:	\$275,000.00
Amendment Amount:	\$ 22,217.23
New Contract Total:	\$297,217.23

GENERAL SERVICE AGREEMENT



For Administrative Purposes Only

Ministry Contract No.: C14GCPE29465
Requisition No.: 29465
Solicitation No.(if applicable): n/a
Commodity Code: AD.AD04

Contractor Information

Supplier Name: Western Pro Show Rentals Ltd.
Supplier No.: 153319
Telephone No.: 604-293-1771
E-mail Address: timlang@proshow.com
Website: <http://www.proshow.com/>

Financial Information

Client: 112
Responsibility Centre: 32348
Service Line: 34420
STOB: 6001, 6002
Project: 32N0140

Template version: April 1, 2013

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SCHEDULE A – SERVICES

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- Part 2 - Services
- Part 3 - Related Documentation
- Part 4 - Key Personnel

SCHEDULE B – FEES AND EXPENSES

- Part 1 - Maximum Amount Payable
- Part 2 - Fees
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SCHEDULE C – APPROVED SUBCONTRACTOR(S)

SCHEDULE D – INSURANCE

SCHEDULE E – PRIVACY PROTECTION SCHEDULE

SCHEDULE F – ADDITIONAL TERMS

SCHEDULE G – SECURITY SCHEDULE

THIS AGREEMENT is dated for reference the 1st day of July, 2013.

BETWEEN:

WESTERN PRO SHOW RENTALS LTD. (the "Contractor") with the following specified address and fax number:

3095 Hebb Avenue, Vancouver, British Columbia V5M 4V3
Fax: 604-293-1403

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Technology, Innovation and Citizens' Services, Government Communications and Public Engagement (the "Province") with the following specified address and fax number:
4th floor 617 Government Street, PO Box 9409 Stn Prov Govt, Victoria, British Columbia V8W 9V1
Fax: 250-387-6687

The Province wishes to retain the Contractor to provide the services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those services, on the terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

1 DEFINITIONS

General

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced by the Contractor or a Subcontractor and includes the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

Meaning of "record"

1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

2 SERVICES

Provision of services

2.1 The Contractor must provide the Services in accordance with this Agreement.

Term

- 2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

Supply of various items

- 2.3 Unless the parties otherwise agree in writing, the Contractor must supply and pay for all labour, materials, equipment, tools, facilities, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

Standard of care

- 2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

Standards in relation to persons performing Services

- 2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

Instructions by Province

- 2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

Confirmation of non-written instructions

- 2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

Effectiveness of non-written instructions

- 2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

Applicable laws

- 2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

3 PAYMENT

Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule;
 - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services; and

- (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

Refunds of taxes

- 3.8 The Contractor must:

- (a) apply for, and use reasonable efforts to obtain, any available refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Contractor as a result of this Agreement that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement; and
- (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province.

4 REPRESENTATIONS AND WARRANTIES

4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:

- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
 - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
 - (ii) the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual agreements in place and available to enable the Contractor to fully perform the Services, and
 - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
- (b) if the Contractor is not an individual,
 - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
 - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its terms except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

5 PRIVACY, SECURITY AND CONFIDENTIALITY

Privacy

5.1 The Contractor must comply with the Privacy Protection Schedule attached as Schedule E.

Security

5.2 The Contractor must:

- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
- (b) comply with the Security Schedule attached as Schedule G.

Confidentiality

5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:

- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
- (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
- (c) if it is information in any Incorporated Material.

Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

6 MATERIAL AND INTELLECTUAL PROPERTY

Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:

- (a) Received Material that the Contractor receives from the Province; and
- (b) Produced Material, other than any Incorporated Material.

Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify and distribute that Incorporated Material; and
 - (b) the right to sublicense to third-parties the right to use, reproduce, modify and distribute that Incorporated Material.

7 RECORDS AND REPORTS

Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

9 INDEMNITY AND INSURANCE

Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, including any claim of infringement of third-party intellectual property rights, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement, excepting always liability arising out of the independent acts or omissions of the Province and the Province's employees and agents.

Insurance

- 9.2 The Contractor must comply with the Insurance Schedule attached as Schedule D.

Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
 - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

10 FORCE MAJEURE

Definitions relating to force majeure

10.1 In this section and sections 10.2 and 10.3:

- (a) "Event of Force Majeure" means one of the following events:
 - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
 - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
 - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
 - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
- (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

Consequence of Event of Force Majeure

10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

Duties of Affected Party

10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

11 DEFAULT AND TERMINATION

Definitions relating to default and termination

11.1 In this section and sections 11.2 to 11.4:

- (a) "Event of Default" means any of the following:
 - (i) an Insolvency Event,
 - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
 - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
- (b) "Insolvency Event" means any of the following:
 - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
 - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
 - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
 - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
 - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or

- (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
 - (b) pursue any remedy or take any other action available to it at law or in equity; or
 - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
 - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.

12 DISPUTE RESOLUTION

Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
 - (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society; and
 - (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Arbitration Act*.

Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

13 MISCELLANEOUS

Delivery of notices

- 13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:
- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
 - (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
 - (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

Change of address or fax number

- 13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice.

Assignment

- 13.3 The Contractor must not assign any of the Contractor's rights under this Agreement without the Province's prior written consent.

Subcontracting

- 13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:
- (a) any person retained by the Contractor to perform obligations under this Agreement; and
 - (b) any person retained by a person described in paragraph (a) to perform those obligations fully complies with this Agreement in performing the subcontracted obligations.

Waiver

- 13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

Modifications

- 13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

Entire agreement

- 13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

Survival of certain provisions

- 13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely, even after this Agreement ends.

Schedules

- 13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

Independent contractor

- 13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:

- (a) an employee or partner of the Province; or
- (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

Personnel not to be employees of Province

- 13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

Key Personnel

- 13.12 If one or more individuals are specified as "Key Personnel" of the Contractor in Part 4 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

Pertinent information

- 13.13 The Province must make available to the Contractor all information in the Province's possession which the Province considers pertinent to the performance of the Services.

Conflict of interest

- 13.14 The Contractor must not provide any services to any person in circumstances which, in the Province's reasonable opinion, could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the Province under this Agreement.

Time

- 13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

Conflicts among provisions

- 13.16 Conflicts among provisions of this Agreement will be resolved as follows:
- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
 - (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

Agreement not permit nor fetter

- 13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

Remainder not affected by invalidity

- 13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

Further assurances

- 13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

Additional terms

- 13.20 Any additional terms set out in the attached Schedule F apply to this Agreement.

Governing law

13.21 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

14 INTERPRETATION



14.1 In this Agreement:

- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

15 EXECUTION AND DELIVERY OF AGREEMENT

15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:

<p>SIGNED on the <u>2nd</u> day of <u>July</u>, 2013 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p> Signature(s)</p> <p><u>Timothy Lang</u> Print Name(s)</p> <p><u>V.P. Operations</u> Print Title(s)</p>	<p>SIGNED on the <u>9th</u> day of <u>July</u>, 2013 on behalf of the Province by its duly authorized representative:</p> <p> Signature</p> <p><u>Denise Champion</u> Print Name</p> <p><u>Executive Director, Corporate Services</u> Print Title</p>
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Schedule A – Services

PART 1. TERM:

1. Regardless of the date of execution, the term of this Agreement commences on July 1st, 2013 and ends on March 31st, 2014.

PART 2. SERVICES:

As directed by the Contract Manager or their designated alternates, the Contractor will provide light, sound, video, event planning, facilitation and media services for a variety of provincial government events including, but not limited to, public appearances, public announcements and press conferences, as required.

PART 3. RELATED DOCUMENTATION: Not Applicable

PART 4. KEY PERSONNEL: Not Applicable

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, \$150,000 is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

2. FEES:

- a. fees will be reimbursed in accordance with the attached "2013/2014 Government Rate Sheet", for performing the Services during the Term; and
- b. items available, but not listed on the "2013/2014 Government Rate Sheet" must be pre-approved in order to be reimbursed.

3. EXPENSES:

- a. pre-approved travel, accommodation and meal expenses for travel greater than 32 kilometers away from 3095 Hebb Avenue, Vancouver, British Columbia on the same basis as the Province pays its Group II employees when they are on travel status;
- b. equipment transportation will be reimbursed in accordance with the attached "2013/2014 Government Rate Sheet";
- c. pre-approved expenses required to perform the services under the terms of this agreement; and

excluding goods and services tax ("GST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (c) above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for a period from and including the 1st day of a month to and including the last day of that month (each a "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period (each a "Billing Date"), a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement, and the Billing Period to which the statement pertains;

- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked on each day during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any GFST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;
- (e) the Contractor's calculation of any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

5. PAYMENTS DUE:

Payments Due: Within 30 days of the Province's receipt of the Contractor's written statement of account delivered in accordance with this Schedule, the Province must pay the Contractor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the Province as required to obtain the discount.

Schedule C – Approved Subcontractor(s): Not Applicable

Schedule D – Insurance

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include the Province as an additional insured,
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross liability clause.
 - (b) Professional Errors and Omissions Liability insuring the Contractor's liability resulting from errors or omissions in the performance of the Services in an amount per occurrence, and in the aggregate, calculated as follows:
 - (i) not less than \$1,000,000, if the "Maximum Amount" set out in Schedule B is less than \$500,000; and
 - (ii) not less than \$2,000,000, if the "Maximum Amount" set out in Schedule B is \$500,000 or greater.
2. All insurance described in section 1 of this Schedule must:

- (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
- (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

Schedule E – Privacy Protection Schedule

Definitions

1. In this Schedule,
- (a) **"access"** means disclosure by the provision of access;
 - (b) **"Act"** means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (c) **"contact information"** means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (d) **"personal information"** means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:
- (a) enable the Province to comply with the Province's statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor's statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 10.
10. Within 5 Business Days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule, and the Contractor must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:

- (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Schedule F – Additional Terms: Not Applicable

Schedule G – Security Schedule

Definitions

1. In this Schedule,
- (a) "Equipment" means any equipment, including interconnected systems or subsystems of equipment, software and networks, used or to be used by the Contractor to provide the Services;
 - (b) "Facilities" means any facilities at which the Contractor provides or is to provide the Services;

- (c) "Information" means information
 - (i) in the Material, or
 - (ii) accessed, produced or obtained by the Contractor (whether verbally, electronically or otherwise) as a result of the Agreement;
- (d) "Record" means a "record" as defined in the *Interpretation Act*;
- (e) "Sensitive Information" means
 - (i) Information that is "personal information" as defined in the *Freedom of Information and Protection of Privacy Act*, or
 - (ii) any other Information specified as "Sensitive Information" in Appendix G6, if attached; and
- (f) "Services Worker" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include
 - (i) the Contractor or a subcontractor if an individual, or
 - (ii) an employee or volunteer of the Contractor or of a subcontractor.

Schedule contains additional obligations

2. The obligations of the Contractor in this Schedule are in addition to any other obligations in the Agreement or the schedules attached to it relating to security including, without limitation, the obligations of the Contractor in the Privacy Protection Schedule, if attached.

Services Worker confidentiality agreements

3. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Sensitive Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Sensitive Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

4. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to have access to Sensitive Information or otherwise be involved in providing the Services if, after having subjected the Services Worker to the personnel security screening requirements set out in Appendix G1 and any additional requirements the Contractor may consider appropriate, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk. The Contractor must create, obtain and retain Records documenting the Contractor's compliance with the security screening requirements set out in Appendix G1 in accordance with the provisions of that appendix.

Services Worker activity logging

5. Subject to section 6, the Contractor must create and maintain detailed Records logging the activities of all Service Workers in relation to:
 - (a) their access to Sensitive Information; and
 - (b) other matters specified by the Province in writing for the purposes of this section.

6. The Records described in section 5 must be made and maintained in a manner, and contain information, specified in Appendix G2, if attached.

Facilities and Equipment protection and access control

7. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and
 - (b) limit access to Facilities and Equipment of the Contractor
 - (i) being used by the Contractor to provide the Services, or
 - (ii) that may be used by someone to access Informationto those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.
8. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Sensitive Information access control

9. The Contractor must:
 - (a) create, maintain and follow a documented process for limiting access to Sensitive Information to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons; and
 - (b) comply with the information access control requirements set out in Appendix G3, if attached.

Integrity of Information

10. The Contractor must:
 - (a) create, maintain and follow a documented process for maintaining the integrity of Information while possessed or accessed by the Contractor; and
 - (b) comply with the information integrity requirements set out in Appendix G4, if attached.
11. For the purposes of section 10, maintaining the integrity of Information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the Information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

12. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 7, 9 and 10.

Notice of security breaches

13. If Contractor becomes aware that:

- (a) unauthorized access, collection, use, disclosure, alteration or disposal of Information or Records containing Information; or
- (b) unauthorized access to Facilities or Equipment

has occurred or is likely to occur (whether or not related to a failure by the Contractor to comply with this Schedule or the Agreement), the Contractor must immediately notify the Province of the particulars of that occurrence or likely occurrence. If the Contractor provides a notification under this section other than in writing, that notification must be confirmed in writing to the Province as soon as it is reasonably practicable for the Contractor to do so.

Review of security breaches

- 14. If the Province decides to conduct a review of a matter described in section 13 (whether or not the matter came to the attention of the Province as a result of a notification under section 13), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.**

Retention of Records

- 15. Unless the Agreement otherwise specifies, the Contractor must retain all Records in the Contractor's possession that contain Information until directed by the Province in writing to dispose of them or deliver them as specified in the direction.**

Storage of Records

- 16. Until disposed of or delivered in accordance with section 15, the Contractor must store any Records in the Contractor's possession that contain Information in accordance with the provisions of Appendix G5, if attached.**

Audit

- 17. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy:**

- (a) any Records in the possession of the Contractor containing Information; or
- (b) any of the Contractor's Information management policies or processes (including the processes described in sections 7, 9 and 10 and the logs described in sections 5 and 12) relevant to the Contractor's compliance with this Schedule

and the Contractor must permit, and provide reasonable assistance to the exercise by the Province of the Province's rights under this section.

Termination of Agreement

18. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

19. In this Schedule, unless otherwise specified:
 - (a) references to sections are to sections of this Schedule; and
 - (b) references to appendices are to the appendices attached to this Schedule.
20. Any reference to the "Contractor" in this Schedule includes any subcontractor retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors comply with this Schedule.
21. The appendices attached to this Schedule are part of this Schedule.
22. If there is a conflict between a provision in an appendix attached to this Schedule and any other provision of this Schedule, the provision in the appendix is inoperative to the extent of the conflict unless the appendix states that it operates despite a conflicting provision of this Schedule.
23. If there is a conflict between:
 - (a) a provision of the Agreement, this Schedule or an appendix attached to this Schedule; and
 - (b) a documented process required by this Schedule to be created or maintained by the Contractorthe provision of the Agreement, Schedule or appendix will prevail to the extent of the conflict.
24. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

SCHEDULE G – Appendix G1 – Security screening requirements

The personnel security screening requirements set out in this Appendix G1 are for the purpose of assisting the Contractor determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of "primary identification" of the Services Worker and at least one piece of "secondary identification" of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
<p>Issued by ICBC:</p> <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have photo)• B.C. Identification (BCID) card <p>Issued by provincial or territorial government:</p> <ul style="list-style-type: none">• Canadian birth certificate <p>Issued by Government of Canada:</p> <ul style="list-style-type: none">• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if holder's name is on card)• Credit card (only if holder's name is on card)• Passport• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if owner's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (only if has signature strip)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.



2013/2014 Government Rate Sheet

AV / Video Equipment

Category	Item	Daily Rate
Screens	72"/96" Tripod Glass Bead Screen	50.00
	10' Post & Cradle Front Projection Screen	90.00
	4.5'x6' Fastfold Front/Rear Screen & Dress Kit	120.00
	6'x8' Fastfold Front/Rear Screen & Dress Kit	150.00
	7.5'x10' Fastfold Front/Rear Screen & Dress Kit	200.00
	9'x12' Fastfold Front/Rear Screen & Dress Kit	200.00
	10.5'x14' Fastfold Front/Rear Screen & Dress Kit	275.00
	9'x16' Fastfold Front/Rear Screen & Dress Kit	350.00
	11'x20' Fastfold Front/Rear Screen & Dress Kit	500.00
	Other Screen Sizes & Configurations	On Request
Video/Data Projectors	Sharp XG-PH70 5,200 Lumen DLP (includes Standard 1.8-2.15 Lens)	650.00
	Barco RLM 6+ 6,500 Lumen DLP	1600.00
	Christie LX-1000 10,000 Lumen LCD	1200.00
	Barco CLM HD8 8,000 Lumen DLP HD	1750.00
	Barco HDXW18 18,000 Lumen DLP HD	2800.00
Projector Accessories	Sharp Wide Zoom Lens for P70 (1.5-1.75)	200.00
	Sharp Long Zoom Lens for P70 (2.5-5.0)	200.00
	Single Rigging Bracket for P70	50.00
	Dual Stacking Bracket for P70	100.00
Televisions & Monitors	Sharp LC-19 19" LCD Flat Screen TV	50.00
	Sharp LC-32 32" LCD Flat Screen TV	150.00
	Sharp LC-M3700 37" LCD Flat Screen Display	400.00
	Sharp PN-446 46" LCD Flat Screen Display	500.00
	Sharp PN-525 52" LCD Flat Screen Display	600.00
	Sharp PN-665 65" LCD Flat Screen Display	850.00
	Sony PVM8042Q 8" Color Monitor	50.00
	15"/17" LCD Computer Monitor	50.00
	20" LCD Computer Monitor	75.00
	23" LCD Computer Monitor	150.00
	3M 17" LCD Touch Screen	150.00
	Marshall 17" HDSDI LCD Monitor	100.00
	Marshall 23" HDSDI LCD Monitor	150.00
	Draper Floor Stand for Sharp 37/45" LCD Displays	150.00
	Premier Floor Stand for Sharp 52/65" LCD Displays	75.00
AV Carts	36"/42"/48" AV Cart with Skirt	15.00

Video Playback & Recording	DVD Player	50.00
	Blu-Ray Player	75.00
	MacBook Pro w/Playback Pro HD Media Player	225.00
	Sony DSR-1500 DV/DVCam/MiniDV Record/Play	250.00
	Sony PVW 2800 BetaSP Record/Play	350.00
	Sony DSDR-1000 SD Hard Disk VTR Record/Play	250.00
	Aja KiPro HD Hard Disk VTR Record/Play	250.00
	Grass Valley T2 HD Hard Disk VTR Rec/Play	950.00
	Sony HDW1800 HDCAM HD VTR Record/Play	1200.00
Cameras & Accessories	Sony DXCD35 Broadcast SD Triax Camera Pkg	650.00
	Sony DXCD35 DVCam EFP SD Camera Package	650.00
	Sony HXC-100 Broadcast HD Triax Camera Pkg	1200.00
	Sony BRC-H700 HD Robotic Camera & Controller	450.00
	Sony HXRMC1 HD PoV Camera Package	275.00
	Canon 33x SD Zoom Lens & Studio Kit	450.00
	Canon 40x HD Zoom Lens & Studio Kit	600.00
	Video Waveform/Vectorscope Monitoring Package	150.00
Switchers	Sachtler Video 20 Tripod	100.00
	Sachtler Video 30 Tripod	125.00
	Analog Way "Centrix" Seamless Screen Switcher	500.00
	Folsom ImagePro HD Screen Switcher / Scaler	350.00
	Grass Valley "Indigo" Production AV Switcher	675.00
	Panasonic AWHS-50 HD SDI Mini Switcher	300.00
	Panasonic AVHS-400 HD SDI Switcher Pkg	575.00
Video Signal Processing	1x2 RGBHV/VGA Video Distribution Amp	20.00
	1x4 RGBHV/VGA Video Distribution Amp	50.00
	Magenta Multiview 1x4 VGA over Cat5 Encoder	50.00
	Magenta Multiview VGA over Cat5 Single Decoder	25.00
	Blackmagic HDSDI to NTSC/HDMI Transcoders	75.00
	Aja 1x6 HD SDI Video Distribution Amp	75.00
Video Flypacks & Mobiles	Complete Television Switching Flypacks	On Request
	Complete Television Production Mobile Truck	On Request
Computers/Graphics	Thinkpad Laptop PC w/Office 2007	175.00
	MacBook Pro Laptop w/Keynote	225.00
	Perfect Cue Power Point Remote System	50.00

Livestream Package\$1,950.00

2 x Livestream Encode Computer w/Monitor (Main & Backup)	1 x Panasonic AWHS50 SDI Switcher
2 x SDI to Firewire Video Transcoders	1 x Preview/Program/Source Monitoring Pkg
1 x Logo/Powerpoint Computer	1 x Mackie 1202VLZ Audio Mixer
1 x Livestream Confidence Computer	2 x Fostek 6301 Audio Monitor
1 x 5 Port Ethernet Router/Switch/Cabling	**Does not include camera(s)
1 x Aja 3GDA 1x6 SDI Video DA	**Client responsible to provide wired internet connection (min 2Mbps upload)
1 x BlackMagic SDI Audio Embedder	**Client responsible to provide/maintain livestream account.
1 x Digital Video Recorder	

Sound Equipment

~Standard Government Sound Packages~

Premier's "U-Kit" Audio Package..... \$875.00

1 x Behringer UB2222FX Audio Mixer	1 x Shure UHF Handheld Mic
1 x Highlander Dual Equalizer	2 x Shure UHF Beltpack Transmitter
1 x Sabine Dual Delay	3 x Shure WL-185 Lav Capsule
1 x BGW200 Amplifier	1 x Shure MX412 Podium Mic
1 x MiPro UHF Wireless Transmitter	1 x Audio Technica AT935 Podium Mic
1 x Shure UHF Dual Wireless Receiver	1 x MiPro UHF Wireless Receiver
1 x Sony ICDMX20 Digital MS Recorder	3 x 8 Output Media Feed
1 x Marantz PMD-660 MP3 CF Recorder	1 x Sony MDR-7506 Headphones
2 x Apple I-Pod MP3 Player	1 x Micro Telephone Dialer
1 x Conex FJ-500 Phone Interface	1 x Complete Tool & Patch Kit
1 x DBX FS900 w/ 2 x DBX 903 Compressor	
1 x PSR 1x6 Audio Distribution Amp	**Speakers & stands not included
1 x Custom Patch Bay / Routing System	

Premier's "MiniKit" Audio Package \$775.00

1 x Behringer MBX1002 Audio Mixer	1 x UHF Handheld Mic
1 x Highlander Dual Equalizer	2 x UHF Beltpack Transmitter
1 x Anton Bauer HiTron Battery System	3 x Shure WL-185 Lav Capsule
1 x Anton Bauer Titan 70 AC Module	1 x Shure MX412 Podium Mic
2 x MiPro UHF Wireless Transmitter	1 x Audio Technica AT935 Podium Mic
2 x UHF Wireless Receiver	1 x MiPro UHF Wireless Receiver
1 x Sony ICDMX20 Digital MS Recorder	3 x 8 Output Media Feed
1 x Sony MS515 Digital MS Recorder	1 x Sony MDR-7506 Headphones
1 x Apple I-Pod MP3 Player	1 x Micro Telephone Dialer
1 x Conex FJ-500 Phone Interface	1 x Complete Tool & Patch Kit
1 x Rolls Compressor/Limiter	**Speakers & stands not included
1 x PSR 1x3 Audio Distribution Amp	
1 x Custom Patch System	

Premier's "LS9" Audio Package (Large Events)..... \$1,150.00

1 x Yamaha LS9 16ch Digital Audio Mixer	2 x Shure UHF Handheld Mic
1 x DBX EQ215 Dual 2/3 rd Octave EQ	2 x Shure UHF Beltpack Transmitter
2 x QSC PLX1602 Amplifier	3 x Shure WL-185 Lav Capsule
2 x Shure UHF Dual Wireless Receiver	1 x Shure MX412 Podium Mic
1 x Sony ICDMX20 Digital MS Recorder	1 x Audio Technica AT935 Podium Mic
1 x Marantz CDR-310 MP3 CD Recorder	3 x 8 Output Media Feed
1 x I-Record MP3/MP4 USB Recorder	1 x Sony MDR-7506 Headphones
2 x Apple I-Pod MP3 Player	1 x Micro Telephone Dialer
1 x Conex FJ-500 Phone Interface	1 x Complete Tool & Patch Kit
1 x PSR 1x6 Audio Distribution Amp	**Speakers & stands not included
1 x Custom Patch Bay / Routing System	

Category	Item	Daily Rate
Speakers & Accessories	EV SX-80 2 Way Passive	30.00
	EV SX-300 2 Way Passive	50.00
	MIPRO MA-705 Powered Speaker w/UHF Rcvr	50.00
	MIPRO MT-801 UHF Wireless Transmitter	25.00
	EV SBA-760 Subwoofer Powered	75.00
	Meyer UPJ Powered Speaker	75.00
	Fostex 6301B Studio Powered	15.00
	EAW & Meyer Concert Speaker Systems	On Request
	Speaker Rigging Brackets	5.00
	Speaker Stands	Included with speakers
Amplifiers	QSC PLX-1602 Amplifier	50.00
	Rack of 4 x QSC PLX-3002 w/DBX 480 Processor	200.00
Audio Mixers	Mackie 1202VLZ 8 Input	40.00
	Mackie 1402VLZ 10 Input	50.00
	Mackie Onyx 1640 16 Input	100.00
	Mackie Onyx 244 24 Input	150.00
	Dynacord PM600 8 Input Powered	75.00
	Yamaha LS9 16 Input Digital	250.00
	Large Format Consoles	On Request
Audio Processing	DBX 2215 Dual 15 Band EQ	40.00
	DBX 2231 Dual 31 Band EQ	50.00
	DBX 1046 4 Ch Comp/Limiter	50.00
	Dan Dugan Model 'E' Microphone Processor	200.00
	DBX 4ch Comp/EQ Rack (2 x 2231, 1 x 1046)	100.00
Microphones – Wired	Shure Beta 58	15.00
	Shure SM-58S Switched	15.00
	Shure MX-412 Podium Mic	20.00
	Audio Technica AT-Pro49 Table Mic	20.00
	Audio Technica AT-935 Microline Shotgun	20.00
	Sony ECM 77B Lapel Mic	25.00
	Sennheiser K6/ME66 Shotgun Mic	40.00
	Mic Boom Pole – Carbon Fibre	50.00
	DOD 265 Passive DI Box	10.00
Microphones – Wireless	Shure UHF UHF Wireless Mic System	125.00
	Shure WL-185 Cardioid Lapel Capsule	10.00
	DPA/Sennheiser Omni Lapel Capsule	20.00
	Countryman E6 Headset Mic	25.00
Conference Mic Systems	Sony SX-C100A Chairman's Mic Unit	40.00
	Sony SX-D100A Delegate Unit	30.00
	Sony SX-M100 Master Unit	100.00
	Sony SX-S100 Switch Console	125.00

Recording and Playback	Marantz PMD-350 Cass/CD Deck	25.00
	Marantz CDR-310 CD/MP3 Recorder	75.00
	Sony ICDMX20 Memory Stick Voice Recorder	75.00
Media Feeds & DAs	8 Output Isolated Media Pool Feed	50.00
	Behringer MX882 2x3 Audio Distribution Amp	50.00
	PSR 1x3 Media Feed Distribution Amp	50.00
Telephone Equipment	JK Audio Com Pack Telco Remote Mixer	75.00
	PSR Single Line Telephone	15.00
	Telos One Digital Telco Hybrid	100.00
	Telos 1x6 Switchboard Telco Hybrid	400.00
	Motorola Cellular Phone w/Airtime (1hr max)	50.00
Production Intercom	Wired & Wireless Intercom Systems	On Request

Lighting Equipment

Category	Item	Daily Rate
Packages	Arri 4 Lamp Lighting Kit w/Stands	275.00
	(includes full scrim, mesh & filter set)	
Lighting Fixtures	Arri 1000/750W Fresnel & Accessories	50.00
	Arri 650/300W Fresnel & Accessories	50.00
	Arri 125/200W Fresnel & Accessories	50.00
	Arri HMI 575W Par TV Light & Accessories	375.00
	RIFA 250W Light & Accessories	50.00
	RIFA 500W Light & Accessories	75.00
Lighting Stands & Access.	Avenger 16' Tripod Stand	20.00
	Avenger 12' Tripod Stand	10.00
	Avenger 8' Tripod Stand	10.00
	Cardellini Grip Clamp	5.00
	Chimera Soft Box (Includes Speed Ring)	50.00
	Double Sandbag	5.00

Staging & Presentation Equipment

Category	Item	Daily Rate
Staging	Wenger 4'x2' Deck with 8-24" Legs & Skirting	75.00
	Wenger 4'x4' Deck with 8-24" Legs & Skirting	75.00
	Wenger 4'x8' Deck with 8-24" Legs & Skirting	75.00
	Wenger 2 Step Stair Unit	75.00
	Stages over 16'x24' or over 24" height	On request
	Wheelchair Ramps – various configurations	On request
Lecterns	Anchor Traveler Portable Lectern	75.00
	Plexi Lectern	175.00
	DaLite Cherry Wood Lectern	150.00
	BC Coat of Arms for Cherrywood Lectern	50.00
Flags	BC Provincial or Canada Flag	10.00
	USA & Other Canadian Province/Territory Flags	25.00
	Flag Stand	10.00
Drapery & Backdrops	12' x 4' Blue Velour Drape Panel (flat)	25.00
	9' x 4' Blue Velour Drape Panel (flat)	20.00
	16' x 4' Black Velour Drape Panel (flat)	25.00
	12' x 4' Black Velour Drape Panel (flat)	25.00
	4/6/8' x 4' Black Show Drape Panel (flat)	15.00
	Drape Upright Support & Base Plate	10.00
	Drape Crossbar Support	5.00
Furniture & Presentation Equip	4'/6' Table (no skirt/cloth)	10.00
	Table Skirting (Black or Blue)	10.00
	6' Easels	15.00
	Velvet Reveal Cloth (6'x7') Blue w/Gold Tassles	75.00
	Plastic Folding Chair	2.50
	Director's Chair	15.00

Other Equipment

Category	Item	Daily Rate
Crowd Control & Safety	Tensabarrier 7' Barrier System	20.00
	3' Heavy Duty Cable Ramps	15.00
Portable Generator	7kW HMI Portable Generator Package <i>includes:</i> 2 x 7000W film grade generators (main & backup) 2 x Power Transformer 1 x Fuel (both units filled plus full spare canister)	700.00
Tents	6'x8' Control Tent w/Walls	100.00
	10'x10' Popup Tent	100.00
	10'x15' Popup Tent	150.00

Services

Category	Item	Hourly Rate
A/V Technician	Straight Time / hr	60.00
	Overtime / hr	90.00
	Double Time / hr	120.00
	<i>Labour overtime is calculated in accordance with BC Employment Standards Act.</i> Additionally: - Minimum call time for A/V technician is 4 hours. - All hours worked between 2am and 6am will be billed at double time rate.	
Production Consulting & CAD Drawing	Venue Advance, Technical Design, Venue Drawings & Floorplan Creation & Editing, etc / hr	100.00
	Minimum charge is 2 hours during regular Proshow business hours (8am-6pm, Monday to Friday except holidays), and minimum 4 hours charge all other times	
Specialty Services	Video Acquisition & Production, PowerPoint Design & Editing, Stage & Production Management, Show/Presentation Direction Services, etc	On Request

Equipment Transportation

Category	Item	Rate
Cargo Van / Truck	Within Metro Vancouver	150.00 per day
	Outside Metro Vancouver	100.00 per day + .75/km

Cancellation Policy

Cancellation of an event scheduled for a specific date may result in cancellation charges, depending on the amount of time between official notice of event cancellation, and the date/time the Proshow equipment and/or crew was scheduled to leave Proshow as follows:

- a. **7 days or more:** No charges other than expenses already incurred (such as advance meetings, air fares, ferry reservations, etc)
- b. **less than 7 days:** Labour and Expense Recovery Only. We will not charge any equipment rental fees, no matter how short the cancellation notice, unless a hardcost was incurred (such as a subrental item), in which case only the hardcost incurred will be charged. For labour that is booked and then cancelled, we will attempt to retask the technician(s) onto other jobs on a case by case basis. If this is not possible, then labour cancellation charges would apply up to a maximum amount equal to: the lesser of the original estimated labour cost, or 8 hours per technician booked, per day.

APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for GST credits).

Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2013 the private mileage allowance is \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed.

CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide. Rates may vary between summer, winter and shoulder seasons.

Only the single government rate will be reimbursed.

The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

Other Expenses

1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

2. GST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded GST. A contractor with a GST registration number can claim input tax credits from Canada Revenue Agency.

3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

CERTIFICATE OF INSURANCE

Freedom of Information and Protection of Privacy Act
The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection and use of this information can be directed to the Manager, Consulting and Advisory Services, at 250 356-8915, PO Box 9405 STN PROV GOVT, Victoria BC V8W 9V1.
Please refer all other questions to the contact named in Part 1.

Part 1 To be completed by the Province

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO (Name of office) Government Communications and Public Engagement		AGREEMENT IDENTIFICATION NO. C14GCPE29465
PROVINCE'S CONTACT PERSON NAME & TITLE Tracey Doidge, Financial Analyst		PHONE NO (250) 356-7513
MAILING ADDRESS 4th Flr 617 Government Street, PO Box 9409 Stn Prov Govt, Victoria, British Columbia		FAX NO (250) 387- 6687
CONTRACTOR NAME Western Pro Show Rentals Ltd.		
CONTRACTOR ADDRESS 3095 Hebb Avenue, Vancouver, British Columbia		POSTAL CODE V8W 9V1

Part 2 To be completed by the Insurance Agent or Broker

INSURED	NAME Western Pro Show Rentals Ltd., dba Proshow Audio Visual Broadcast., Western Proshow Broadcast (Canada) Ltd., & Western Proshow Broadcast (USA) Ltd.		
	ADDRESS 3095 Hebb Avenue, Vancouver, BC		POSTAL CODE V5M 4V3
OPERATIONS INSURED	PROVIDE DETAILS		
TYPE OF INSURANCE <i>List each separately</i>	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT
	S21		
	S21		

This certificate certifies that policies of insurance described herein are in full force and effective as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:

AGENT OR BROKER COMMENTS:

AGENT OR BROKER Meghan Stickney	ADDRESS FRONT ROW INSURANCE BROKERS INC. 602 - 1788 West Broadway Vancouver, BC V6J 1Y1	PHONE NO (604) 684-3411
SIGNED BY THE AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S)		DATE SIGNED

Government Communications & Public Engagement
Western ProShow
May 15 - October 9, 2013

Event Date	BEA #	Amount	Event Title	Invoice #
15/05/2013	N0104-E33	2,975.00	Post Election Media Availability	21612
05/06/2013	N0104-E36	480.00	Media Availability- Cancelled	21652
07/06/2013	BEA130607	13,120.96	Introduction of the New Executive Council	21673
07/06/2013	BEA-130607	10,180.00	Introduction of the New Executive Council	21672
07/06/2013	BEA-130607	3,045.00	Introduction of the New Executive Council	21671
07/06/2013	BEA-130607	8,275.00	Introduction of the New Executive Council	21670
14/06/2013	N0104-E34	6,025.97	Premier's Clark & Redford Media Availability	21680
27/06/2013	N0104-E40	5,970.70	Visit to the Heights @ Mt View	21721
19/07/2013	N0104-E47	535.00	China Eastern Airline Announcement	21760
04/09/2013	N0104-E64	4,125.00	Sears Kids Cancer Ride	21815
09/09/2013	N0104-E65	2,945.00	Media Availability	21837
10/09/2013	N0104-E66	4,327.50	Trade Mission to Asia Announcement	21842
18/09/2013	N0104-E74	4,825.00	UBCM Government Reception	21858
20/09/2013	N0104-E73	5,335.00	UBCM Keynote Address & Media Availability	21859
08/10/2013	N0104-E84	4,738.92	Surrey Memorial Hospital Emergency Dept Opening	21897

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME	WESTERN PROSHOW		*SUPPLIER #		*SITE	
CONTRACT/PO #	C13GCPE26299	INVOICE DATE	21-MAY-2013	INVOICE #	INV21612	
			DD-MMM-YYYY			
DATE INVOICE REC'D	22-MAY-2013	DATE GOODS/SVS. REC'D	15-MAY-2013	RECEIPT#	76802	
	DD-MMM-YYYY		DD-MMM-YYYY			
US CURRENCY? YES	<input type="checkbox"/>					

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21612

DATE CHQ/EFT REQ'D (only if urgent)	GL DATE (if applicable)	PAY ALONE? YES
DD-MMM-YYYY	DD-MMM-YYYY	<input type="checkbox"/>
RETURN CHEQUE TO MINISTRY?		

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 2,966.25	\$ 2,825.00	GST 5%	112	32348	34420	6001	32N0140		
\$ 157.50	\$ 150.00	GST 5%	112	32348	34420	6002	32N0140		
3,123.75	TOTAL								

<p>* EXPENSE AUTHORITY (EA) INFORMATION:</p> <p>*</p> <hr/> <p>EA PRINTED NAME</p> <p>*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:</p> <p>Note: This is also the line description displayed on GL detail reports.</p> <p>POST ELECTION MEDIA AVAILABILITY</p> <p>- MAY 15, 2013</p> <p>*</p>	<p>QUALIFIED RECEIVER (QR) CERTIFICATION:</p> <hr/> <p>QR PRINTED NAME</p> <p>The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</p> <p>*</p> <hr/> <p>QR SIGNATURE</p>
---	--

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

FIN FSA 017 REV. JUN/10

ACCOUNTS DATE STAMP

**RECEIVED**

MAY 22 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**RECEIVED**

22 2013

COMMUNICATIONS
DEPARTMENT**INVOICE**

Invoice #: INV21612

Invoice Date: 05/21/2013

Order #: 16955 101

PO: C13GCPE26299

Terms: NET 30 DAYS

N0104-E33

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: Post-Election Media Avail
Attn: Tara Zwaan
Venue: Premier's Vancouver Office
999 Canada Place
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: May 15, 2013

Show End Date: May 15, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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 ✓
Staging & Presentation Equipment			
1 Da-Lite Cherry Wood Podium	150.00	150.00	150.00 ✓
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00 ✓
Misc. Expenses			
1 Production Trucking - 1 Ton*	150.00	150.00	150.00 ✓

LABOUR

	ST	OT	DT	Rate	Total
1 Audiovisual Technician*	6.50			60.00	390.00 ✓
1 Audiovisual Technician*	5.00			60.00	300.00 ✓
1 Driver*	4.00			60.00	240.00 ✓

SUMMARY**COMMENTS:****QUALIFIED RECEIVER**

DATE: 13.05.30

SIGNATURE:

SHARON DEAN

EQUIPMENT : \$1895.00

SALES : \$0.00

LABOUR : \$930.00

MISC. EXPENSES : \$0.00

SHIPPING : \$150.00

SUB-TOTAL : \$2975.00 ✓

R136675758 GST \$148.75

TOTAL : CAD\$3,123.75 ✓

01-2825.00

02-150.00

Receipt # 76802

MAY 30, 2013

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - E33

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Tara Zwaan	TELEPHONE NO. (604) 833-7639	DATE SUBMITTED 2013/05/23
MINISTRY/DIVISION/BRANCH GCPE - Office of the Premier	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2013/05/15
		END DATE OF EVENT 2013/05/15

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Post Election Media Availability
Hon. Christy Clark, Premier
Media

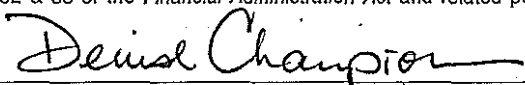
SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow		2,975.00

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 32348	SERVICE LINE 34420	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 32N0104
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. 		
PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED YYYY/MM/DD 2013/05/29

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

ESTIMATED TOTAL

2,975.00

REIMBURSEMENT TOTAL

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME <u>WESTERN PROSHOW</u>		*SUPPLIER # _____		*SITE _____	
CONTRACT/PO # <u>C13GCPE26299</u>		INVOICE DATE <u>06-JUN-2013</u> DD-MMM-YYYY		INVOICE # <u>INV21652</u>	
DATE INVOICE REC'D <u>24-JUN-2013</u> DD-MMM-YYYY		DATE GOODS/SVS. REC'D <u>05-JUN-2013</u> DD-MMM-YYYY		RECEIPT# <u>77239</u>	

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21652

DATE CHQ/EFT REQ'D (only if urgent) _____ DD-MMM-YYYY GL DATE (if applicable) _____ DD-MMM-YYYY PAY ALONE? YES ☐

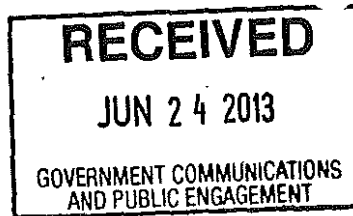
RETURN CHEQUE TO MINISTRY? ☐

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 504.00	\$ 480.00	GST 5%	112	32348	34420	6001	32N0140		
504.00	TOTAL								

<p>* EXPENSE AUTHORITY (EA) INFORMATION:</p> <p>_____</p> <p>EA PRINTED NAME</p> <p>*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:</p> <p>Note: This is also the line description displayed on GL detail reports.</p> <p>MEDIA AVAILABILITY - JUNE 5/13 (CANCELLED)</p>	<p>QUALIFIED RECEIVER (QR) CERTIFICATION:</p> <p>_____</p> <p>QR PRINTED NAME</p> <p>The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</p> <p>_____</p> <p>QR SIGNATURE</p>
--	---

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER: <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-bottom: 5px;">LEILA KUJANPAA 387-2526</div> <p><small>* Note: Fields with an asterisk do not need to be completed for IProcurement Invoices.</small></p> <p>FIN FSA 017 REV. JUN/10</p>	ACCOUNTS DATE STAMP
--	----------------------------

**INVOICE**

Invoice #: INV21652
Invoice Date: 06/06/2013
Order #: 17014 101
PO: C13GCPE26299
Terms: NET 30 DAYS
N0104-E36

BILL TO

BC Government Communications

Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4

Event: PVO Media Avail - June 5
Cancellation
Attn: Tara Zwaan
Venue: Premier's Vancouver Office
999 Canada Place
Vancouver, BC

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

Show Start Date: June 5, 2013
Show End Date: June 5, 2013
Billable Days: 1d

EQUIPMENT**LABOUR**

	ST	OT	DT	Rate	Total
Labour charges for cancellation with less than 24 hrs notice					
1 Audiovisual Technician*	4.00			60.00	240.00 ✓
1 Audiovisual Technician*	4.00			60.00	240.00 ✓

SUMMARY**COMMENTS:**

EQUIPMENT :	\$0.00
SALES :	\$0.00
LABOUR :	\$480.00 ✓
MISC. EXPENSES :	\$0.00
SHIPPING :	\$0.00
SUB-TOTAL :	\$480.00 01
R136675758 GST	\$24.00 ✓
TOTAL :	CAD\$504.00 ✓

RECEIPT # 77239
JUNE 27, 2013

QUALIFIED RECEIVER

DATE: 13.06.27

SIGNATURE: 
MELISSA SAFARIK

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - E36

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Tara Zwaan

TELEPHONE NO.

(604) 833-7639

YYYY / MM / DD

DATE
SUBMITTED

2013/06/19

MINISTRY/DIVISION/BRANCH

Office of the Premier

Possible Media Availability - *cancelled*

LOCATION (CITY) OF EVENT

Vancouver

YYYY / MM / DD

START DATE
OF EVENT

2013/06/05

YYYY / MM / DD

END DATE
OF EVENT

2013/06/05

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Hon. Christy Clark, Premier of British Columbia
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow AV		480.00
ESTIMATED TOTAL		480.00

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0104

EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.

Denise Champion

PRINT NAME OF EXPENSE AUTHORITY

Denise Champion

DATE SIGNED

YYYY / MM / DD

2013/06/21

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

REIMBURSEMENT TOTAL

*PAYEE NAME WESTERN PROSHOW

*SUPPLIER #

*SITE

CONTRACT/PO # C13GCPE26299

INVOICE
DATE 12-JUN-2013
PP-MMV-YYYY

INVOICE # NV21673

DATE INVOICE REC'D 27-JUN-2013

DATE GOODS/SVS. REC'D 07-JUN-2013

RECEIPT# 77605

DD-MMM-YYYY

DD-MMM-YYYY

US CURRENCY? YES

NAME &/OR ADDRESS OVERRIDE:

DESCRIPTION FOR CHEQUE STUB:

INV21673

DATE CHQ/EFT REQ'D
(only if urgent)

GL DATE (if applicable)

PAY ALONE? YES

DD-MMM-YYYY

DD-MMM-YYYY

RETURN CHEQUE TO MINISTRY?

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 13,566.00	\$ 12,920.00	GST 5%	112	32348	34420	6001	32N0261		
\$ 211.01	\$ 200.96	GST 5%	112	32348	34420	6002	32N0261		
13,777.01	TOTAL								

*** EXPENSE AUTHORITY (EA) INFORMATION:**

EA PRINTED NAME

*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:

Note: This is also the line description displayed on GL detail reports.

INTRODUCTION OF THE NEW
EXECUTIVE COUNCIL
JUNE 7, 2013

QUALIFIED RECEIVER (QR) CERTIFICATION:

QR PRINTED NAME

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for IProcurement invoices.

FIN FSA 017 REV. JUN/10

**RECEIVED**

JUN 27 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**Invoice #: INV21673
Invoice Date: 06/12/2013
Order #: 17002 101
PO: C13GCPE26299
Terms: NET 30 DAYS

BEA-130607

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: Cabinet Ceremony (Pointe)
Attn: Tara Zwaan
Venue: Vanc Convention Centre East
North Plaza
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: June 7, 2013

Show End Date: June 7, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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
1 SSP - IBM Thinkpad R60 Laptop PC	175.00	175.00	175.00 ✓
24 EV SX300 Speaker	50.00	1200.00	1200.00 ✓
1 PLX3002 Amp Rack W/ Driverack	200.00	200.00	200.00 ✓
6 Audio Technica-Pro37 Cond. Mic	20.00	120.00	120.00 ✓
2 Dod 265 Passive DI Box	10.00	20.00	20.00 ✓
Staging & Presentation Equipment			
1 Plexi Podium With Silver Posts	175.00	175.00	175.00 ✓
48 Checker 5 Channel Cable Ramp	25.00	1200.00	1200.00
Lighting Equipment			
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 ✓



INVOICE

Invoice #: INV21673
Invoice Date: 06/12/2013
Order #: 17002 101
PO: C13GCPE26299
Terms: NET 30 DAYS

Misc Expenses

1	Production Trucking - 5 Ton*	150.00	150.00	150.00 ✓
2	Parking*	25.48	50.96	50.96 ✓

LABOUR

	ST	OT	DT	Rate	Total
1 Audio Operator*	8.00	3.00		60.00	750.00 ✓
2 Audio/Lighting Assist*	8.00	2.00		60.00	1320.00 ✓
2 Setup Assist*	6.00			60.00	720.00 ✓
1 Driver / Setup*	5.00		2.00	60.00	540.00 ✓
2 Driver / Setup*	5.00		1.50	60.00	960.00 ✓
1 Dismantle Crew Chief*	5.50			60.00	330.00 ✓
3 Dismantle Assist*	4.00			60.00	720.00 ✓
1 Driver out*	5.50			60.00	330.00 ✓

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT :	\$7250.00
SALES :	\$0.00
LABOUR :	\$5670.00
MISC. EXPENSES :	\$50.96
SHIPPING :	\$150.00
SUB-TOTAL :	\$13120.96 ✓
R136675758 GST	\$656.05 ✓
TOTAL :	CAD\$13,777.01 ✓

PST Exemption #:

QUALIFIED RECEIVER

DATE: 13.07.03

SIGNATURE:

MELISSA SAFARIK

01- 12920.00

02- 200.96

RECEIPT # 77605
JULY 16, 2013

WESTERN 11031000
C13 GCPE 26299
INV# INV 21673
BEA - 130607

Canada Place Parkade

999 Canada Place
Vancouver BC V6C 3C1

Pay Station Number: 3
Entered: 06/07/2013 05:52
Exited: 06/07/2013 17:18
Ticket Number: 9447
Transaction Number: 12352
Rate: A
Parking Fee: \$26.75
Total Tax: \$0.00

Total Fee: \$26.75
Fee Paid: \$26.75
S22
XXXXXXXXXXXX S22
Approval Number: 078431

Thank you for visiting
Canada Place
G.S.T# 120996095RT0005

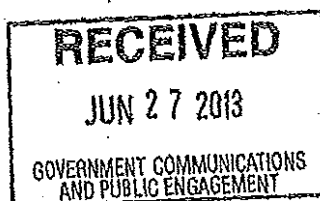
Canada Place Parkade

999 Canada Place
Vancouver BC V6C 3C1

Pay Station Number: 4
Entered: 06/07/2013 05:38
Exited: 06/07/2013 18:10
Ticket Number: 9448
Transaction Number: 26543
Rate: A
Parking Fee: \$26.75
Total Tax: \$0.00

Total Fee: \$26.75
Fee Paid: \$26.75
S22
XXXXXXXXXXXX S22
Approval Number: 191328

Thank you for visiting
Canada Place
G.S.T# 120996095RT0005

**INVOICE**

Invoice #: INV21673
Invoice Date: 06/12/2013
Order #: 17002 101
PO: C13GCOPE26299
Terms: NET 30 DAYS

BILL TO

BC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4

Event: Cabinet Ceremony (Pointe)
Attn: Tara Zwaan
Venue: Vanc Convention Centre East
North Plaza
Vancouver, BC

Phone: 804-776-1604
Fax: 250-387-3634
Email:

Show Start Date: June 7, 2013
Show End Date: June 7, 2013
Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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
1 SSP - IBM Thinkpad R60 Laptop PC	175.00	175.00	175.00
24 EV SX300 Speaker	50.00	1200.00	1200.00
1 PLX3002 Amp Rack W/ Driverack	200.00	200.00	200.00
6 Audio Technica-Pro37 Cond. Mic	20.00	120.00	120.00
2 Dod 265 Passive DI Box	10.00	20.00	20.00
Staging & Presentation Equipment			
1 Plexi Podium With Silver Posts	175.00	175.00	175.00
48 Checker 5 Channel Cable Ramp	25.00	1200.00	1200.00
Lighting Equipment			
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



INVOICE

Invoice #: INV21673
 Invoice Date: 08/12/2013
 Order #: 17002 101
 PO: C13GCPE26299
 Terms: NET 30 DAYS

Misc Expenses

1	Production Trucking - 5 Ton*	150.00	150.00	150.00
2	Parking*	25.48	50.96	50.96

LABOUR

	ST	OT	DT	Rate	Total
1 Audio Operator*	8.00	3.00		60.00	750.00
2 Audio/Lighting Assist*	8.00	2.00		60.00	1320.00
2 Setup Assist*	8.00			60.00	720.00
1 Driver / Setup*	5.00		2.00	60.00	540.00
2 Driver / Setup*	5.00		1.50	60.00	960.00
1 Dismantle Crew Chief*	5.50			60.00	330.00
3 Dismantle Assist*	4.00			60.00	720.00
1 Driver out*	5.50			60.00	330.00

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT:	\$7250.00
SALES:	\$0.00
LABOUR:	\$5870.00
MISC. EXPENSES:	\$50.96
SHIPPING:	\$150.00
SUB-TOTAL:	\$13120.96
R136675758 GST	\$856.05
TOTAL:	CAD\$13,777.01

PST Exemption #:

Qualified Receiver - Anazwaan

3085 Webb Ave Vancouver BC V5M 4V3

www.proshow.com

Page 2 of 2

604.293.1771
 888.776.7469

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

BEA-130607

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Tara Zwaan	TELEPHONE NO. (604) 833-7639	DATE SUBMITTED 2013/06/11
MINISTRY/DIVISION/BRANCH Office of the Premier	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2013/06/07
		END DATE OF EVENT 2013/06/07

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Introduction of the New Executive Council
Hon. Christy Clark, Premier
Executive Council Nominees
Stakeholders
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED			SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL		
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
1. Meeting Room Rental	6531		32348	34420	32N0261
2. Equipment/Furniture Rental	6531		EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. <i>Denise Champion</i>		
3. Photocopying, Faxing, Telephone, etc.	6531				
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531		PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED YYYY/MM/DD 2013/06/11
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531		SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.		
6. Event Planners, Speakers, etc.					
7. Travel Costs for Non-BC Government Participants					
8. Other: _____ See attached breakdown	6531	147,994.00 123,403.41			
Donations	6531	-123,403.41			
ESTIMATED TOTAL		0.00	REIMBURSEMENT TOTAL		

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME	WESTERN PROSHOW		*SUPPLIER #		*SITE	
CONTRACT/PO #	C13GCPE26299	INVOICE DATE	12-JUN-2013	INVOICE #	INV21672	
DATE INVOICE REC'D	27-JUN-2013	DATE GOODS/SVS. REC'D	07-JUN-2013	RECEIPT#	77603	
US CURRENCY? YES	<input type="checkbox"/>					

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21672

DATE CHQ/EFT REQ'D (only if urgent) _____ DD-MMM-YYYY GL DATE (if applicable) _____ DD-MMM-YYYY PAY ALONE? YES ☐

RETURN CHEQUE TO MINISTRY? ☐

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 10,689.00	\$ 10,180.00	GST 5%	112	32348	34420	6001	32N0261		
10,689.00	TOTAL								

* EXPENSE AUTHORITY (EA) INFORMATION:
*

EA PRINTED NAME
*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:
Note: This is also the line description displayed on GL detail reports.
INTRODUCTION OF THE NEW
EXECUTIVE COUNCIL
* JUNE 7, 2013

QUALIFIED RECEIVER (QR) CERTIFICATION:

QR PRINTED NAME

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

*

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:
LEILA KUJANPAA 387-2526

ACCOUNTS DATE STAMP

**RECEIVED****JUN 27 2013**GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**

Invoice #: INV21672

Invoice Date: 06/12/2013

Order #: 17001 01

PO: C13GCPE26299

Terms: NET 30 DAYS

BEA-130607

BILL TO

BC Government Communications

Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: Cabinet Ceremony - HD Pool, Rec &
Livestream

Attn: Tara Zwaan

Venue: Vanc Convention Centre East
North Plaza
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: June 7, 2013

Show End Date: June 7, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Livestream Switching & Control			
1 Panasonic AWH50 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 1402-Viz Pro Mixer	40.00	40.00	40.00
2 Clear Com RS-501 Belt Pack	20.00	40.00	40.00
1 Clear Com CS-222 Main Station	75.00	75.00	75.00
3 Eartec Single Muff Com Headset	10.00	30.00	30.00
1 Mac Book Pro with Keynote	225.00	225.00	225.00 ✓
HD Pool Feed			
1 Panasonic AVHS400 HD Video Switcher	575.00	575.00	575.00 ✓
1 Marshall 23" HD LCD Monitor	150.00	150.00	150.00 ✓
1 BlackMagic Audio To SDI Converter	50.00	50.00	50.00
1 Hamlet Microflex HH HD Scope	100.00	100.00	100.00
Livestream Encoding and Recording			
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 Thinkpad R400 Laptop PC	175.00	175.00	175.00 ✓
Camera Equipment			
2 Sony HXC100 HD XC Studio Camera	1200.00	2400.00	2400.00 ✓
1 Canon 40X10 HD Zoom Lens	600.00	600.00	600.00 ✓
1 Sachtler Video30 Tripod	125.00	125.00	125.00 ✓



INVOICE

Invoice #: INV21672
Invoice Date: 06/12/2013
Order #: 17001 101
PO: C13GCPE26299
Terms: NET 30 DAYS

LABOUR

	ST	OT	DT	Rate	Total
1 TD/Director*	8.00	3.00		60.00	750.00 ✓
1 Webcast Operator*	8.00	3.00		60.00	750.00 ✓
1 Webcast VTR/Shader Op*	8.00	3.00		60.00	750.00 ✓
2 Camera Operator - Hourly*	5.00			60.00	600.00 ✓
1 ENG*	8.00	2.00		60.00	660.00 ✓
1 Setup Technician*	6.00			60.00	360.00 ✓

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT :	\$6310.00
SALES :	\$0.00
LABOUR :	\$3870.00
MISC. EXPENSES :	\$0.00
SHIPPING :	\$0.00
SUB-TOTAL :	\$10180.00 ✓ 01
R136675758 GST	\$509.00
TOTAL :	CAD\$10,689.00

PST Exemption #:

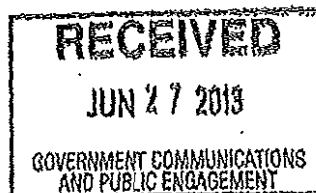
RECEIPT # 77603
JULY 16, 2013

QUALIFIED RECEIVER

DATE: 13.07.03

SIGNATURE: 

MELISSA SAFARIK



INVOICE

Invoice #: INV21672
 Invoice Date: 06/12/2013
 Order #: 17001 101
 PO: C13GCPE26299
 Terms: NET 30 DAYS

BILL TO

BC Government Communications

Accounts Payable
 4th Floor - 617 Government St
 Province of British Columbia
 Victoria BC V8V 1X4

Event: Cabinet Ceremony - HD Pool, Rec & Livestream

Attn: Tara Zwaan
 Venue: Vanc Convention Centre East
 North Plaza
 Vancouver, BC

Phone: 604-775-1604
 Fax: 250-387-3634
 Email:

Show Start Date: June 7, 2013
 Show End Date: June 7, 2013
 Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Livestream Switching & Control			
1 Panasonic AWH850 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 1402-Viz Pro Mixer	40.00	40.00	40.00
2 Clear Com RS-501 Belt Pack	20.00	40.00	40.00
1 Clear Com CS-222 Main Station	75.00	75.00	75.00
3 Earteo Single Muff Com Headset	10.00	30.00	30.00
1 Mac Book Pro with Keynote	225.00	225.00	225.00
HD Pool Feed			
1 Panasonic AVHS400 HD Video Switcher	575.00	575.00	575.00
1 Marshall 23" HD LCD Monitor	150.00	150.00	150.00
1 BlackMagic Audio To SDI Converter	50.00	50.00	50.00
1 Hamlet Microflex HH HD Scope	100.00	100.00	100.00
Livestream Encoding and Recording			
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-Stor 250GB Drive	250.00	250.00	250.00
1 BlackMagic H.264 With Mac Book Pro Kit	225.00	225.00	225.00
1 Thinkpad R400 Laptop PC	175.00	175.00	175.00
Camera Equipment			
2 Sony HXC100 HD XC Studio Camera	1200.00	2400.00	2400.00
1 Canon 40X10 HD Zoom Lens	600.00	600.00	600.00
1 Saehller Video30 Tripod	125.00	125.00	125.00



INVOICE

Invoice #: INV21872
 Invoice Date: 08/12/2013
 Order #: 17001 01
 PO: C13GCPE26299
 Terms: NET 30 DAYS

LABOUR

	ST	OT	DT	Rate	Total
1 TD/Director*	8.00	3.00		60.00	750.00
1 Webcast Operator*	8.00	3.00		60.00	750.00
1 Webcast VTR/Shader Op*	8.00	3.00		60.00	750.00
2 Camera Operator - Hourly*	5.00			60.00	600.00
1 ENG*	8.00	2.00		60.00	660.00
1. Setup Technician*	6.00			60.00	360.00

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT:	\$8310.00
SALES:	\$0.00
LABOUR:	\$3870.00
MISC. EXPENSES:	\$0.00
SHIPPING:	\$0.00
SUB-TOTAL:	\$10180.00
R136675758 GST	\$609.00
TOTAL:	CAD\$10,889.00

PST Exemption #:

Qualified Receiver-
 Tara Zwaan

3098 hebb ave vancouver BC v6m 4v3

www.proshow.com

Page 2 of 2

604.293.1771

888.776.7469

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

BEA-130607

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Tara Zwaan

TELEPHONE NO.

(604) 833-7639

YYYY / MM / DD

DATE
SUBMITTED

2013/06/11

MINISTRY/DIVISION/BRANCH

Office of the Premier

LOCATION (CITY) OF EVENT

Vancouver

YYYY / MM / DD

START DATE
OF EVENT

2013/06/07

YYYY / MM / DD

END DATE
OF EVENT

2013/06/07

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Introduction of the New Executive Council

Hon. Christy Clark, Premier

Executive Council Nominees

Stakeholders

Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other:		
See attached breakdown	6531	123,403.41
Donations	6531	-123,403.41

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0261
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. <i>Denise Champion</i>		
PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED YYYY / MM / DD
Denise Champion		2013/06/11

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

ESTIMATED TOTAL

0.00

REIMBURSEMENT TOTAL

**Announcement of New Executive Council
June 7, 2013 - Vancouver Convention Centre
Estimated Budget**

	Est.
Professional Services	
Photographer (Jeff Vinnick)	\$500.00
Singer travel (Lisalee Campbell)	\$600.00
Band travel (Moscrop Secondary)	\$300.00
BC Event Management, Pointe and Hall C, Tenting, First Aid	\$33,600.00
ProShow, AV, HD Pool, Rec & Livestream	\$9,933.00
ProShow, Cabinet Media Avail (Pointe)	\$3,333.75
ProShow, Hall C	\$8,373.75
Printing Expenses	
Programs (Queen's Printer)	\$1,880.00
Signage (Queen's Printer)	\$3,500.00
Guest Book Binding (Protocol Office)	\$100.00
Hospitality Expenses	
Vancouver Convention Centre (food + Hall C set up)	\$60,682.91
Boutonnieres (Protocol Office)	\$600.00
TOTAL	<u>\$123,403.41</u>
Donations	<u>-\$123,403.41</u>
TOTAL	<u><u>\$0.00</u></u>

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME WESTERN PROSHOW		*SUPPLIER #		*SITE					
CONTRACT/PO # C13GCPE26299		INVOICE DATE 12-JUN-2013 DD-MMM-YYYY		INVOICE # INV21671					
DATE INVOICE REC'D 27-JUN-2013 DD-MMM-YYYY		DATE GOODS/SVS. REC'D 07-JUN-2013 DD-MMM-YYYY		RECEIPT# 77349					
US CURRENCY? YES <input type="checkbox"/>									
NAME &/OR ADDRESS OVERRIDE:			DESCRIPTION FOR CHEQUE STUB:						
			INV21671						
DATE CHQ/EFT REQ'D (only if urgent)		GL DATE (if applicable)		PAY ALONE? YES <input type="checkbox"/>					
DD-MMM-YYYY		DD-MMM-YYYY							
RETURN CHEQUE TO MINISTRY? <input type="checkbox"/>									
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57	OFA STOB & ASSET #
\$ 3,197.25	\$ 3,045.00	GST 5%	112	32348	34420	6001	32N0261		
3,197.25	TOTAL								
* EXPENSE AUTHORITY (EA) INFORMATION:					QUALIFIED RECEIVER (QR) CERTIFICATION:				
* _____ EA PRINTED NAME					_____ QR PRINTED NAME				
*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. INTRODUCTION OF THE NEW EXECUTIVE COUNCIL - JUNE 7, 2013 (NORTH PLAZA)					The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met). * _____ QR SIGNATURE				
ADDITIONAL INFORMATION OR INSTRUCTIONS:									

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

* Note: Fields with an asterisk do not need to be completed for iProcurement Invoices.

FIN FSA 017 REV. JUN/10

ACCOUNTS DATE STAMP

**RECEIVED**

JUN 27 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**

Invoice #: INV21671

Invoice Date: 06/12/2013

Order #: 17004 101

PO: C13GCPE26299

Terms: NET 30 DAYS

BEA+130607

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: Cabinet Media Avail (Pointe)
Attn: Tara Zwaan
Venue: Vanc Convention Centre East
North Plaza
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: June 7, 2013

Show End Date: June 7, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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 ✓
1 K&M Boom Pole - 2 Section 5Ft	15.00	15.00	15.00 ✓
1 Sennheiser ME66 Microphone	35.00	35.00	35.00 ✓
1 Cellular Dialup Package	50.00	50.00	50.00 ✓
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00 ✓
Staging & Presentation Equipment			
12 Tenisabarrier 7' Stanchion	20.00	240.00	240.00 ✓

LABOUR

	ST	OT	DT	Rate	Total
2 Audiovisual Technician*	8.00			60.00	960.00 ✓

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT :	\$2085.00
SALES :	\$0.00
LABOUR :	\$960.00
MISC. EXPENSES :	\$0.00
SHIPPING :	\$0.00
SUB-TOTAL :	\$3045.00 ✓
R136675758 GST	\$152.25 ✓
TOTAL :	CAD\$3,197.25 ✓

PST Exemption #:

Receipt # 77349

JULY 3, 2013

3095 hebb ave vancouver BC v6m 4v3

www.proshow.com

Page 1 of 1

QUALIFIED RECEIVER

DATE: 13.07.03

SIGNATURE:

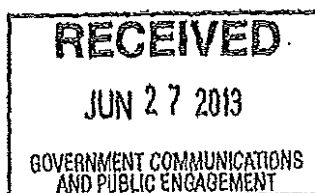
MELISSA SAFARIK

604.293.1771

888.776.7469

Page 78

SCB-2013-00167



INVOICE
 Invoice #: INV21671
 Invoice Date: 06/12/2013
 Order #: 17004 101
 PO: C13GCP26298
 Terms: NET 30 DAYS

BILL TO

BC Government Communications
 Accounts Payable
 4th Floor - 617 Government St
 Province of British Columbia
 Victoria BC V8V 1X4

Event: Cabinet Media Avail (Pointe)
 Attn: Tara Zwaan
 Venue: Vanc Convention Centre East
 North Plaza
 Vancouver, BC

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

Show Start Date: June 7, 2013
 Show End Date: June 7, 2013
 Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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
1 K&M Boom Pole - 2 Section 5Ft	15.00	15.00	15.00
1 Sennheiser ME66 Microphone	35.00	35.00	35.00
1 Cellular Dialup Package	50.00	50.00	50.00
Lighting Equipment			
2 ArriSun 5 - HMI 575	375.00	750.00	750.00
Staging & Presentation Equipment			
12 Tensabarrier 7' Stanchion	20.00	240.00	240.00

LABOUR

	ST	OT	DT	Rate	Total
2 Audiovisual Technician*	8.00			60.00	960.00

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT:	\$2065.00
SALES:	\$0.00
LABOUR:	\$960.00
MISC. EXPENSES:	\$0.00
SHIPPING:	\$0.00
SUB-TOTAL:	\$3045.00
R136676758 GST	\$162.25
TOTAL:	CAD\$3,197.25

PST Exemption #:

Qualified Receiver - Tara Zwaan
 3095 hobb ave vancouver BC V6M 4V3 www.proshow.com

604.293.1771
 888.776.7469



BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

BEA-130607

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE	TELEPHONE NO.	DATE SUBMITTED	YYYY/MM/DD
Tara Zwaan	(604) 833-7639	2013/06/11	
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT	YYYY/MM/DD
Office of the Premier	Vancouver	2013/06/07	
		END DATE OF EVENT	YYYY/MM/DD
		2013/06/07	

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Introduction of the New Executive Council
Hon. Christy Clark, Premier
Executive Council Nominees
Stakeholders
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED			SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL		
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
1. Meeting Room Rental	6531		32348	34420	32N0261
2. Equipment/Furniture Rental	6531		EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.		
3. Photocopying, Faxing, Telephone, etc.	6531		Denise Champion		
4. Food/Beverages for Meetings	6531		PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.			Denise Champion		2013/06/11
5. Business Meals in Restaurant	6531		SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION		
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER			Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.		
6. Event Planners, Speakers, etc.					
7. Travel Costs for Non-BC Government Participants					
8. Other:					
See attached breakdown	6531	123,403.41			
Donations	6531	-123,403.41			
ESTIMATED TOTAL		0.00	REIMBURSEMENT TOTAL		

Announcement of New Executive Council
June 7, 2013 - Vancouver Convention Centre
Estimated Budget

	Est.
Professional Services	
Photographer (Jeff Vinnick)	\$500.00
Singer travel (Lisalee Campbell)	\$600.00
Band travel (Moscrop Secondary)	\$300.00
BC Event Management, Pointe and Hall C, Tenting, First Aid	\$33,600.00
ProShow, AV, HD Pool, Rec & Livestream	\$9,933.00
ProShow, Cabinet Media Avail (Pointe)	\$3,333.75
ProShow, Hall C	\$8,373.75
Printing Expenses	
Programs (Queen's Printer)	\$1,880.00
Signage (Queen's Printer)	\$3,500.00
Guest Book Binding (Protocol Office)	\$100.00
Hospitality Expenses	
Vancouver Convention Centre (food + Hall C set up)	\$60,682.91
Boutonnieres (Protocol Office)	\$600.00
TOTAL	<u>\$123,403.41</u>
Donations	<u>-\$123,403.41</u>
TOTAL	<u><u>\$0.00</u></u>

*PAYEE NAME <u>WESTERN PROSHOW</u>				*SUPPLIER # _____				*SITE _____	
CONTRACT/PO # <u>C13GCPE26299</u>		INVOICE DATE <u>12-JUN-2013</u> DD-MMM-YYYY		INVOICE # <u>INV21670</u>					
DATE INVOICE REC'D <u>27-JUN-2013</u> DD-MMM-YYYY		DATE GOODS/SVS. REC'D <u>07-JUN-2013</u> DD-MMM-YYYY		RECEIPT# <u>77348</u>					
US CURRENCY? YES <input type="checkbox"/>									
NAME &/OR ADDRESS OVERRIDE: _____ _____				DESCRIPTION FOR CHEQUE STUB: <u>INV21670</u>					
DATE CHQ/EFT REQ'D (only if urgent) _____ DD-MMM-YYYY				GL DATE (if applicable) _____ DD-MMM-YYYY				PAY ALONE? YES <input type="checkbox"/>	
RETURN CHEQUE TO MINISTRY? <input type="checkbox"/>									
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 8,688.75	\$ 8,275.00	GST 5%	112	32348	34420	6001	32N0261		
8,688.75	TOTAL								
* EXPENSE AUTHORITY (EA) INFORMATION:					QUALIFIED RECEIVER (QR) CERTIFICATION:				
* _____ EA PRINTED NAME					* _____ QR PRINTED NAME				
*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. * <u>INTRODUCTION OF THE NEW EXECUTIVE COUNCIL - JUNE 7, 2013</u> * <u>HALL C - OVERFLOW</u>					The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met). * _____ QR SIGNATURE				
ADDITIONAL INFORMATION OR INSTRUCTIONS:									

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

* Note: Fields with an asterisk do not need to be completed for iProcurement Invoices.

FIN FSA 017 REV. JUN/10

ACCOUNTS DATE STAMP

**RECEIVED**

JUN 27 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**

Invoice #: INV21670

Invoice Date: 06/12/2013

Order #: 17020 101

PO: C13GCPE26299

Terms: NET 30 DAYS

BEA-130607

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: Cabinet Ceremony (Hall C - Overflow)
Attn: Tara Zwaan
Venue: Vanc Convention Centre East
Exhibit Hall C
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: June 7, 2013

Show End Date: June 7, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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 ✓
Video Control / Link Equipment			
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 ✓
2 Barco HDXW18 18K 3Chip DLP Projector	1750.00	3500.00	3500.00 ✓
2 Da-Lite 9X16 FF Screen DT (F&R)	450.00	900.00	900.00

LABOUR

	ST	OT	DT	Rate	Total
1 AV Operator*	8.00	3.00		60.00	750.00 ✓
2 Setup Assistant*	6.00			60.00	720.00 ✓
2 Dismantle Assistant*	4.00			60.00	480.00 ✓
1 Dismantle Assistant*	5.00			60.00	300.00 ✓

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT : \$6025.00

SALES : \$0.00

LABOUR : \$2250.00

MISC. EXPENSES : \$0.00

SHIPPING : \$0.00

SUB-TOTAL : \$8275.00

R136675758 GST \$413.75

TOTAL : CAD\$8,688.75

QUALIFIED RECEIVER

DATE: 13.07.08

SIGNATURE:

MELISSA SAFARIK

PST Exemption #:

RECEIPT# 77348

3095 hebb ave vancouver BC v5m 4v3

www.proshow.com

Page 1 of 1

JULY 3, 2013

604.293.1771

888.776.7469



RECEIVED

JUN 27 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT

INVOICE

Invoice #: INV21670

Invoice Date: 06/12/2013

Order #: 17020 101

PO: C13GCOPE26299

Terms: NET 30 DAYS

BILL TO

BC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4

Event: Cabinet Ceremony (Hall C - Overflow)
Attn: Tara Zwaan
Venue: Vanc Convention Centre East
Exhibit Hall C
Vancouver, BC

Phone: 604-776-1604
Fax: 250-387-3534
Email:

Show Start Date: June 7, 2013
Show End Date: June 7, 2013
Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
1 Mackle 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
Video Control / Link Equipment			
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
2 Barco HDXW18 18K 3Chlp DLP Projector	1750.00	3500.00	3500.00
2 Da-Lite 9X16 FF Screen DT (F&R)	450.00	900.00	900.00

LABOUR

	ST	OT	DT	Rate	Total
1 AV Operator*	8.00	3.00		60.00	750.00
2 Setup Assistant*	6.00			60.00	720.00
2 Dismantle Assistant*	4.00			60.00	480.00
1 Dismantle Assistant*	5.00			60.00	300.00

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT :	\$6025.00
SALES :	\$0.00
LABOUR :	\$2250.00
MISC. EXPENSES :	\$0.00
SHIPPING :	\$0.00
SUB-TOTAL :	\$8275.00
R136675758 GST	\$413.76
TOTAL :	CAD\$8,688.76

PST Exemption #:

Qualified Receiver Tara Zwaan

3086 Hebb Ave. Vancouver BC V6M 4V3

www.proshow.com

604.293.1771

Page 1 of 1

888.776.7469



BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved
by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

BEA-130607

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Tara Zwaan

TELEPHONE NO.

(604) 833-7639

YYYY / MM / DD

DATE
SUBMITTED

2013/06/11

MINISTRY/DIVISION/BRANCH

Office of the Premier

LOCATION (CITY) OF EVENT

Vancouver

START DATE
OF EVENT

YYYY / MM / DD

2013/06/07

END DATE
OF EVENT

YYYY / MM / DD

2013/06/07

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting
- 20 government employees, 2 service contractors.

Introduction of the New Executive Council
Hon. Christy Clark, Premier
Executive Council Nominees
Stakeholders
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: _____ See attached breakdown	6531	123,403.41
Donations	6531	-123,403.41

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0261
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. <i>Denise Champion</i>		
PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED YYYY / MM / DD 2013/06/11

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

ESTIMATED TOTAL

0.00

REIMBURSEMENT TOTAL

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME	WESTERN PROSHOW		*SUPPLIER #			*SITE		
CONTRACT/PO #	C13GCPE26299		INVOICE DATE	17-JUN-2013 DD-MMM-YYYY		INVOICE #	INV21680	
DATE INVOICE REC'D	19-JUN-2013 DD-MMM-YYYY		DATE GOODS/SVS. REC'D	14-JUN-2013 DD-MMM-YYYY		RECEIPT#	77195	
US CURRENCY?	YES <input type="checkbox"/>							

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21680

DATE CHQ/EFT REQ'D (only if urgent)	_____	GL DATE (if applicable)	_____	PAY ALONE? YES	<input type="checkbox"/>
	DD-MMM-YYYY		DD-MMM-YYYY		
RETURN CHEQUE TO MINISTRY?	<input type="checkbox"/>				

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 5,061.00	\$ 4,820.00	GST 5%	112	32348	34420	6001	32N0140		
\$ 1,266.27	\$ 1,205.97	GST 5%	112	32348	34420	6002	32N0140		
6,327.27	TOTAL								

* EXPENSE AUTHORITY (EA) INFORMATION:
*

EA PRINTED NAME

*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:
Note: This is also the line description displayed on GL detail reports.

MEETING + MEDIA AVAILABILITY
KELDWNA - JUNE 14/13

QUALIFIED RECEIVER (QR) CERTIFICATION:

QR PRINTED NAME

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

ACCOUNTS' DATE STAMP

* Note: Fields with an asterisk do not need to be completed for IProcurement Invoices.

FIN FSA 017 REV. JUN/10

**RECEIVED**

JUN 19 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**

Invoice #: INV21680

Invoice Date: 06/17/2013

Order #: 17038 101

PO: C13GCPE26299

Terms: NET 30 DAYS

N0104-E34

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4**Event:** Kelowna Meeting / Media Availability
Attn: Tara Zwaan
Venue: Delta Grand Okanagan Resort
Chilcotin / Cassiar Rooms
Kelowna,**Phone:** 604-775-1604**Fax:** 250-387-3534**Email:****Show Start Date:** June 14, 2013**Show End Date:** June 14, 2013**Billable Days:** 1d**EQUIPMENT**

	Rate	Extended	Final Price
Media Availability (Chilcotin)			
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 ✓
1 Cellular Dialup Package	50.00	50.00	50.00 ✓
1 Arri - 4 Lamp Indoor TV Lighting Kit	275.00	275.00	275.00 ✓
2 Plexi Podium With Silver Posts	175.00	350.00	350.00 ✓
2 Shure MX412S/S Podium Mic	20.00	40.00	40.00 ✓
6 Tensabarrier 7' Stanchion	20.00	120.00	120.00 ✓
2 Flag - British Columbia	10.00	20.00	20.00 ✓
2 Flag - Canada	10.00	20.00	20.00 ✓
2 Flag - Alberta	25.00	50.00	50.00 ✓
6 Flag Stand - Gold/Wire Base	10.00	60.00	60.00 ✓
Blue Velour Backdrop (18'w X 9'h)			
8 Drape - 9'X4' Blue Velour	20.00	160.00	160.00 ✓
3 Drape - 5'-11' 3PC Upright Blk	5.00	15.00	15.00
3 Drape - Base&Pin Black 14"X16"	5.00	15.00	15.00
2 Drape - ADJ X-Bar Black 6'-10'	5.00	10.00	10.00
Media Availability (Chilcotin) Total			2180.00



INVOICE

Invoice #: INV21680
 Invoice Date: 06/17/2013
 Order #: 17038 | 01
 PO: C13GCPE26299
 Terms: NET 30 DAYS

Meeting Room / Photo Op (Cassiar)

2	Rifa 500W Camera Light	75.00	150.00	150.00 ✓
2	Flag - British Columbia	10.00	20.00	20.00 ✓
2	Flag - Canada	10.00	20.00	20.00 ✓
2	Flag - Alberta	25.00	50.00	50.00 ✓
6	Flag Stand - Gold/Wire Base	10.00	60.00	60.00 ✓

Meeting Room / Photo Op (Cassiar) Total

300.00

SHIPPING

2	Production Trucking - Daily Rate*	100.00	200.00	200.00 ✓
775	KM Truck*	0.75	581.25	581.25 ✓

MISC EXPENSES

2	Accommodation*	132.00	264.00	264.00 ✓
2	Per Diem - June 13 Dinner*	28.50	57.00	57.00 ✓
2	Per Diem - June 14 Full Day*	49.00	98.00	98.00 ✓
1	Parking*	5.72	5.72	5.72 ✓

LABOUR

	ST	OT	DT	Rate	Total
June 13 - TRAVEL					
2 Audiovisual Technician*	5.50			60.00	660.00 ✓
June 14 - EVENT / STRIKE / TRAVEL					
2 Audiovisual Technician*	8.00	4.00		60.00	1680.00 ✓
	960.00	720.00			

SUMMARY

COMMENTS: Production Services with Operator

EQUIPMENT :	\$2480.00
SALES :	\$0.00
LABOUR :	\$2340.00
MISC. EXPENSES :	\$424.72
SHIPPING :	\$781.25
SUB-TOTAL :	\$6025.97 ✓
R136675758 GST	\$301.30
TOTAL :	CAD\$6,327.27

01- 4820.00

02- 1205.97

Receipt # 77195
 JUNE 24, 2013

QUALIFIED RECEIVER

DATE: 13.06.24

SIGNATURE:
 MELISSA SAFARIK

DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION DATE

EXPIRATION TIME

14/06/13 01:22 PM

AMOUNT PAID

\$ 6.00 76020000 07:22 AM



CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY. WE
WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR
CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT LIMITED
TO FIRE, THEFT OR COLLISION

NON TRANSFERABLE

1362582

DETACH RECEIPT FROM TICKET

DATE ISSUED

TIME ISSUED

AMOUNT PAID

14/06/13 07:22 AM \$ 6.00

CREDIT CARD NUMBER

CC

HST# 881490627 RT001



RECEIPT 1362582

4

06-17-13

Leon Cox CA	Folio No. :	S22	Room No. :	S22
	A/R Number :		Arrival :	06-13-13
	Group Code :		Departure :	06-14-13
	Company :	Bc Provincial Government	Conf. No. :	S17, S22
	Membership No. :		Rate Code :	IP2KO
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
06-13-13	*Accommodation	120.00 ✓	
	Routed From Ross Malcolm Of Room		
06-13-13	P. S. T.	9.60 ✓	
	Routed From Ross Malcolm Of Room		
06-13-13	Accommodation Tax S22	2.40 ✓	
	Routed From Ross Malcolm Of Room		
06-13-13	G.S.T. Room	6.00	
	Routed From Ross Malcolm Of Room		
06-13-13	*Accommodation	120.00 ✓	
06-13-13	P. S. T.	9.60 ✓	
06-13-13	Accommodation Tax	2.40 ✓	
06-13-13	G.S.T. Room	6.00	
06-14-13	S22 XXXXXXXXXXXX S17		276.00
Total		276.00	276.00
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - E34

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Tara Zwaan	TELEPHONE NO. (604) 833-7639	DATE SUBMITTED 2013/06/12
MINISTRY/DIVISION/BRANCH Office of the Premier Meeting and Media Availability	LOCATION (CITY) OF EVENT Kelowna	START DATE OF EVENT 2013/06/14
		END DATE OF EVENT 2013/06/14

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Hon. Christy Clark, Premier of British Columbia
Hon. Alison Redford, Premier of Alberta
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED			SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL		
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
1. Meeting Room Rental	6531	900.00	32348	34420	32N0104
2. Equipment/Furniture Rental	6531	135.00	EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. <i>Denise Champion</i>		
3. Photocopying, Faxing, Telephone, etc.	6531				
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input checked="" type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	40.00	PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED YYYY / MM / DD 2013/06/17
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531		SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.		
6. Event Planners, Speakers, etc.					
7. Travel Costs for Non-BC Government Participants					
8. Other: Proshow AV Delta Grand Okanagan		6,056.25			
ESTIMATED TOTAL		7,131.25	REIMBURSEMENT TOTAL		



Status: *Reservation*
Order #: 17038
Account Rep: Tim Lang , John
Sharpe
Updated: June 12, 2013
Version: 2

Kelowna Meeting / Media Availability

EVENT INFORMATION

To: BC Government Communications	Contact: Tara Zwaan
Attn: Tara Zwaan	Venue: Delta Grand Okanagan Resort
Address: 4th Floor - 617 Government St	Chilcotin / Cassiar Rooms
Province of British Columbia	Kelowna
Victoria BC V8V 1X4	
Phone: 604-775-1604	Ship Via: PROSHOW
Fax: 250-387-3534	Terms: NET 30 DAYS
Email:	PO Number: C13GCPE26299

SCHEDULE

Load In Date: June 14, 2013 7:00	Event End Date: June 14, 2013 11:45
Event Start Date: June 14, 2013 11:00	Pickup Date: June 14, 2013 13:00

EQUIPMENT

	Rate	Extended	Final Price
Media Availability (Chilcotin)			
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 Cellular Dialup Package	50.00	50.00	50.00
1 Presser Cable Package	0.00	0.00	
1 Arri - 4 Lamp Indoor TV Lighting Kit	275.00	275.00	275.00
2 Plexi Podium With Silver Posts	175.00	350.00	350.00
2 Shure MX412S/S Podium Mic	20.00	40.00	40.00
6 Tensabarrier 7' Stanchion	20.00	120.00	120.00
2 Flag - British Columbia	10.00	20.00	20.00
2 Flag - Canada	10.00	20.00	20.00
2 Flag - Alberta	25.00	50.00	50.00
6 Flag Stand - Gold/Wire Base	10.00	60.00	60.00
Blue Velour Backdrop (18'w X 9'h)			
8 Drape - 9'X4' Blue Velour	20.00	160.00	160.00
3 Drape - 5'-11' 3PC Upright Blk	5.00	15.00	15.00
3 Drape - Base&Pin Black 14"X16"	5.00	15.00	15.00
2 Drape - ADJ X-Bar Black 6'-10'	5.00	10.00	10.00
Media Availability (Chilcotin) Total			2180.00



Status: *Reservation*
 Order #: 17038
 Account Rep: Tim Lang , John Sharpe
 Updated: June 12, 2013
 Version: 2

Meeting Room / Photo Op (Cassiar)

2	Rifa 500W Camera Light	75.00	150.00	150.00
2	Flag - British Columbia	10.00	20.00	20.00
2	Flag - Canada	10.00	20.00	20.00
2	Flag - Alberta	25.00	50.00	50.00
6	Flag Stand - Gold/Wire Base	10.00	60.00	60.00

Meeting Room / Photo Op (Cassiar) Total

300.00

SHIPPING

2	Production Trucking - Daily Rate*	100.00	200.00	200.00
775	KM Truck*	0.75	581.25	581.25

MISC EXPENSES

2	Accommodation*	120.00	240.00	240.00
2	Per Diem - June 13 Dinner*	28.50	57.00	57.00
2	Per Diem - June 14 Full Day*	49.00	98.00	98.00

LABOUR

		Start	Finish	ST	OT	DT	Rate	Total
June 13 - TRAVEL								
2	Audiovisual Technician*	17:00	22:00	6.00			60.00	720.00
June 14 - EVENT / STRIKE / TRAVEL								
2	Audiovisual Technician*	7:00	19:00	8.00	4.00		60.00	1680.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$2480.00
SALES :	
LABOUR :	\$2400.00
MISC. EXPENSES :	\$395.00
SHIPPING :	\$781.25
SUB-TOTAL :	\$6056.25
R136675758 GST:	\$302.81
TOTAL :	CAD\$6,359.06

Signature as Acceptance of the Proposal

Date of Acceptance

*PAYEE NAME <u>WESTERN PROSHOW</u>		*SUPPLIER # _____		*SITE _____	
CONTRACT/PO # <u>C13GCPE26299</u>		INVOICE DATE <u>28-JUN-2013</u> DD-MMM-YYYY		INVOICE # <u>INV21721</u>	
DATE INVOICE REC'D <u>03-JUL-2013</u> DD-MMM-YYYY		DATE GOODS/SVS. REC'D <u>26-JUN-2013</u> DD-MMM-YYYY		RECEIPT# <u>77601</u>	
US CURRENCY? YES <input type="checkbox"/>					

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21721

DATE CHO/EFT REQ'D (only if urgent) _____ GL DATE (if applicable) _____ PAY ALONE? YES ☐

RETURN CHEQUE TO MINISTRY?

[illegible]

6,269.24

TOTAL

*** EXPENSE AUTHORITY (EA) INFORMATION:**

EA PRINTED NAME

*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:

Note: This is also the line description displayed on GL detail reports.

PREMIER VISIT TO THE HEIGHTS
AT MT. VIEW - JUNE 26/12

QUALIFIED RECEIVER (QR) CERTIFICATION:

QR PRINTED NAME

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

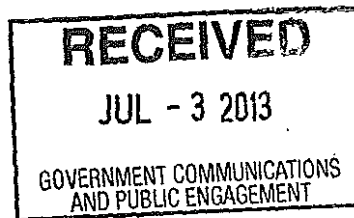
BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for IProcurement invoices.

FIN FSA 017 REV. JUN/10



INVOICE

Invoice #: INV21721
Invoice Date: 06/28/2013
Order #: 16074 101
PO: C13GCP26299
Terms: NET 30 DAYS

NO 104- E40

BILL TO

BC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4

Event: *VISIT TO THE HEIGHTS @ MT VIEW*
Saanich Care Home Event
Attn: Tara Zwaan
Venue: 3814 Carey Road

Victoria,

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

Show Start Date: June 27, 2013
Show End Date: June 27, 2013
Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
1 Wireless/Battery Audio Kit	525.00	525.00	525.00
1 Mini Gig Bag	250.00	250.00	250.00
4 Mipro 705 UHF Powered Spkr	50.00	200.00	200.00 ✓
1 Cellular Dialup Package	50.00	50.00	50.00 ✓
1 C.F. Boom Pole -3 Section 11Ft	50.00	50.00	50.00 ✓
1 Sennheiser ME66 Microphone	40.00	40.00	40.00 ✓
Audio Equipment Total		1115.00 ✓ 01	775.00
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00 ✓
2 Avenger - 4 Rise HMI Stand	20.00	40.00	40.00 ✓
1 HMI 7K Generator Package	700.00	700.00	700.00 ✓
Lighting Equipment Total		1490.00 ✓ 01	
Staging & Presentation Equipment			
1 Da-Lite Cherry Wood Podium	150.00	150.00	150.00 ✓
1 BC Crest - For Da-Lite Podium	50.00	50.00	50.00 ✓
6 Tensabarrier 7' Stanchion	20.00	120.00	120.00 ✓
2 Popup Tent - 15'x10'	150.00	300.00	300.00
1 Popup Tent - 10'x10'	100.00	100.00	100.00
2 Table - 6ft Folding Table	10.00	20.00	20.00 ✓
2 Skirt - 29" Table (Black Poly)	10.00	20.00	20.00 ✓
Staging & Presentation Equipment Total		760.00 ✓ 01	



INVOICE

Invoice #: INV21721
Invoice Date: 06/28/2013
Order #: 16074 | 01
PO: C13GCPE26299
Terms: NET 30 DAYS

Misc. Expenses

2	Production Trucking - Daily*	100.00	200.00	200.00 ✓
150	KM Truck*	0.75	112.50	112.50 ✓
2	Accommodation*	103.40	206.80	206.80 ✓
2	Ferry Charge*	159.70	319.40	319.40 ✓
2	Per Diem - Dinner*	28.50	57.00	57.00 ✓
2	Per Diem - Breakfast/Lunch*	30.00	60.00	60.00 ✓
Misc. Expenses Total			955.70 ✓	

LABOUR

	ST	OT	DT	Rate	Total
June 25					
2 Audiovisual Technician*	5.00			60.00	600.00 ✓
June 26					
2 Audiovisual Technician*	8.00	0.50		60.00	1050.00 ✓
					1650.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$3365.00
SALES :	\$0.00
LABOUR :	\$1650.00
MISC. EXPENSES :	\$643.20
SHIPPING :	\$312.50
SUB-TOTAL :	\$5970.70
R136675758 HST	298.54
TOTAL :	CAD\$6,687.48

PST Exemption #:

ADJUSTMENT PER ATTACHED
EMAIL UK

6269.24

01- 5015.00
02- 955.70

RECEIPT # 77601
JULY 16, 2013

QUALIFIED RECEIVER

DATE: 13.07.10

SIGNATURE:

MELISSA SAFARIK

Kujanpaa, Leila GCPE:EX

From: Tom Norgan [tnorgan@proshow.com]
Sent: Wednesday, July 17, 2013 9:51 AM
To: Kujanpaa, Leila GCPE:EX
Subject: RE: Invoice INV21721

Good Morning Leila,

Thank you for noticing and adjusting that. We have adjusted this end as well so all should be good.

Thanks,

Tom

Tom Norgan

Proshow Audiovisual ~ Broadcast
office: 604.293.1771
direct: 604.566.8047
tnorgan@proshow.com
www.proshow.com

Follow us on LinkedIn and Twitter!

From: Kujanpaa, Leila GCPE:EX [<mailto:Leila.Kujanpaa@gov.bc.ca>]
Sent: July-16-13 10:28 AM
To: Tom Norgan
Subject: Invoice INV21721

Good morning Tom!

I am just ready to send invoice INV21721 off for payment, and I realized that invoice is charging us HST on an event we had on June 26/13. I have made the adjustment (I hope that's okay) to GST. The total of the invoice will be \$6269.24. Please advise if this is okay.

Thank you,

Leila Kujanpaa
Financial Services Clerk
Government Communications and Public Engagement
Phone: 250 387-2526 / Fax: 250 387-6687



Please consider the environment before printing this email.

"This email message, including any attachments, is confidential and is intended only for the use of the person or persons to whom it is addressed unless I have expressly authorized otherwise. If you have received this communication in error, please delete the message, including any attachments, and notify me immediately by email or telephone."

Jun. 26. 2013 7:59AM

No. 5376 P. 1

PROSHOW
CIBGCPE26299
INV# INV 21721
NO104-E40

S15

08-28-13

Darel Simpson	Folio No. :	S22	Room No. :	S22
S22	A/R Number :		Arrival :	06-25-13
	Group Code :		Departure :	06-28-13
	Company :		Conf. No. :	S17, S22
	S15		Rate Code :	LPSC
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
06-25-13	Room	94.00 ✓	
06-25-13	Municipal Tax	1.88	
06-25-13	GST-ROOM	4.70	
06-25-13	PST-ROOM	7.62	
06-28-13	S22 XXXXXXXXXXXX S22		108.10
	S15		
Total		108.10	108.10
Balance		0.00	

Guest Signature:

Please contact the Manager about any issues with your stay. S15 or affiliates may contact you about goods and services unless you call S15 website about privacy, S15 to opt out. View our

Thank you for staying with us.
It was our pleasure to serve you.

S15

Term ID: 26126388
Pre-Auth Completion
S22
Entry Method: H
Total: \$ 108.10
2013/6/16 07:40:25
Seq #: 0011288050
Appr Code: 046097
Resp Code: 0007

APPROVED
Thank You

Outgoing Copy

IMPORTANT -
retain this copy for your records

PROSHOW
C143 GCPE26299
INV# INV21721
N0104-E40

S15

06-26-13

Kris Naidu	Folio No. : S22	Room No. : S22
	A/R Number :	Arrival : 06-25-13
	Group Code :	Departure : 06-26-13
	Company :	Conf. No. : S17, S22
	S15 :	Rate Code : LPSS
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
06-25-13	Room	94.00	
06-25-13	Municipal Tax	1.88	
06-25-13	GST-ROOM	4.70	
06-25-13	PST-ROOM	7.52	
06-26-13	S22 XXXXXXXXXXXX S22		108.10
		Total	108.10
		Balance	0.00

S15

Guest Signature:

Please contact the Manager about and issues with your stay. S15 or affiliates may contact you about goods and services unless you call S15 website about privacy. to opt out. View our

Thank you for staying with us.
(It was our pleasure)

S15

Term ID: 282658
Pre-Auth Completion
Entry Method: M
108.10
07:55:48
0011280079
070492
2013/6/26
Set #:
Appr Code:
Res Code: 61/27
APPROVED
Thank You
Customer Copy
- IMPRINT -
retain this copy for your records

PROSHOW
C19GCP26299
INV# INV21721
NO104-E40

PURCHASE



2013/06/25
Tsawwassen
To
Swartz Bay
AUTH ONLY
RESERVATION- S22
CONF: S22
RES: 628
2 Adult 31.00
22' Commercial Tru 128.70

Total 159.70
CTC 159.70
04708020
CHANGE DUE 0.00

LANE 33

TSA 25 Jun 2013 20:21



1007060 894944

101323
SEE REVERSE SIDE OF TICKET

PURCHASE



2013/06/26
Swartz Bay
To
Tsawwassen
AUTH ONLY
RESERVATION- S22
CONF: S22
RES: 621
2 Adult 31.00
22' Commercial Tru 128.70

Total 159.70
CTC 159.70
04708020
CHANGE DUE 0.00

LANE 14

SWB 26 Jun 2013 14:28



1005028 371223

SEE REVERSE SIDE OF TICKET

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - E40

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Tara Zwaan

TELEPHONE NO.

(604) 833-7639

YYYY / MM / DD

DATE
SUBMITTED

2013/07/03

MINISTRY/DIVISION/BRANCH

Office of the Premier
Visit to The Heights at Mt. View

LOCATION (CITY) OF EVENT

Saanich

START DATE
OF EVENT

YYYY / MM / DD
2013/06/26

END DATE
OF EVENT

YYYY / MM / DD
2013/06/26

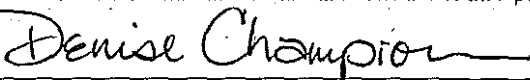
SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Hon. Christy Clark, Premier of British Columbia
Stakeholders
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED			SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL		
CATEGORY	STOB	AMOUNT	RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
1. Meeting Room Rental	6531		32348	34420	32N0104
2. Equipment/Furniture Rental	6531		EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. 		
3. Photocopying, Faxing, Telephone, etc.	6531				
4. Food/Beverages for Meetings	6531		PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED YYYY / MM / DD 2013/07/09
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.					
5. Business Meals In Restaurant	6531		SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.		
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER					
6. Event Planners, Speakers, etc.					
7. Travel Costs for Non-BC Government Participants					
8. Other: Proshow AV		5,970.00			
ESTIMATED TOTAL		5,970.00	REIMBURSEMENT TOTAL		

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME	WESTERN PRO SHOW		*SUPPLIER #		*SITE	
CONTRACT/PO #	C14GCPE29465	INVOICE DATE	19-JUL-2013	INVOICE #	INV21760	
			DD-MMM-YYYY			
DATE INVOICE REC'D	24-JUL-2013	DATE GOODS/SVS. REC'D	19-JUL-2013	RECEIPT#	77829	
	DD-MMM-YYYY		DD-MMM-YYYY			
US CURRENCY? YES						

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21760

DATE CHQ/EFT REQ'D _____ GL DATE (If applicable) _____ PAY ALONE? YES ☐
(only if urgent) DD-MMM-YYYY DD-MMM-YYYY

RETURN CHEQUE TO MINISTRY? ☐

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 561.75	\$ 535.00	GST 5%	112	32348	34420	6001	32N0140		
561.75	TOTAL								

* EXPENSE AUTHORITY (EA) INFORMATION:

*

EA PRINTED NAME

*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:

Note: This is also the line description displayed on GL detail reports.

CHINA EASTERN AIRLINES
ANNOUNCEMENT
- JULY 19, 2013

*

QUALIFIED RECEIVER (QR) CERTIFICATION:

QR PRINTED NAME

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted; appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

*

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

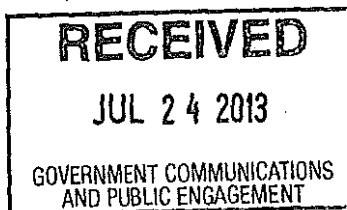
BRANCH BUSINESS' CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

FIN FSA 017 REV. JUN/10

**INVOICE**

Invoice #: INV21760
Invoice Date: 07/19/2013
Order #: 17156 101
PO: C14GCPE29465
Terms: NET 30 DAYS

NO104-E47**BILL TO**

BC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4

Event: YVR Media Avail - Jul 19
Attn: Jeremy Fish
Venue: YVR Vancouver Int'l Airport
3211 Grant McConachie Way
Vancouver, BC

Phone: 778-679-5455
Fax: 250-387-3534
Email: Jeremy.Fish@gov.bc.ca

Show Start Date: July 19, 2013
Show End Date: July 19, 2013
Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
1 C.F. Boom Pole -3 Section 11Ft	50.00	50.00	50.00
1 Sennheiser ME66 Microphone	40.00	40.00	40.00 ✓
1 Shure UHFR Wireless HH Mic Package (Q&A)	125.00	125.00	125.00 ✓
Staging & Presentation Equipment			
2 Flag - British Columbia	10.00	20.00	20.00 ✓
2 Flag - Canada	10.00	20.00	20.00 ✓
4 Flag Stand - Gold/Wire Base	10.00	40.00	40.00 ✓

LABOUR

	ST	OT	DT	Rate	Total
1 Audiovisual Technician*	4.00			60.00	240.00 ✓

SUMMARY**COMMENTS:**

EQUIPMENT :	\$295.00
SALES :	\$0.00
LABOUR :	\$240.00
MISC. EXPENSES :	\$0.00
SHIPPING :	\$0.00
SUB-TOTAL :	\$535.00 01
R136675758 GST	\$26.75
TOTAL :	CAD\$561.75

PST Exemption #:

9
RECEIPT # 77828
JULY 29, 2013

QUALIFIED RECEIVER

DATE: 13.07.29

SIGNATURE:

MELISSA SAFARIK

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

N0104 - E47

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE	TELEPHONE NO.	DATE SUBMITTED
Jeremy Fish	(778) 679-5455	2013/07/18
MINISTRY/DIVISION/BRANCH	LOCATION (CITY) OF EVENT	START DATE OF EVENT
PVO	Richmond/YVR	2013/07/19
		END DATE OF EVENT
		2013/07/19

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

China Eastern Airline Announcement
Premier
Minister of International Trade
Dignitaries
Media


SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.		
5. Business Meals in Restaurant	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER		
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow	6531	535.00
QP - Poster Board	6531	100.00

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0104
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.		
 PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Denise Champion		2013/07/23

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CPPM 4.3.2.

X

ESTIMATED TOTAL \$ 635.00

REIMBURSEMENT TOTAL

**RECEIVED**

SEP - 9 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**

Invoice #: INV21815

Invoice Date: 04/09/2013

Order #: 17262 101

PO: C14GCPE29465

Terms: NET 30 DAYS

N0104-E64

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: Sears Kids Cancer Ride - Sept 4
Attn: Tara Zwaan
Venue: Child & Family Institute
Women & Children's Hospital
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: September 4, 2013

Show End Date: September 4, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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
2 Mipro 705 UHF Powered Spkr	50.00	100.00 ✓	100.00
1 C.F. Boom Pole -3 Section 11Ft	50.00	50.00 ✓	50.00
1 Sennheiser ME66 Microphone	40.00	40.00 ✓	40.00
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00 ✓	750.00
Staging & Presentation Equipment			
3 Wenger Versalite 4X8 Deck (12x8 @ 16" Stage)	75.00	225.00 ✓	225.00
1 Wenger 2Step Stair W/Handrail	30.00	30.00 ✓	30.00
1 Anchor Traveler Port. Lectern	75.00	75.00 ✓	75.00
6 Tensabarrier 7' Stanchion	20.00	120.00 ✓	120.00
1 Popup Tent - 10 X 15	150.00	150.00 ✓	150.00
1 Popup Tent - 10 X 10 (Tech/Feeds)	100.00	100.00 ✓	100.00
Misc. Expenses			
2 Advance Meeting /Hr*	100.00	200.00 ✓	200.00
1 Production Trucking - 1 Ton*	150.00	150.00 ✓	150.00 -02

**INVOICE**

Invoice #: INV21815
Invoice Date: 04/09/2013
Order #: 17262 101
PO: C14GCPE29465
Terms: NET 30 DAYS

LABOUR

	ST	OT	DT	Rate	Total
2 Audiovisual Technician*	6.75			60.00	810.00 ✓
1 Driver/Setup/Strike Assist*	5.50			60.00	330.00 ✓

SUMMARY

COMMENTS: Production Services with operators.

EQUIPMENT :	\$2635.00 ✓ 01
SALES :	\$0.00
LABOUR :	\$1140.00 ✓ 01
MISC. EXPENSES :	\$200.00 ✓ 01
SHIPPING :	\$150.00 ✓ 02
SUB-TOTAL :	\$4125.00 ✓
R136675758 GST	\$208.25 ✓
TOTAL :	CAD\$4,331.25 ✓

PST Exemption #:

01- 3975.00
02- 150.00

QUALIFIED RECEIVER

DATE:

13.09.24

SIGNATURE:

MEUSSA SAFARIK

Receipt # 78989

SEPTEMBER 25, 2013

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - E64

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Tara Zwaan	TELEPHONE NO. (604) 833-7639	DATE SUBMITTED 2013/08/26
MINISTRY/DIVISION/BRANCH PVO	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2013/09/04
		END DATE OF EVENT 2013/09/04

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Sears National Kids Cancer Ride
Premier
Stakeholders
Media

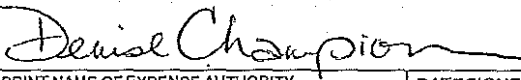
SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: <u>Proshow AV</u>	6531	4,125.00
	6531	

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 32348	SERVICE LINE 34420	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 32N0104
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies. 		
PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED YYYY / MM / DD 2013/09/19

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CPPM 4.3.2.
X

ESTIMATED TOTAL \$ 4,125.00

REIMBURSEMENT TOTAL

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME <u>WESTERN PROSHOW</u>		*SUPPLIER # _____		*SITE _____	
CONTRACT/PO # <u>C14GCPE29465</u>		INVOICE DATE <u>09-SEP-2013</u> DD-MMM-YYYY		INVOICE # <u>INV21837</u>	
DATE INVOICE REC'D <u>12-SEP-2013</u> DD-MMM-YYYY		DATE GOODS/SVS. REC'D <u>09-SEP-2013</u> DD-MMM-YYYY		RECEIPT# <u>78990</u>	
US CURRENCY? YES <input type="checkbox"/>		79027			

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21837

DATE CHQ/EFT REQ'D (only if urgent) _____ DD-MMM-YYYY GL DATE (if applicable) _____ DD-MMM-YYYY PAY ALONE? YES ☐

RETURN CHEQUE TO MINISTRY? ☐

[illegible]

3,092.25	TOTAL
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<p>* EXPENSE AUTHORITY (EA) INFORMATION:</p> <p>*</p> <hr/> <p>EA PRINTED NAME</p> <p>*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:</p> <p>Note: This is also the line description displayed on GL detail reports.</p> <p>MEDIA AVAILABILITY SEPTEMBER 9, 2013</p> <p>*</p>	<p>QUALIFIED RECEIVER (QR) CERTIFICATION:</p> <hr/> <p>QR PRINTED NAME</p> <p>The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</p> <p>*</p> <hr/> <p>QR SIGNATURE</p>
---	---

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

* Note: Fields with an asterisk do not need to be completed for IProcurement Invoices.

FIN FSA 017 REV. JUN/10

ACCOUNTS DATE STAMP	

**RECEIVED**

SEP 12 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**

Invoice #: INV21837

Invoice Date: 09/09/2013

Order #: 17275 | 01

PO: C14GCPE29465

Terms: NET 30 DAYS

N0104-E65

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: BCGC - Media Avail - Sep 9
Attn: Tara Zwaan
Venue: Premier's Vancouver Office
999 Canada Place
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: September 9, 2013

Show End Date: September 9, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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
Staging & Presentation Equipment			
1 Da-Lite Cherry Wood Podium	150.00	150.00	150.00
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00
Misc. Expenses			
1 Production Trucking - 1 Ton*	150.00	150.00	150.00

LABOUR

	ST	OT	DT	Rate	Total
1 Audiovisual Technician*	5.00			60.00	300.00
1 Audiovisual Technician*	6.00			60.00	360.00
1 Driver*	4.00			60.00	240.00

SUMMARY**COMMENTS:**

QUALIFIED RECEIVER

DATE: 13.09.24

SIGNATURE:

MELISSA SAFARIK

PST Exemption #:

EQUIPMENT:	\$1895.00
SALES:	\$0.00
LABOUR:	\$900.00
MISC. EXPENSES:	\$0.00
SHIPPING:	\$150.00
SUB-TOTAL:	\$2945.00
R136675758 GST	\$147.25
TOTAL:	CAD\$3,092.25

01- \$2795.00
02- 150.00

Receipt # 78990

SEPTEMBER 25, 2013

3095 hebb ave vancouver BC v5m 4v3

www.proshow.com

604.293.1771

Page 1 of 1

888.776.7469

Page 110
GCP-2013-00167

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original Invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - E65

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

TELEPHONE NO.

YYYY / MM / DD

Tara Zwaan

(604) 833-7639

DATE
SUBMITTED

2013/08/26

MINISTRY/DIVISION/BRANCH

LOCATION (CITY) OF EVENT

START DATE
OF EVENT

YYYY / MM / DD

2013/09/09

PVO

Vancouver

END DATE
OF EVENT

YYYY / MM / DD

2013/09/09

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Media Availability
Premier
Media


SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow AV	6531	2,945.00
	6531	
ESTIMATED TOTAL		\$ 2,945.00

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0104
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
		
PRINT NAME OF EXPENSE AUTHORITY	DATE SIGNED YYYY / MM / DD	
Denise Champion	2013/09/19	
SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION		
Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.		

INVOICE CODING SHEET

Copy

*PAYEE NAME	WESTERN PROSHOW		*SUPPLIER #	*SITE	
CONTRACT/PO #	C14GCPE29465	INVOICE DATE	11-SEP-2013	INVOICE #	INV21842
			DD-MMM-YYYY		
DATE INVOICE REC'D	12-SEP-2013	DATE GOODS/SVS. REC'D	10-SEP-2013	RECEIPT#	79025
	DD-MMM-YYYY		DD-MMM-YYYY		
US CURRENCY? YES	<input type="checkbox"/>				

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21842

DATE CHQ/EFT REQ'D (only if urgent) _____ GL DATE (if applicable) _____ PAY ALONE? YES ☐

DD-MMM-YYYY DD-MMM-YYYY

RETURN CHEQUE TO MINISTRY?

[illegible]

4,543.88	TOTAL
----------	-------

* EXPENSE AUTHORITY (EA) INFORMATION:

EA PRINTED NAME

*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:

Note: This is also the line description displayed on GL detail reports.

TRADE MISSION TO ASIA ANNOUNCEMENT
SEPTEMBER 10, 2013

QUALIFIED RECEIVER (QR) CERTIFICATION:

QR PRINTED NAME

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

* _____
QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

* Note: Fields with an asterisk do not need to be completed for IPurchasement invoices.

FIN FSA 017 REV. JUN/10

ACCOUNTS DATE STAMP

**INVOICE**

Invoice #: INV21842
Invoice Date: 11/09/2013
Order #: 17263 101
PO: C14GCPE29465
Terms: NET 30 DAYS

NO104-EB6
GD3364

BILL TO

BC Government Communications
Accounts Payable
4th Floor - 617 Government St.
Province of British Columbia
Victoria BC V8V 1X4

Event: BCGC - PMV Presser - Sep 10
Attn: Tara Zwaan *TRADE MISSION TO ASIA*
Venue: The Pointe @ Canada Place ANN -
Vancouver, BC

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

Show Start Date: September 10, 2013
Show End Date: September 10, 2013
Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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 ✓
2 Mipro 705 UHF Powered Spkr	50.00	100.00	100.00 ✓
1 Cellular Dialup Package	50.00	50.00	50.00 ✓
1 C.F. Boom Pole -3 Section 11Ft	50.00	50.00	50.00 ✓
1 Sennheiser ME66 Microphone	40.00	40.00	40.00 ✓
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00 ✓
Staging & Presentation Equipment			
1 Anchor Traveler Port. Lectern	75.00	75.00	75.00 ✓
6 Tensabarrier 7' Stanchion	20.00	120.00	120.00 ✓
2 Flag - British Columbia	10.00	20.00	20.00 ✓
2 Flag - Canada	10.00	20.00	20.00 ✓
4 Flag Stand - Gold/Wire Base	10.00	40.00	40.00 ✓
1 Popup Tent - 10 X 10	100.00	100.00	100.00 ✓
12 Checker 5 Channel Cable Ramp	25.00	300.00	300.00
35 Plastic Folding Chair-Grey/Blk	2.50	87.50	87.50 ✓
Misc. Expenses			
2 Advance Meeting /Hr*	100.00	200.00	200.00 ✓
1 Production Trucking - 1 Ton*	150.00	150.00	150.00 ✓ 02



INVOICE

Invoice #: INV21842
Invoice Date: 11/09/2013
Order #: 17263 | 01
PO: C14GCPE29465
Terms: NET 30 DAYS

LABOUR

	ST	OT	DT	Rate	Total
3 Audiovisual Technician*	5.50			60.00	990.00 ✓
1 Driver*	4.00			60.00	240.00 ✓

SUMMARY

COMMENTS: Production Services with Operators.

EQUIPMENT :	\$2747.50
SALES :	\$0.00
LABOUR :	\$1230.00
MISC. EXPENSES :	\$200.00
SHIPPING :	\$150.00
SUB-TOTAL :	\$4327.50
R136675758- GST	\$216.38
TOTAL :	CAD\$4,543.88

PST Exemption #:

QUALIFIED RECEIVER

DATE: 13.09.24

SIGNATURE: *[Signature]*

MELISSA SAFARIK

01-4177.50

02- 150.00

Receipt # 18991

SEPTEMBER 25, 2013

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

BUSINESS EXPENSE APPROVAL NO.

N0104-E66

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

TELEPHONE NO.

YYYY / MM / DD

Tara Zwaan

(778) 875-9129

DATE
SUBMITTED

2013/09/06

MINISTRY/DIVISION/BRANCH

LOCATION (CITY) OF EVENT

YYYY / MM / DD

PVO

Vancouver

START DATE
OF EVENT

2013/09/10

END DATE
OF EVENT

2013/09/10

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Trade Mission to Asia Announcement
Premier
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow	6531	4,327.50
QP - Podium Sign	6531	200.00
ESTIMATED TOTAL		\$ 4,527.50

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0104
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
<i>Denise Champion</i>		
PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Denise Champion		YYYY / MM / DD 2013/09/19

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

QUALIFIED RECEIVER SIGNATURE - Certified goods/services received pursuant to CPPM 4.3.2.

X

REIMBURSEMENT TOTAL

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME	WESTERN PROSHOW		*SUPPLIER #	*SITE	
CONTRACT/PO #	C14GCPE29465	INVOICE DATE	23-SEP-2013	INVOICE #	INV21858
			DD-MMM-YYYY		
DATE INVOICE REC'D	26-SEP-2013	DATE GOODS/SVS. REC'D	18-SEP-2013	RECEIPT #	79127
	DD-MMM-YYYY		DD-MMM-YYYY		
US CURRENCY? YES	<input type="checkbox"/>				

NAME &/OR ADDRESS OVERRIDE:	DESCRIPTION FOR CHEQUE STUB:
	INV21858

DATE CHO/EFT REQ'D (only if urgent) _____ DD-MMM-YYYY GL DATE (if applicable) _____ DD-MMM-YYYY PAY ALONE? YES ☐

RETURN CHEQUE TO MINISTRY? ☐

[illegible]

5.066,25

TOTAL

<p>* EXPENSE AUTHORITY (EA) INFORMATION:</p> <p>*</p> <hr/> <p>EA PRINTED NAME</p> <p>*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:</p> <p>Note: This is also the line description displayed on GL detail reports.</p> <p>UBCM GOVERNMENT RECEPTION SEPTEMBER 18, 2013</p> <p>*</p>	<p>QUALIFIED RECEIVER (QR) CERTIFICATION:</p> <hr/> <p>QR PRINTED NAME</p> <p>The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</p> <p>*</p> <hr/> <p>QR SIGNATURE</p>
---	---

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

* Note: Fields with an asterisk do not need to be completed for Procurement Invoices.

FIN FSA 017 REV. JUN/10

ACCOUNTS DATE STAMP

**RECEIVED**

SEP 26 2013

GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT**INVOICE**

Invoice #: INV21858

Invoice Date: 09/23/2013

Order #: 17272 101

PO: C14GCPE29465

Terms: NET 30 DAYS

N0104-E74

BILL TOBC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4Event: UBCM Reception - Sep 18
Attn: Tara Zwaan
Venue: Vancouver Convention Center
WEST Ballroom D
Vancouver, BC

Phone: 604-775-1604

Fax: 250-387-3534

Email:

Show Start Date: September 18, 2013

Show End Date: September 18, 2013

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
1 LS9 16Ch/2 Amp Audio Rack	790.00	790.00	790.00
1 LS9 Rack Mic/Accessory Kit	360.00	360.00	360.00
2 EV SX80 Speaker - Black	30.00	60.00	60.00 ✓
8 Meyer UPJ-1P Powered Speaker (Ballroom)	75.00	600.00	600.00
6 EV SX300 Speaker (Foyer)	50.00	300.00	300.00 ✓
1 QSC PLX-1602 Power Amplifier	50.00	50.00	50.00 ✓
16 K&M 214/6 Speaker Stand	0.00	0.00	
Staging & Presentation Equipment			
1 Anchor Traveler Port. Lectern	75.00	75.00	75.00 ✓
1 BC Podium Sign for Travpod	0.00	0.00	
6 Flag - British Columbia	10.00	60.00	60.00 ✓
6 Flag Stand - Gold/Wire Base	10.00	60.00	60.00 ✓
8 Checker 5 Channel Cable Ramp	25.00	200.00	200.00
3 Checker 5 Channel End Caps(Pr)	0.00	0.00	
Misc. Expenses			
2 Advance Meeting /Hr*	100.00	200.00	200.00 ✓
1 Production Trucking - 1 Ton*	150.00	150.00	150.00 ✓ 02



INVOICE

Invoice #: INV21858
Invoice Date: 09/23/2013
Order #: 17272 | 01
PO: C14GCPE29465
Terms: NET 30 DAYS

LABOUR

	ST	OT	DT	Rate	Total
2 Audiovisual Technician*	8.00			60.00	960.00 ✓
1 Setup/Strike Assist*	8.00			60.00	480.00 ✓
1 Setup Assist*	4.00			60.00	240.00 ✓
1 Driver In/Out*	4.00			60.00	240.00 ✓

SUMMARY

COMMENTS: Production Services with Operators.

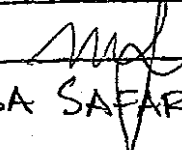
EQUIPMENT :	\$2555.00
SALES :	\$0.00
LABOUR :	\$1920.00
MISC. EXPENSES :	\$200.00
SHIPPING :	\$150.00
SUB-TOTAL :	\$4825.00
R136675758 GST	\$241.25
TOTAL :	CAD\$5,066.25

PST Exemption #:

01- 4675.00
02- 150.00

QUALIFIED RECEIVER

DATE: 13.10.07

SIGNATURE: 
MELISSA SAFARIK

RECEIPT # 79127
OCTOBER 3, 2013



BUSINESS EXPENSE APPROVAL
for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

32N0347 40104- E74

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Tara Zwaan	TELEPHONE NO. (604) 833-7639	DATE SUBMITTED 2013/09/30
MINISTRY/DIVISION/BRANCH Office of the Premier UBCM Government Reception	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2013/09/18
		END DATE OF EVENT 2013/09/18

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Hon. Christy Clark, Premier of British Columbia
Ministers & MLAs
UBCM Convention Delegates

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow Audiovisual		4,825.00
ESTIMATED TOTAL		4,825.00

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 32348	SERVICE LINE 34420	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 32N0347
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies. <i>Denise Champion</i>		
PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED 2013/10/02

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.



Status: Reservation
Order #: 17272
Account Rep: Tim Lang
Updated: September 16,
2013
Version: 2

UBCM Reception - Sep 18

EVENT INFORMATION

To: BC Government Communications	Contact: Tara Zwaan
Attn: Tara Zwaan	Venue: Vancouver Convention Center
Address: 4th Floor - 617 Government St Province of British Columbia Victoria BC V8V 1X4	WEST Ballroom D Vancouver BC CANADA
Phone: 604-775-1604	Ship Via: PROSHOW
Fax: 250-387-3534	Terms: NET 30 DAYS
Email:	PO Number: C14GCPE29465

SCHEDULE

Load In Date: September 18, 2013 13:00	Event End Date: September 18, 2013 19:00
Event Start Date: September 18, 2013 17:00	Pickup Date: September 19, 2013 21:00

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
1 LS9 16Ch/2 Amp Audio Rack	790.00	790.00	790.00
1 LS9 Rack Mic/Accessory Kit	360.00	360.00	360.00
2 EV SX80 Speaker - Black	30.00	60.00	60.00
8 Meyer UPJ-1P Powered Speaker (Ballroom)	75.00	600.00	600.00
6 EV SX300 Speaker (Foyer)	50.00	300.00	300.00
1 QSC PLX-1602 Power Amplifier	50.00	50.00	50.00
16 K&M 214/6 Speaker Stand	0.00	0.00	
Staging & Presentation Equipment			
1 Anchor Traveler Port. Lectern	75.00	75.00	75.00
1 BC Podium Sign for Travpod	0.00	0.00	
6 Flag - British Columbia	10.00	60.00	60.00
6 Flag Stand - Gold/Wire Base	10.00	60.00	60.00
8 Checker 5 Channel Cable Ramp	25.00	200.00	200.00
3 Checker 5 Channel End Caps(Pr)	0.00	0.00	



Status: Reservation
Order #: 17272
Account Rep: Tim Lang
Updated: September 16,
2013
Version: 2

Misc. Expenses

2	Advance Meeting /Hr*	100.00	200.00	200.00
1	Production Trucking - 1 Ton*	150.00	150.00	150.00

LABOUR

		Start	Finish	ST	OT	DT	Rate	Total
2	Audiovisual Technician*	13:00	21:00	8.00			60.00	960.00
1	Setup/Strike Assist*	12:00	22:00	8.00			60.00	480.00
1	Setup Assist*			4.00			60.00	240.00
1	Driver In/Out*			4.00			60.00	240.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$2555.00
SALES :	
LABOUR :	\$1920.00
MISC. EXPENSES :	\$200.00
SHIPPING :	\$150.00
SUB-TOTAL :	\$4825.00
R136675758 GST:	\$241.25
TOTAL :	CAD\$5,066.25

Signature as Acceptance of the Proposal

Date of Acceptance

INVOICE CODING SHEET

Early Payment Clause

GCPE

*PAYEE NAME <u>WESTERN PRO SHOW</u>		*SUPPLIER # _____	*SITE _____
CONTRACT/PO # <u>014GCPE29465</u>	INVOICE DATE <u>23-SEP-2013</u> DD-MMM-YYYY	INVOICE # <u>INV21859</u>	
DATE INVOICE REC'D <u>26-SEP-2013</u> DD-MMM-YYYY	DATE GOODS/SVS. REC'D <u>20-SEP-2013</u> DD-MMM-YYYY	RECEIPT# <u>79126</u>	
US CURRENCY? YES <input type="checkbox"/>			

NAME &/OR ADDRESS OVERRIDE: _____ _____	DESCRIPTION FOR CHEQUE STUB: <u>INV21859</u>
---	---

DATE CHQ/EFT REQ'D (only if urgent) _____ DD-MMM-YYYY	GL DATE (if applicable) _____ DD-MMM-YYYY	PAY ALONE? YES <input type="checkbox"/>
RETURN CHEQUE TO MINISTRY? <input type="checkbox"/>		

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 6%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 5,444.25	\$ 5,185.00	GST 5%	112	32348	34420	6001	32N0347		
\$ 157.50	\$ 150.00	GST 5%	112	32348	34420	6002	32N0347		
5,601.75	TOTAL								

*** EXPENSE AUTHORITY (EA) INFORMATION:**

* _____

EA PRINTED NAME _____

***BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:**

Note: This is also the line description displayed on GL detail reports.

UBCM CONVENTION KEYNOTE ADDRESS

+ MEDIA AVAILABILITY

* - SEPTEMBER 20, 2013

QUALIFIED RECEIVER (QR) CERTIFICATION:

QR PRINTED NAME _____

The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

* _____

QR SIGNATURE _____

ADDITIONAL INFORMATION OR INSTRUCTIONS:

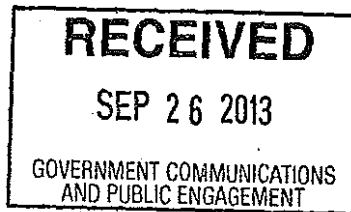
BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

LEILA KUJANPAA 387-2526

ACCOUNTS DATE STAMP

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

FIN FSA 017 REV. JUN/10



INVOICE

Invoice #: INV21859
 Invoice Date: 09/23/2013
 Order #: 17273 | 01
 PO: C14GCPE29465
 Terms: NET 30 DAYS
 N0104-E73

BILL TO

BC Government Communications
 Accounts Payable
 4th Floor - 617 Government St
 Province of British Columbia
 Victoria BC V8V 1X4

Event: UBCM Keynote & Avail - Sep 20
 Attn: Tara Zwaan
 Venue: Vancouver Convention Centre East
 Hall A & Ballroom BC
 Vancouver, BC

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

Show Start Date: September 20, 2013
 Show End Date: September 20, 2013
 Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
KEYNOTE - Audio Equipment			
1 Wireless/Battery Audio Kit	525.00	525.00	525.00
1 Mini Gig Bag	250.00	250.00	250.00
SCRUM - Audio Equipment			
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 ✓
1 C.F. Boom Pole -3 Section 11Ft	50.00	50.00	50.00 ✓
1 Audio Technica AT835A Mic	20.00	20.00	20.00 ✓
SCRUM - Lighting Equipment			
2 Rifa 500W Camera Light	75.00	150.00	150.00 ✓
1 Arri 150W/200W Light	50.00	50.00	50.00 ✓
SCRUM - Staging & Presentation Equipment			
1 Anchor Traveler Port. Lectern	75.00	75.00	75.00 ✓
2 Flag - British Columbia	10.00	20.00	20.00 ✓
2 Flag - Canada	10.00	20.00	20.00 ✓
4 Flag Stand - Gold/Wire Base	10.00	40.00	40.00 ✓
6 Drape - 9'X4' Blue Velour	20.00	120.00	120.00 ✓
3 Drape - 5'-11' 3PC Upright Blk	5.00	15.00	15.00
3 Drape - Base&Pin Black 14"X16"	5.00	15.00	15.00
2 Drape - ADJ X-Bar Black 5'-8'	5.00	10.00	10.00
Video Equipment			
1 Sharp 65" 16:9 LCD Panel	850.00	850.00	850.00 ✓
1 Premier 7' Stand For 52"/65" LCD	75.00	75.00	75.00 ✓
1 Folsom Imagepro II Scaler	350.00	350.00	350.00 ✓
1 Thinkpad R400 16:9 Laptop PC	175.00	175.00	175.00 ✓
Misc. Expenses			
1 Trucking - Daily*	150.00	150.00	150.00 ✓ 02



INVOICE

Invoice #: INV21859
Invoice Date: 09/23/2013
Order #: 17273 101
PO: C14GCPE29465
Terms: NET 30 DAYS

LABOUR

	ST	OT	DT	Rate	Total	
1 AV Technician - Keynote*	6.00			60.00	360.00	✓
1 AV Technician - Avail*	5.00			60.00	300.00	✓
1 AV Technician - Assist*	8.00			60.00	480.00	✓
1 Driver*	4.00			60.00	240.00	✓

SUMMARY

COMMENTS: Production Services with Operators.

EQUIPMENT:	\$3805.00
SALES:	\$0.00
LABOUR:	\$1380.00
MISC. EXPENSES:	\$0.00
SHIPPING:	\$150.00
SUB-TOTAL:	\$5335.00
R136675758 GST	\$266.75
TOTAL:	CAD\$5,601.75

PST Exemption #:

01-5185.00

02-150.00

QUALIFIED RECEIVER

DATE: 13.09.10

SIGNATURE: [Signature]

MELISSA SAFARAK

RECEIPT# 79136
OCTOBER 3, 2013



ISH
COLUMBIA

BUSINESS EXPENSE APPROVAL for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

32N0347

140104-573

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Tara Zwaan

TELEPHONE NO.

(604) 833-7639

YYYY / MM / DD

DATE
SUBMITTED

2013/09/30

MINISTRY/DIVISION/BRANCH

Office of the Premier

UBCM Convention Keynote Address & Media Availability

LOCATION (CITY) OF EVENT

Vancouver

START DATE
OF EVENT

YYYY / MM / DD

2013/09/20

END DATE
OF EVENT

YYYY / MM / DD

2013/09/20

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Hon. Christy Clark, Premier of British Columbia
UBCM Delegates
Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.		
5. Business Meals in Restaurant	6531	
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER		
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow Audiovisual		5,455.00
Vancouver Convention Centre-		585.00
Power/Phone lines for dial ins		
ESTIMATED TOTAL		6,040.00

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0347
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the Financial Administration Act and related policies.		
<i>Denise Champion</i>		
PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Denise Champion		YYYY / MM / DD
		2013/10/02

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.



Status: Reservation
 Order #: 17273
 Account Rep: Tim Lang
 Updated: September 16, 2013
 Version: 2

UBCM Keynote & Avail - Sep 20

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: Vancouver Convention Centre East
 Hall A & Ballroom BC
 Vancouver BC CANADA

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

Ship Via: PROSHOW
 Terms: NET 30 DAYS
 PO Number: C14GCPE29465

SCHEDULE

Load In Date: September 20, 2013 7:15
 Event Start Date: September 20, 2013 10:00
 Event End Date: September 20, 2013 13:00
 Pickup Date: September 20, 2013 14:00

EQUIPMENT

	Rate	Extended	Final Price
KEYNOTE - Audio Equipment			
1 Wireless/Battery Audio Kit	525.00	525.00	525.00
1 Mini Gig Bag	250.00	250.00	250.00
KEYNOTE - Audio Equipment Total			775.00
SCRUM - Audio Equipment			
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 C.F. Boom Pole -3 Section 11Ft	50.00	50.00	50.00
1 Audio Technica AT835A Mic	20.00	20.00	20.00
1 Presser Cable Package	0.00	0.00	
SCRUM - Audio Equipment Total			1065.00
SCRUM - Lighting Equipment			
2 Rifa 500W Camera Light	75.00	150.00	150.00
1 Arri Light Stand	0.00	0.00	
1 Arri 150W/200W Light	50.00	50.00	50.00
1 Avenger - 3 Rise Light Stand	0.00	0.00	
1 Grip - Cardellini End Jaw	0.00	0.00	
1 Grip - Matthews Swivel Joint	0.00	0.00	
4 Double Sandbag	0.00	0.00	
SCRUM - Lighting Equipment Total			200.00
SCRUM - Staging & Presentation Equipment			
1 Anchor Traveler Port. Lectern	75.00	75.00	75.00
2 Flag - British Columbia	10.00	20.00	20.00
2 Flag - Canada	10.00	20.00	20.00
4 Flag Stand - Gold/Wire Base	10.00	40.00	40.00



Status: Reservation
 Order #: 17273
 Account Rep: Tim Lang
 Updated: September 16, 2013
 Version: 2

6	Drape - 9'X4' Blue Velour	20.00	120.00	120.00
3	Drape - 5'-11' 3PC Upright Blk	5.00	15.00	15.00
3	Drape - Base&Pin Black 14"X16"	5.00	15.00	15.00
2	Drape - ADJ X-Bar Black 5'-8'	5.00	10.00	10.00
SCRUM - Staging & Presentation Equipment Total				315.00

Video Equipment

1	Sharp 65" 16:9 LCD Panel	850.00	850.00	850.00
1	Premier 7' Stand For 52"/65" LCD	75.00	75.00	75.00
1	Folsom Imagepro HD Scaler	350.00	350.00	350.00
1	Thinkpad R400 16:9 Laptop PC	175.00	175.00	175.00
Video Equipment Total				1450.00

Misc. Expenses

1	Trucking - Daily*	150.00	150.00	150.00
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LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
1 AV Technician - Keynote*	7:00	14:00	8.00			60.00	480.00
1 AV Technician - Avail*	9:00	14:00	5.00			60.00	300.00
1 AV Technician - Assist*	6:00	14:00	8.00			60.00	480.00
1 Driver*			4.00			60.00	240.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$3805.00
SALES :	
LABOUR :	\$1500.00
MISC. EXPENSES :	
SHIPPING :	\$150.00
SUB-TOTAL :	\$5455.00
R136675758 GST:	\$272.75
TOTAL :	CAD\$5,727.75

Signature as Acceptance of the Proposal

Date of Acceptance

INVOICE CODING SHEET

Early Payment Clause

GCPE

PAYEE NAME <u>Pro-Shaw</u>		*SUPPLIER # _____	*SITE _____
CONTRACT/PO # <u>C14GCPE29465</u>		INVOICE DATE <u>09-OCT-2013</u> DD-MMM-YYYY	INVOICE # <u>INV21897</u>
DATE INVOICE REC'D <u>11-OCT-2013</u> DD-MMM-YYYY		DATE GOODS/SVS. REC'D <u>08-OCT-2013</u> DD-MMM-YYYY	RECEIPT# <u>79392</u>
JS CURRENCY? YES <input type="checkbox"/>			
NAME &/OR ADDRESS OVERRIDE: 		DESCRIPTION FOR CHEQUE STUB: Contract	
DATE CHQ/EFT REQ'D (only if urgent) _____ DD-MMM-YYYY		GL DATE (if applicable) _____ DD-MMM-YYYY	PAY ALONE? YES <input type="checkbox"/>
RETURN CHEQUE TO MINISTRY? <input type="checkbox"/>			

AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 7%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # If STOB 57	OFA STOB & ASSET #
\$ 179.99	\$ 171.42	GST 5%	112	32348	34420	6002	32N0140		
\$ 4,795.88	\$ 4,567.50	GST 5%	112	32348	34420	6001	32N0140		
4,975.87	TOTAL								

<p>* EXPENSE AUTHORITY (EA) INFORMATION:</p> <hr/> <p align="center">EA PRINTED NAME</p> <hr/> <p>*BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:</p> <p>Note: This is also the line description displayed on GL detail reports.</p> <p align="center"><i>Supply mem Hosp-</i></p> <p align="center"><i>OCT 8 /13</i></p>	<p>QUALIFIED RECEIVER (QR) CERTIFICATION:</p> <hr/> <p align="center">QR PRINTED NAME</p> <hr/> <p>The goods provided or service delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</p> <hr/> <p align="center">QR SIGNATURE</p>
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ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER: <p align="center">ALEX BATA 387-0082</p>	ACCOUNTS DATE STAMP
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* Note: Fields with an asterisk do not need to be completed for IProcurement Invoices.
FIN FSA 017 REV. JUN/10

**INVOICE**

Invoice #: INV21897
Invoice Date: 10/09/2013
Order #: 17364 101
PO: C14GCP29465
Terms: NET 30 DAYS
N0104-E84

BILL TO

BC Government Communications
Accounts Payable
4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4

Event: Surrey Memorial Hospital ER Opening
Attn: Tara Zwaan
Venue: Surrey Memorial Hospital
Critical Care Building
Surrey,

Phone: 604-775-1604

Show Start Date: October 8, 2013

Fax: 250-387-3534

Show End Date: October 8, 2013

Email:

Billable Days: 1d

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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 ✓
1 Cellular Dialup Package	50.00	50.00	50.00 ✓
1 C.F. Boom Pole -3 Section 11Ft	50.00	50.00	50.00 ✓
1 Sennheiser ME66 Microphone	40.00	40.00	40.00 ✓
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00 ✓
Staging & Presentation Equipment			
Drape Backdrop / Masking			
15 Drape - 12'X4' Black Velour	25.00	375.00	375.00 ✓
5 Drape - 7'-17' 3PC.Upright Blk	5.00	25.00	25.00
5 Drape - Base&Pin Black 24"	5.00	25.00	25.00
4 Drape - ADJ X-Bar Black 6'-10'	5.00	20.00	20.00
Stage: 8'w x 4'd @ 8" w/2' Thrust			
1 Wenger Versalite 4X8 Deck	75.00	75.00	75.00 ✓
1 Wenger Versalite 2X4 Deck	75.00	75.00	75.00 ✓
Media Riser: 16'w x 4'd @ 8"			
2 Wenger Versalite 4X8 Deck	75.00	150.00	150.00 ✓



INVOICE

Invoice #: INV21897
Invoice Date: 10/09/2013
Order #: 17364 101
PO: C14GCPE29465
Terms: NET 30 DAYS

Presentation Equipment

1	Anchor Traveler Port. Lectern	75.00	75.00	75.00 ✓
2	Flag - British Columbia	10.00	20.00	20.00 ✓
2	Flag - Canada	10.00	20.00	20.00 ✓
4	Flag Stand - Gold/Wire Base	10.00	40.00	40.00 ✓
12	Tensabarrier 7' Stanchion	20.00	240.00	240.00 ✓
45	Plastic Folding Chair-Grey/Blk	2.50	112.50	112.50 ✓

MISC EXPENSES

2	Parking*	11.25	22.50	2142	22.50 ✓	02
2	Advance Meeting /Hr*	100.00	200.00		200.00 ✓	
1	Production Trucking - 1 Ton*	150.00	150.00		150.00 ✓	02

LABOUR

	ST	OT	DT	Rate	Total
2	Audiovisual Technician*	7.50		60.00	900.00 ✓
1	Audiovisual Technician*	5.50		60.00	330.00 ✓

SUMMARY

COMMENTS: Production Services with Operators.

EQUIPMENT :	\$3137.50
SALES :	\$0.00
LABOUR :	\$1230.00 ✓ 01
MISC. EXPENSES :	\$222.50
SHIPPING :	\$150.00
SUB-TOTAL :	\$4740.00 4738.91
R136675758 GST	\$237.00 236.91
TOTAL :	CAD\$4,977.00 4975.82

PST Exemption #:

01- 4567.50
02- 171.42

QUALIFIED RECEIVER

DATE: 13.10.15

SIGNATURE: [Signature]

MELISSA SAFARIK

Receipt # 79392

WESTERN PROSHOW
C14GCPE29465
INV21897
NO104-

#17364

**RECEIPT
IMPARK**

Lot - 1510
Surrey Memorial Hospital
SMH - CCT

Stall # 2204

Expiration Date/Time

09:00 PM

OCT 08, 2013

Purchase Date/Time: 06:58am Oct 08, 2013

Total Due: \$11.25 Rate: \$11.25 - Until 9PM

Total Paid: \$11.25 Payment Type: Card

Ticket # 00001154

S/N #: 600013270974

Setting: 1510 - CCT Parkade

Mach Name: Meter 24

Card #**** S22

Auth #: 075726

Thank You!
Please come again
www.lnpark.com

#17364

**RECEIPT
IMPARK**

Lot - 1510
Surrey Memorial Hospital
SMH - East

Stall # 182

Expiration Date/Time

09:00 PM

OCT 08, 2013

Purchase Date/Time: 07:09am Oct 08, 2013

Total Due: \$11.25 Rate: \$11.25 - Until 9PM

Total Paid: \$11.25 Payment Type: Card

Ticket # 00003625

S/N #: 300010390621

Setting: 1510

Mach Name: Meter 9

Card #**** S22

Auth #: 162

Thank You!
Please come again
www.lnpark.com

10.71

BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - E84

SECTION 1 - ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE

Tara Zwaan

TELEPHONE NO.

(604) 833-7639

YYYY / MM / DD

DATE
SUBMITTED

2013/10/08

MINISTRY/DIVISION/BRANCH

Office of the Premier

Surrey Memorial Hospital Emergency Dept Opening

LOCATION (CITY) OF EVENT

Vancouver

START DATE
OF EVENT

YYYY / MM / DD

2013/10/08

END DATE
OF EVENT

YYYY / MM / DD

2013/10/08

SECTION 2 - NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting - 20 government employees, 2 service contractors.

Hon. Christy Clark, Premier of British Columbia

Hon. Terry Lake, Minister of Health

MLAs

Fraser Health Representatives

Surrey Memorial Hospital Foundation Child Health BC Representatives

Stakeholders

Media

SECTION 3 - INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 - BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals In Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: Proshow Audiovisual		4,717.50
QP- Podium Sign & Cutting Banner		150.00
ESTIMATED TOTAL		4,867.50

SECTION 5 - EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
32348	34420	32N0104
EXPENSE AUTHORITY SIGNATURE - Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
<i>Denise Champion</i>		
PRINT NAME OF EXPENSE AUTHORITY		DATE SIGNED
Denise Champion		YYYY / MM / DD
		2013/10/10

SECTION 6 - EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.



Status: Reservation
Order #: 17364
Account Rep: Tim Lang
Updated: October 7, 2013
Version: 1

Surrey Memorial Hospital ER Opening

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: Surrey Memorial Hospital
Critical Care Building
Surrey

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

Ship Via: PROSHOW
Terms: NET 30 DAYS
PO Number: C14GCPE29465

SCHEDULE

Load In Date: October 8, 2013 7:00
Event Start Date: October 8, 2013 10:00
Event End Date: October 8, 2013 11:00
Pickup Date: October 8, 2013 12:30

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
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 Cellular Dialup Package	50.00	50.00	50.00
1 C.F. Boom Pole -3 Section 11Ft	50.00	50.00	50.00
1 Sennheiser ME66 Microphone	40.00	40.00	40.00
1 Presser Cable Package	0.00	0.00	
Lighting Equipment			
2 Arrisun 5 - HMI 575	375.00	750.00	750.00
2 Avenger - 4 Rise HMI Stand	0.00	0.00	
Staging & Presentation Equipment			
<i>Drape Backdrop / Masking</i>			
15 Drape - 12'X4' Black Velour	25.00	375.00	375.00
5 Drape - 7'-17' 3PC Upright Blk	5.00	25.00	25.00
5 Drape - Base&Pin Black 24"	5.00	25.00	25.00
4 Drape - ADJ X-Bar Black 6'-10'	5.00	20.00	20.00
<i>Stage: 8'w x 4'd @ 8" w/2' Thrust</i>			
1 Wenger Versalite 4X8 Deck	75.00	75.00	75.00
1 Wenger Versalite 2X4 Deck	75.00	75.00	75.00
<i>Media Riser: 16'w x 4'd @ 8"</i>			
2 Wenger Versalite 4X8 Deck	75.00	150.00	150.00



Status: Reservation
 Order #: 17364
 Account Rep: Tim Lang
 Updated: October 7, 2013
 Version: 1

Presentation Equipment

1	Anchor Traveler Port. Lectern	75.00	75.00	75.00
1	Traveler Podium Sign Mount	0.00	0.00	
1	BC Podium Sign for Travpod	0.00	0.00	
1	SMH Podium Sign and banner	0.00	0.00	
2	Flag - British Columbia	10.00	20.00	20.00
2	Flag - Canada	10.00	20.00	20.00
4	Flag Stand - Gold/Wire Base	10.00	40.00	40.00
12	Tensabarrier 7' Stanchion	20.00	240.00	240.00
45	Plastic Folding Chair-Grey/Blk	2.50	112.50	112.50

MISC EXPENSES

1	Production Trucking - 1 Ton*	150.00	150.00	150.00
2	Advance Meeting /Hr*	100.00	200.00	200.00

LABOUR

		Start	Finish	ST	OT	DT	Rate	Total
2	Audiovisual Technician*	6:00	13:30	7.50			60.00	900.00
1	Audiovisual Technician*	7:00	12:30	5.50			60.00	330.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$3137.50
SALES :	
LABOUR :	\$1230.00
MISC. EXPENSES :	\$200.00
SHIPPING :	\$150.00
SUB-TOTAL :	\$4717.50
R136675758 GST:	\$235.88
TOTAL :	CAD\$4,953.38

Signature as Acceptance of the Proposal

Date of Acceptance

Draft Event Proposal – For PREM Consideration
MINISTRY OF INTERNATIONAL TRADE

Event Title: Trade Mission Launch

Date: September 9, 2013 Time: 11:00am to 12:00 (TBC)	Media Market: Province -Wide
Location: Port Metro Vancouver (TBC) Centerm Container Terminal 777 Centennial Road Vancouver	English Media Spokesperson: Premier Clark – Minister Wat
	Multicultural Media Spokesperson: Premier Clark – Minister Wat
Author/Ministry: MIT	

THE EVENT

PROACTIVE EVENT OR INVITATION

- Formally announcing the dates and cities for the third major jobs and trade mission to Japan, Korea, and China.

EVENT

- The Premier and Minister of International Trade will formally announce the third major jobs and trade mission to Japan, Korea, and China scheduled for November 25 to December 06.
- The Premier and Minister will be joined by stakeholders who were delegates on the previous trade missions to Asia to discuss how their company/industry has benefitted from trade missions.
- This will highlight the value and return on investment in conducting trade missions.

WHO'S ORGANIZING?

- GCPE (MIT)

STRATEGIC CONSIDERATIONS

- The trade mission assists in the execution of a pillar of the *BC Jobs Plan* – expanding markets for B.C. products and services, particularly in Asia.
- We have achieved our *BC Jobs Plan* goal of doubling our international presence to over 60 representatives based in priority markets across Asia, Europe and the United States.
- China has emerged as B.C.'s second largest trading partner, after the United States. The value of B.C.'s exports to China has risen by over 500% over last decade to over \$5 billion.
- Japan is committed to diversifying its energy mix away from nuclear, with one focus being bioenergy. As Japan diversifies its energy mix – B.C. can help by providing products such as Liquefied Natural Gas, bio-energy and wood pellets.
- British Columbia represents 50 per cent of Canada's trade with Korea. Korea is also the world's second largest importer of liquefied natural gas and our government remains

committed to supporting a new LNG industry here in B.C. to match our natural gas supply with the demand in Korea and across Asia.

VENUE DESCRIPTION

- Port Metro Vancouver container terminal on 777 Centennial Road, Vancouver.
- Port Metro Vancouver handles \$172 billion of cargo each year, or approximately \$475 million every day. This figure represents one-fifth of Canada's total trade by value.

KEY VALIDATORS / STAKEHOLDERS / PARTICIPANTS

- Members of the trade mission delegation: TBC

TARGET AUDIENCE

- Business community, investors, major media, multicultural media, business publications etc.

VISUAL MESSAGE(S)

DESIRED PICTURE (STILL)

- Premier and Minister addressing workers in hard hat with a ship bound for Asia being loaded in the background.

DESIRED PICTURE (VIDEO)

- Premier and Minister Wat outline benefits of trade mission, and what they hope to accomplish on the trade mission.
- Trade mission delegates discuss how their company/industry benefitted from previous trade missions.

ACTUAL SPEAKING BACKDROP

- Premier and Minister addressing workers in hard hat with a ship bound for Asia being loaded in the background.



WRITTEN MESSAGE(S)

DESIRED SOUNDBITE / KEY NEWS RELEASE SOUNDBITE

We know that expanding and strengthening trading relationships abroad means real jobs here at home. Our government is acting to make sure that B.C. businesses are first in line to take advantage of the growing market opportunities in Asia. This jobs and trade mission will open up new doors, connect B.C. businesses with Asian demand and keep our economy strong and growing.

In addition to expanding trade and commerce opportunities between B.C. and these important Asian markets, the jobs and trade mission will seek to attract new investment into the province, promote B.C. as a destination for international students and tourists, and continue to build on the historic, cultural and business ties between British Columbia and the peoples of China, Japan and Korea.

KEY MESSAGES

- We need to keep the *BC Jobs Plan* momentum going.
- British Columbia has strong international trading relationships that are creating jobs in B.C.
- British Columbia is a safe harbour for investment.
- British Columbia is supplying clean energy products that create jobs in B.C.
- Our proximity to Asia gives B.C. an edge in conducting trade with countries in the Asia Pacific and South Asia.
- Trade missions with her team are ensuring predictability and relationship development with our major trading partners, including China, India, Japan and South Korea.
- British Columbia's diverse multicultural population acts as a bridge across the Pacific, building relationships and helping to develop new markets for B.C.'s goods.

COMMUNICATIONS PRODUCTS

<input checked="" type="checkbox"/>	Media Advisory	<input type="checkbox"/>	Talking Points
<input checked="" type="checkbox"/>	Speech	<input checked="" type="checkbox"/>	Q&A
<input checked="" type="checkbox"/>	New Release	<input type="checkbox"/>	Props (describe)
<input checked="" type="checkbox"/>	Backgrounder(s)	<input type="checkbox"/>	Web Content
<input type="checkbox"/>	Fact Sheet	<input type="checkbox"/>	Photo Release
<input type="checkbox"/>	Biographies	<input type="checkbox"/>	Other (describe)