



Archives and You! Conference

Everything you wanted to know about archives... but were afraid to ask.

Friday, November 27, 2009

Holiday Inn Plaza de la Chaudière - Gatineau, Québec

Exhibitor Registration Form

A - CONTACT PERSON FOR BOOTH.

Please print clearly.

First Name: _____

Last Name: _____

Title: _____

Organization: _____

Division: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone: () _____

Fax: () _____

Email: _____

Web Site: _____

**We will create a link from the exhibitor page on the conference web site to your organization's web site. Please provide your web site address above.

B - BOOTH FEE

- \$500 (private sector and government departments)
- \$250 (not for profit organizations)

Fee includes 1 skirted table and 2 chairs and a 6' x 10' space.

C - ELECTRICAL AND INTERNET REQUIREMENTS

- Electricity - \$60 for standard electricity
- High speed Internet - wireless at no charge

Note: Each exhibitor will receive one (1) complimentary conference pass with the purchase of a booth space. **ALL other individuals must register as conference delegates** (please refer to the Delegate Registration Form for pricing).

D - AMOUNT OWING

Booth Fee.....\$ _____

Electricity.....\$ _____

Total Amount Owning.....\$ _____

E - PAYMENT

Cheque - Payable to CCA

1. Please fax your completed registration form; and
2. Mail you registration form and cheque to the CCA Conference Secretariat

Visa or **Mastercard**

1. Please complete the credit card information below; and
2. Fax your completed registration form

Card #: _____

Expiry Date: _____

Cardholder Name: _____

Signature: _____

Payment is required prior to attending the event.

F - CANCELLATIONS / SUBSTITUTIONS

Cancellation of registration should be sent in writing, by fax to (819) 827-4630 or by email to conference@archivescanada.ca. Cancellations will be accepted until October 30 for a full refund. A 50% cancellation fee will apply for cancellations received between October 31 and November 6, 2009. No refund for cancellations received after November 7, 2009 and no refund for no-shows at the conference.

G - CONTACT US

CCA Conference Secretariat
40, chemin du Roc Est
Chelsea, Québec J9B 1T1
www.archivesconference.ca

For more information, please contact
819-827-5168 or e-mail george@chelsea-group.net

**Fax your completed form to
819-827-4630 or
toll-free 1-866-775-9569**