



**Association  
of Canadian  
Archivists**

**Exhibitor Application Form**  
**Annual Conference Trade Show Exhibit Space for**  
**June 10<sup>th</sup> & 11<sup>th</sup>, 2010**  
**Westin Nova Scotian Hotel**  
**Halifax, NS**

This form can be completed onscreen and submitted electronically to ACA or printed forward to the ACA office, at the address shown above. Simply move your cursor over each input field and click to type or select a response.

Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City / Prov - State: \_\_\_\_\_ Code / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Our Firm's two representatives<sup>i</sup> at the trade show are: (please enter names for identification badges)

First Name	Surname	title

Please  those days you will be exhibiting

Thursday, June 10<sup>th</sup>

Friday, June 11<sup>th</sup>

If this is your first year exhibiting at ACA, please include a brief overview of your products / services, the URL for your firm's website, or brief description of the nature of your exhibit.

Please  any service requirements:

Table & two chairs (available, included with the basic exhibitor fee)

Electrical outlet \*

Internet or data connection \*

Other: (please identify) \* \_\_\_\_\_

Exhibitor Fee: \$750 per exhibit space, plus tax; total with HST is \$847.50; GST registration #106732688

Cancellation: A refund request must be received in writing no later than 60 days prior to the date of the Opening Reception. A cancellation penalty of \$100.00 will be charged.

Payment Method: Please select your preferred method of payment: \_\_\_\_\_

a. Click Print and mail the completed form with your Cheque or Money Order payable to  
**Association of Canadian Archivists**

b. Enter your credit card information, click Print and fax this form to ACA to pay by credit card:

Card Number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Name of Card holder (print) \_\_\_\_\_

**Exhibits registration deadline: April 30<sup>th</sup>, 2010 or once available exhibit spaces are sold.**

<sup>i</sup> Additional representatives may be enrolled at a cost of \$100 per person for the 2-day trade show.

\* Electrical & internet, receiving, shipping and storage may be subject to additional fees payable to the hotel.

Note: The ACA reserves the right to refuse any exhibit application deemed unsuitable for its conference