

**Canadian Health Libraries Association /
Association des bibliothèques de la santé
du Canada (CHLA/ABSC)**

29th Annual Conference

May 30-June 3, 2005



Exhibitors/Sponsors/Advertisers

Participation Program

***Delta Chelsea Hotel
33 Gerrard Street W.
Toronto, Ontario***

www.chla-absc.ca/2005

PARTICIPATION PROGRAM

CHLA/ABSC 2005

EXHIBITORS/SPONSORS/ADVERTISERS

“The World around the Corner”

You are invited to participate as an exhibitor, sponsor and/or advertiser of the CHLA/ABSC 29th Annual Conference in 2005 and be an integral part of this special event in the city of Toronto. Our goal is to ensure that you are given excellent visibility in recognition of your valued participation.

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Exhibits

Location

Delta Chelsea Hotel
Mountbatten Room
33 Gerrard Street West
Toronto, Ontario

Dates of Exhibits

Tuesday, May 31, 2005 to Thursday, June 2, 2005

Number of booths

24 spaces available

Booths are assigned on a first-come first-served basis

Exhibitor visibility

- Exhibit hall is adjacent to the main conference room
- Booths visited during breaks, lunches
- Opening Reception in the Exhibits Area on Tuesday May 31
- Name of exhibitor listed in the preliminary and official programs and Participant Guide
- Each booth has a sign with exhibitor's name

Hotel staff will set up and take down the booths.

Hotel staff and members of the Exhibits and Sponsors Team will be available to assist exhibitors throughout the conference.

Exhibitor schedule

Tuesday, May 31, 2005

5:00-6:00 PM	Booth set up by hotel staff
6:00 PM - 7:00 PM	Exhibitors display set-up
7:00 PM - 10:00 PM	Opening Reception in the exhibits area

Wednesday, June 1, 2005

10:00 AM - 5:00 PM	Exhibit Hall open to visitors
10:30 AM - 11:00 AM	Break
12:00 Noon - 1:30 PM	Lunch
3:00 PM - 3:30 PM	Break

Thursday, June 2, 2005

10:00 AM - 3:30 PM	Exhibit Hall open to visitors
10:30 AM - 11:00 AM	Break
12:00 Noon - 1:30 PM	Lunch
3:00 PM - 3:30 PM	Break; Closing of exhibits
3:30 PM - 5:00 PM	Display take down by exhibitors
5:00 PM - 6:00 PM	Booth take down by hotel staff

Rental fee

\$800.00 CAN per booth (add 7% GST)

Each booth rental includes:

- One draped booth measuring 8' X 8'
- Booth drapes and skirting
- One 6' skirted table with tablecloth and 2 chairs
- Twin electrical outlet
- Two signs: 22" x 28" company sign and booth number sign

Expenses borne by exhibitor:

- Additional outlets
- Additional equipment or furniture
- High speed internet connection

Exhibitor Learning Lunch

A room in the conference area at the Delta Chelsea is available free of charge for an exhibitor to host a learning lunch on Wednesday, June 1, 2005, Noon to 1:00 PM. Please make the request on your registration form. This is based on a first-come, first-served basis.

Shipping and receiving

To facilitate efficient handling of all shipments of literature, products and other material to be used in conjunction with the exhibit at the conference, all cartons and/or envelopes should be addressed as follows:

Delta Chelsea Hotel
33 Gerrard Street W.
Toronto, Ontario
M5G 1Z4

Attention: (recipient's name & company name)
Function: CHLA/ABSC 2005 Conference, May 30 – June 3, 2005

Please number your parcels as follows: 1/4, 2/4,

Storage space at the hotel is limited. Please do not send any shipments more than two weeks prior to your arrival. Please notify Richard Wilson, Chair of Exhibits and Sponsors, of the estimated arrival date of your shipment and the number boxes shipped.

Contact information for Richard Wilson: Phone number: (416) 486-2500 x7553
Email: richard.wilson@cnib.ca

Booth & display set up

Tuesday, May 31, 2005 5:00 - 7:00 PM

5:00-6:00 PM	Hotel staff set up booths.
6:00-7:00 PM	Exhibitors set up their displays.
7:00-10:00 PM	Opening Reception

Booth & display take down

Thursday, June 2, 2005 3:30 PM-6:00 PM

3:30 PM - 5:00 PM	Display take down by exhibitors
5:00 PM - 6:00 PM	Booth take down by hotel staff

Security

The Delta Chelsea Hotel has arranged for extra security for the conference. After business hours the exhibit hall will be locked. During business hours, exhibitors are responsible for their booths and equipment.

Liability

The Delta Chelsea Hotel and CHLA/ABSC assume no responsibility for damage or loss of any nature, nor will they assume any liability for personal injury in connection with the showing or viewing of exhibits.

Exhibitors should insure themselves against any loss, damage or injury.

Contact

CHLA/ABSC 2005 Conference
Richard Wilson, Chair, Exhibits & Sponsors
Canadian National Institute for the Blind
1929 Bayview Avenue
Toronto, Ontario, Canada
M4G 3E8

Phone: (416) 486-2500 x7553; Fax: (416) 480-7700

E-mail: richard.wilson@cnib.ca

Payment

Return your registration form (page 10) as soon as possible. Payment deadline is **March 31, 2005**. After this date, booths or mentions of the exhibitor in the Official Program are not guaranteed.

Payment for advertising must be made by the deadline date for the specific advertising category.

Cancellation

25% of the rental fee will be charged for cancellation prior to **March 31, 2005**. After this date, no refund will be issued.

Accommodations

Arrangements have been made for accommodations with the Delta Chelsea Hotel. You must make your own reservation before **April 30, 2005**. Please mention the CHLA/ABSC Conference.

Sponsorship

Be a sponsor of this conference and be an integral part of an exciting event in the city of Toronto!

There are two categories of sponsorship: *monetary* and *donations-in-kind*.

Monetary

No amount is too small! Sponsors are needed for coffee breaks for small groups of participants in continuing education workshops on May 31st.

We offer four packages of sponsorship for events for all conference participants – platinum, gold, silver and bronze.

Platinum sponsor - \$5,000

- Visibility – your logo on our web site as a Platinum Sponsor of the 2005 conference; free full page advertisement in the conference Official Program; sponsor's name placard displayed at the sponsored event
- 2 free tickets for the June 2nd banquet; 2 free tickets for the May 31st opening reception
- Choice of sponsored event – food and wine for the May 31st opening reception OR wine for the June 2nd banquet OR entertainment for the June 2nd banquet

Gold sponsor - \$3,000

- Visibility – free half page advertisement in the conference Official Program; sponsor's name card on table at the sponsored event
- 2 free tickets for June 2nd banquet; 2 free tickets for May 31st opening reception
- Choice of sponsored event – lunch (if no exhibitor has a learning lunch scheduled for the day) in the exhibit area on June 1st OR lunch in the exhibit area on June 2nd

Silver sponsor - \$2,000

- Visibility – free full page advertisement in the Participant Guide; sponsor's name card on table at the sponsored event
- 2 free tickets for May 31st opening reception
- Choice of sponsored event - food for the May 31st opening reception OR breakfast in exhibit area June 1st OR Annual General Meeting breakfast June 2nd

Bronze sponsor - \$1,000

- Visibility – sponsor’s name card on table at the sponsored event
- 2 free tickets for the May 31st opening reception
- Choice of sponsored events - morning or afternoon break June 1st OR morning or afternoon break June 2nd OR morning break June 3rd.

Note: All breaks will be held in the Exhibit Hall

Donations-in-kind

- Conference bags or clip-boards for conference participants
- Promotional material of your corporation, e.g. pens, pins, sticky pads, mugs, mouse pads, etc. for the registration kits
- Products of your corporation, e.g. books, subscriptions, etc. for door prizes or quiz prizes
- Flowers for the conference facilities
- Chocolates or candies for the participants
- Anything to enhance the enjoyment of the conference and provide visibility for your corporation

All sponsors will be duly acknowledged in the conference Official Program and in the Participant Guide.

Contact

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Advertising

Advertisements

	Preliminary Program	Official Program	Participant Guide
Circulation	Available on the conference web site	250 copies	250 copies
Deadline	January 31, 2005	April 15, 2005	May 15, 2005
Distribution	February 17, 2005	May 5, 2005	May 30, 2005
*Cost	\$CAN	\$CAN	\$CAN
4th flap	\$1,000	\$1,000	\$500
Full page	\$550	\$350	\$150
_ page	\$375	\$275	\$80

Advertising inserts

	Preliminary Program	Official Program	Participant Guide
Deadline	N/A	April 15, 2005	May 15, 2005
Distribution	N/A	May 5, 2005	May 30, 2005
*Cost	N/A	\$600 CAN	\$250 CAN

*Add 7%GST

Page size: 8.5" x 11"

Ad dimensions:

Full page : W 7.5" X H 10"
 Horizontal half page: W 7.5" X H 4.5 "
 Vertical half page: W 3.75" X H 10"

Black and white only.

Electronic file: GIF, TIF (preferred); JPG, BMP, PDF
 All may be zipped
 May send electronic file via email (up to 500 kb), 3.5" floppy disk, or CDROM

Please send electronic file and a print copy of the advertisement to :

CHLA/ABSC 2005 Conference
 Richard Wilson, Chair, Exhibitors & Sponsors
 Canadian National Institute for the Blind
 1929 Bayview Avenue
 Toronto, Ontario, Canada
 M4G 3E8

Phone: (416) 486-2500 x7553; Fax: (416) 480-7700
 E-mail: richard.wilson@cnib.ca

Payment

Payment must be made by the deadline set for each specific advertising category.
 Please make cheque payable to CHLA/ABSC 2005 Conference.

EXHIBITORS / SPONSORS / ADVERTISERS REGISTRATION FORM

DATE: _____

Primary Contact Person: _____

Organization Name: _____

Phone:

FAX:

e-Mail:

Attendees:

Name: _____

Phone:

FAX:

e-Mail:

Name: _____

Phone:

FAX:

e-Mail:

Exhibit Booth:

(For details see pages 3-6)

Internet Connection required:

Yes No Comments: _____

Hosting Learning Lunch, June 1st:

Yes No

Sponsorships:

(For details see pages 7-8)

Monetary: Platinum Gold Silver Bronze Other \$ _____

Donations-in-kind: _____

Advertising:

(For details see page 9)

Program: Preliminary Official Participant Guide

Insert: Preliminary Official Participant Guide

Size: 4th Flap Full Page Half page

Please return form ASAP and cheque (payable to CHLA/ABSC 2005 Conference) no later than March 28, 2005 for booth rental and by deadline date for the specific advertising category to:

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