



Douglas College
Foundation

The 12th annual

A Class Act

Friday, October 23rd, 2009

7:00 to 9:30 pm

Exhibitor's Guide

Planning for the 12th annual A Class Act is well underway and we are pleased to invite you to be part of a fabulous event that has had tremendous success in raising the profile of Douglas College and its students. Set for Friday, October 23rd at our Coquitlam Campus, A Class Act promises to be another sold out event with more than 300 regional business and professional leaders gathered around for an evening of fine wines, beers and appetizers from around the world. This year we are featuring the sights and sounds of the Mediterranean. We look forward to your participation!

Location

Douglas College
David Lam Campus
1250 Pinetree Way, Coquitlam B.C.

Please let us know if you need directions. We would be happy to help you map out the best route!

Event Schedule

Set Up - 6 pm
Doors Open - 7 pm
Last Call - 8:45 pm
Doors Close - 9 pm

Upon arrival exhibitors will be assigned a student volunteer to assist throughout the event. If you require longer than one hour to complete your set-up, please contact us to make arrangements.

Parking

Free underground parking is available and can be accessed between Douglas College and Pinetree Community Centre.

Exhibitor Booths

Your table will be assigned to you upon arrival. Please feel free to decorate your booth with signage and displays that reflect your company and your products. Ice will be available free of charge to all exhibitors and can be obtained from your student volunteer. We will provide table cloths, spit buckets and water jugs. Should you require any additional items, please contact us to make arrangements. Because we ask that you please bring enough product to provide samples for up to 300 guests, there is no exhibitor fee.

Tasting Discount

The BC Liquor Distribution Branch recognizes A Class Act as a charity event. A 30% tasting discount letter will be available to participating exhibitors.

Glassware

Each guest will receive a tasting glass as they enter, which they will be asked to re-use. Student volunteers will collect any unattended glassware as necessary.

Event Program

Each year we produce a wine tasting booklet containing helpful tasting notes for our guests. We include a brief company profile, a list of wines you will be pouring, CSPC numbers and prices (if you wish). In order to meet our printing deadline, please fax or email your company profile and pouring list by October 12th. Information can be sent via email to smitha@douglas.bc.ca or by fax to 604 777 6269.

Live & Silent Auctions

In addition to participating as an exhibitor, we would be most grateful if you would be willing to donate a bottle of wine (or other item) to our live or silent auction. Your donation to our auction will help to ensure the success of this event and support students struggling to achieve their academic dreams.

Tickets

If you know someone who would like to attend A Class Act, tickets can be purchased through the Douglas College Foundation office at 604 777-6176 or by email at foundation@douglas.bc.ca. Tickets are \$65 (a \$25 charitable tax receipt will be provided) and include beer and wine samples, a range of delicious appetizers, entertainment and great company! All proceeds go directly to student aid at Douglas College.

Contact

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Development Officer
Douglas College Foundation
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Fax: 604 777-6269
Email: smitha@douglas.bc.ca



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Exhibitor Registration

To register please complete the following and fax to 604 777 6269 Attn: Alexis Smith, or email contact information to smitha@douglas.bc.ca. We will contact you with confirmation upon receipt of registration. Thank you for your participation!

Organization: _____

Contact Name: _____

Address: _____

City: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

We look forward to working with you to make **A Class Act** a huge success!