



45th Annual Conference

Canadian Association of Law Libraries
Association canadienne des
bibliothèques de droit

Fairmont Chateau Laurier
Ottawa ON

May 6 – 9, 2007
du 6 au 9 mai, 2007

Conference Office:
Bureau du congrès:

310 – 4 rue Catarauqui Street
Kingston ON K7K 1Z7

Tel/Tél: 613-531-9338
Fax/Télé: 613-531-0626
office@callacbd.ca
www.callacbd.ca

CALL ACBD

October 18, 2006

Dear Industry Partner,

We hope that you are planning to participate in the Annual Conference of the Canadian Association of Law Libraries taking place in Ottawa, Ontario in May 2007. The theme is **"CAPITALizing on Change"** and the Organizing Committee is putting together an exciting program for the meeting.

There are three ways to participate:

Exhibits:

CALL 2007 will provide your company with an excellent opportunity to display the latest goods and services to the leaders and decision-makers in the law librarianship field.

Booths will be assigned on a first-come, first-served basis, in conjunction with priority given to the major sponsors. Exhibitors are entitled to one (1) complimentary registration per booth. An exhibit manual will be sent to you as soon as it is available.

Vendor Demos:

Due to their popularity, we are again offering a limited number of time slots for Vendor Demos. These must be booked prior to the conference, and given the limited availability of time slots, we recommend you reserve a space early.

Sponsorship:

We also invite you to consider the sponsorship opportunities for this conference. The support of our industry partners is essential to the success of the conference and your commitment through sponsorship would be much appreciated. Some sponsorship opportunities have already been sold so we encourage you to secure your choice of sponsorship as soon as possible to avoid missing out on this fabulous opportunity.

Please note that no Preliminary Program or Registration Materials will be sent out as conference packages. All information will be presented on the CALL/ACBD website at www.callacbd.ca and the website will be updated regularly. The registration form can be downloaded for printing.

Specific enquiries regarding contracts, exhibit booth details, etc. should be directed to the Conference Office in Kingston. Should you have any questions about participating, please do not hesitate to contact me at the coordinates listed below.

Please join us at CALL 2007. We look forward to hearing from you!

Yours truly

Margo Jeske
Exhibits and Sponsors
CALL 2007 Conference Planning Committee
613-990-1814
Margo.jeske@pslrb-crtfp.gc.ca

Encl. Exhibit Prospectus
Exhibit Contract
Sponsorship Opportunities

Cette information est aussi disponible en français. Si vous désirez une copie, veuillez communiquer avec le bureau du congrès de ACBD

EXHIBITOR PROSPECTUS

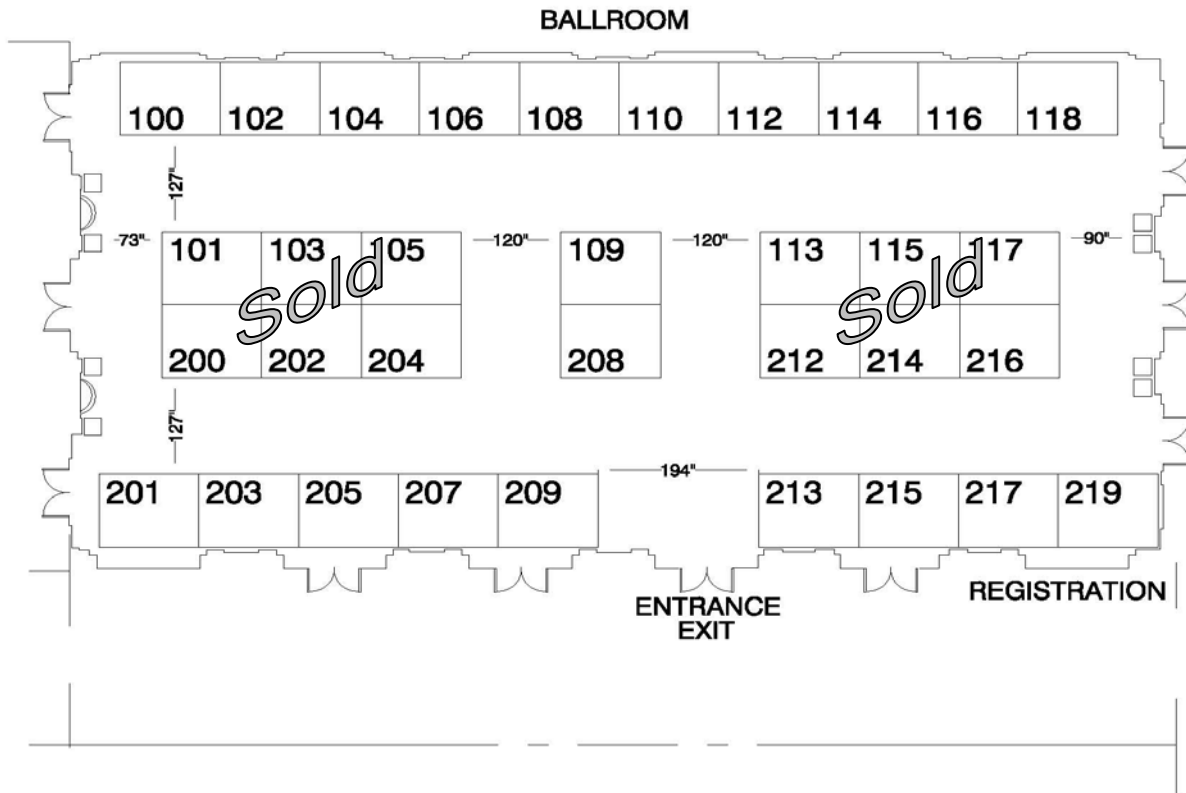
SHOW:	45 th Annual Meeting of the Canadian Association of Law Libraries	
LOCATION:	Fairmont Château Laurier 1 Rideau Street Ottawa, Ontario K1N 8S7	
ANTICIPATED ATTENDANCE:	350 attendees from across Canada, with international guests; interests include all aspects of law librarianship	
MOVE-IN PERIOD:	Saturday, May 5, 2007	12:00-17:00
	Sunday, May 6, 2007	07:00-11:00
DISPLAY PERIOD:	Sunday, May 6, 2007	12:00-17:00
	Monday, May 7, 2007	07:30-17:30 *
	Tuesday, May 8, 2007	07:30-15:30
MOVE-OUT PERIOD:	Tuesday, May 8, 2007	After the Afternoon Refreshment Break
EVENTS IN EXHIBIT HALL WITH DEDICATED TIME:	Sunday - Opening of Exhibit Hall and Lunch Monday - Exhibitor Wine & Cheese Reception Monday and Tuesday - Continental Breakfast Tuesday - Lunch	
INFORMATION & BOOTH RENTAL:	CALL/ACBD National Office 4 Cataragui Street, Suite 310 Kingston, Ontario Canada K7K 1Z7 Tel: 613-531-9338 Fax: 613-531-0626 office@callacbd.ca www.callacbd.ca Exhibit Coordinator: Krista Doyle	
SHOW SERVICE:	Freeman 940 Belfast Road Ottawa, ON K1G 4A2 Phone (613) 748-7180 Fax (613) 745-8303 www.freemanco.com	

* Please note the exhibit hall will be closed on Monday during the Annual General Meeting.

FLOOR PLAN

Booth locations will be allocated by sponsorship level together with a first-come, first-served basis, based on the date the signed contract is received by the CALL/ACBD Office.

The Fairmont Château Laurier Ballroom



*Floor plan for illustration purposes only
Booths represented are 10' wide, 8' deep.*

TERMS AND CONDITIONS OF CONTRACT FOR EXHIBITS

1. The Exhibitor agrees to abide by all regulations and rules adopted by the Organizing Committee, and agrees that the Organizing Committee shall have the right to amend and add to or delete from any and all rules and regulations at any time, in the sole discretion of the Organizing Committee.
2. All electrical wiring and outlets used by the Exhibitor in excess of the standard 1 - 1800 watt duplex electrical outlet shall be at the Exhibitor's sole risk and expense. All operating electrical equipment used in the exhibit must have C.S.A. or equivalent power authority approval.
3. Space contracted by the Exhibitor may not be sublet or assigned to any third party without the prior written permission of the Organizing Committee or its appointed agents, which permission may be withheld for any reason whatsoever in the sole discretion of the Organizing Committee.
4. **THE EXHIBITOR WILL BE SOLELY LIABLE FOR AND WILL INDEMNIFY AND HOLD HARMLESS THE ORGANIZING COMMITTEE FOR CALL 2007, EVENTS & MANAGEMENT PLUS INC., THE FAIRMONT CHÂTEAU LAURIER AND FREEMAN SHOW SERVICES FROM ANY INDIRECT, DIRECT, SPECIAL OR CONSEQUENTIAL LOSSES OR DAMAGES WHATSOEVER OCCURRING TO OR SUFFERED BY ANY PERSON OR COMPANY, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, EXHIBITOR, OTHER EXHIBITORS, THE ORGANIZING COMMITTEE, OFFICIAL SHOW CONTRACTORS, THE OWNER OF THE BUILDING AND THEIR RESPECTIVE AGENTS, SERVANTS AND EMPLOYEES AND MEMBERS OF THE PUBLIC ATTENDING THE SHOW, EITHER ON THE SAID SPACE OR ELSEWHERE IF SAID LOSS OR DAMAGES AROSE FROM OR WERE IN ANY WAY CONNECTED WITH EXHIBITOR'S OCCUPANCY OF SAID SPACE OR EXHIBITOR'S PARTICIPATION IN THE SHOW.**
5. The Exhibitor is solely responsible for the placement and cost of insurance related to its participation in the Show.
6. It is understood that the Organizing Committee or its appointed agents has sole discretion in the assignment of display spaces. The Organizing Committee reserves the right to alter or change the Exhibitor's assigned location at any time if deemed by the Organizing Committee in its sole discretion to be in the best interests of the Show.
7. The Organizing Committee or its appointed agents reserves the right at any time to reject, prohibit, alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound, and to expel exhibitors or their personnel if, in the Organizing Committee's sole opinion, their conduct or presentation is objectionable to other show participants.
8. The Exhibitor agrees to confine its presentation within the contracted space only, and within the maximum height set by the Show rules and regulations and to maintain staff in the assigned display space during show hours.
9. All goods shipped to the Show must be clearly marked with the name of the Exhibitor and the number of its allocated space. Goods must not be shipped to the Show with shipping charges to be paid on arrival as these will not be accepted by the Organizing Committee. The Organizing Committee assumes no responsibility for loss or damage to goods belonging to the Exhibitor before, during the period of the Show, or after its closing.
10. The Exhibitor agrees that no display may be dismantled nor may any goods be removed during the entire duration of the Show. The Exhibitor also agrees to remove its exhibit, equipment and appurtenances from the Show premises by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay such additional costs as are incurred by the Organizing Committee as a result of the Exhibitor's failure to move out prior to the time limit.
11. The Exhibitor agrees to abide by the instructions given by the dock supervisor pertaining to the move-in and move-out scheduling.
12. The Exhibitor agrees to comply with all union contracts and labour relations agreements in force, agreements between the Organizing Committee, official contractors serving companies and the building in which the Show will take place in accordance with the labour laws of the jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with his display which may be a violation of any law, bylaw, ordinance or regulation of any governmental body, or which may be in violation of the regulations of the Canadian Fire Underwriters Association or any other similar body.
13. The Organizing Committee reserves the right, in its sole discretion, to change the date or dates upon which the Show is to be held and shall not be liable to any party in damages or otherwise by reason of any such change. In addition, the Organizing Committee shall not be liable to any party in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where such failure is caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike, or by any cause whatsoever beyond the reasonable control of the Organizing Committee whether similar to or dissimilar from the causes enumerated herein.
14. The Organizing Committee reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as damages any amount already paid for the right to participate in the Show, as well as the right to any further occupancy of such space.
15. Full payment must accompany the signed contract.
16. This contract may be cancelled by either party provided written notice is received by the other by April 1, 2007. In case of Exhibitor cancellation, an administrative fee of \$250.00 will be withheld. If the Exhibitor cancels after this date, it will be liable for 100% of the total contracted space costs. By cancelling this contract the Exhibitor forfeits all rights or claims to the allocated space and the Organizing Committee is free to rent it to others and collect the cancellation charge as damage.

GENERAL INFORMATION FOR EXHIBITORS

- Booth Specifications:** Standard booths are 10 ft. wide by 8 ft. deep. Please note the maximum height for your display in the exhibit hall is 10 ft.
- Booth Rental Fee:** **Members:** \$ 850.00 + \$51.00 GST
Non-members: \$ 1,050.00 + \$63.00 GST
- Island Fees:** Island of 4 Booths: \$5,000.00 + \$300.00 GST
Island of 6 Booths: \$7,000.00 + \$420.00 GST
Island of 8 Booths: \$9,000.00 + \$540.00 GST
- Preferred island space is defined as any group of booths made up of four (4) or more booths with aisles on all four sides. Exhibit activities are confined to the actual booth space and must not be conducted in the aisles. Islands have the same inclusions as a standard booth.
- Standard Booth Includes:**
- 8 ft. high background drape and 3 ft. high sidewall drape
 - 1-6 ft. draped table
 - 1-1800 watt duplex electrical outlet
 - Company's name and booth number listed in Program
 - One Full conference registration and a maximum of three complimentary booth staff
- Standard Booth Does Not Include:** Carpeting, additional electrical outlets, signage, storage, phone line. These and other items you require may be ordered from the official suppliers; order forms will be included in the Exhibitor Service Manual. (Note that the exhibit hall at the hotel is carpeted)
- Display Restrictions:** All displays must stay within the boundaries of the booth. Backwall height restrictions are ten (10) feet for in-line, and ten (10) feet for island booths (only if the Exhibitor occupies the entire island). Sidewalls and display fixtures occupying the front one-half of exhibit space (five (5) feet in from the aisle) cannot exceed a height of four (4) feet within ten (10) feet of a neighbouring exhibit. Further details will be contained in the Exhibitor Services Manual.
- Other Services:** Display services, Drayage, Shipping, Customs Broker, Audio-Visual, Telephone, and Electrical/Mechanical service details and order forms will be provided to exhibiting companies upon receipt of the Exhibit Contract. Exhibitors will have the opportunity to book accommodations at the special conference rate.
- Floor Plan:** Floor plan is found at the back of this Prospectus. Exhibitors are asked to forward their first, second, and third choices for location of their booth, on the Contract for Exhibit Space. Booth locations will be allocated by sponsorship level together with a first-come, first-served basis, based on the date the signed contract is received by the CALL/ACBD Office.

VENDOR DEMOS

The sessions will be listed in the Final Program and open to all conference delegates. The room will be set up in a theatre style seating arrangement. Limited to one 30 minute session per exhibitor.

- Booked on first-come, first-serve basis – *limited number of demos are available to exhibitors*
- 30-minutes in length
- Scheduled for Sunday, May 6, Monday, May 7 and Tuesday, May 8 (tentative)

Session Fee: \$750.00 + \$45.00 GST = \$795.00 Payment must accompany your exhibit contract.

SPONSORSHIP CATEGORIES PAGE 1

The following items are available to be sponsored. The Organizing Committee will confer with sponsor regarding major social events. Sponsorships will be accepted on a first-come, first-served basis

Please contact: **Margo Jeske, Sponsorship Coordinator**
 Phone: (613) 990-1814
 Email: margo.jeske@pslrb-crtfp.gc.ca

PLATINUM SPONSORSHIP (\$40,000 and over)

SPONSORSHIP OPPORTUNITIES	SPONSORSHIP ENTITLEMENTS
<p>Closing Banquet, Tuesday May 8 The Banquet is included as part of the registration fee and attended by all delegates and their guests. Sponsor will be highlighted during the evening. Sponsor's representatives are invited to attend.</p>	<ul style="list-style-type: none"> Printed recognition in final conference program by sponsorship category. Web site recognition with logo. Public address recognition at program or event. Highest profile location for booth in Exhibit Area. Signage at the program or event. Recognition in the Conference issue of <i>Canadian Law Library Review</i>. One Complimentary Booth Two Complimentary full conference registrations

GOLD SPONSORSHIP (\$20,000 - \$39,999)

SPONSORSHIP OPPORTUNITIES	SPONSORSHIP ENTITLEMENTS
<p>Opening Reception, Sunday May 6 Sponsorship of the Welcome Reception to which all delegates and guests are invited to attend. Sponsor will be highlighted during the evening.</p> <p>Seated Luncheon, Monday May 7 Sponsorship of the Monday seated luncheon attended by all delegates. Special presentation by guest speaker.</p>	<ul style="list-style-type: none"> Printed recognition in final conference program by sponsorship category. Web site recognition with logo. Public address recognition at program or event. High profile location for booth in Exhibit Area. Signage at the program or event. Recognition in the Conference issue of <i>Canadian Law Library Review</i>. One Complimentary Booth

SILVER SPONSORSHIP (\$10,000 - \$19,999)

SPONSORSHIP OPPORTUNITIES	SPONSORSHIP ENTITLEMENTS
<p><i>One of the following:</i></p> <p>RCMP Musical Ride, Sunday May 6 Sponsorship of the RCMP Musical Ride held prior to the Opening Reception, to cover expenses such as transportation.</p> <p>Registration portfolio/satchel Sponsorship includes providing a logo for the conference bag.</p> <p>Breakfast, Tuesday May 8 Sponsorship of the Tuesday breakfast to be held in the Exhibit Hall and attended by all delegates.</p> <p>Luncheon, Tuesday May 8 Sponsorship of the Tuesday lunch to be held in the Exhibit Hall and attended by all delegates.</p>	<ul style="list-style-type: none"> Printed recognition in final conference program by sponsorship category. Web site recognition. Public address recognition at program or event. Profile location for booth in Exhibit Area. Signage at the program or event. Recognition in the Conference issue of <i>Canadian Law Library Review</i>.

SPONSORSHIP CATEGORIES PAGE 2

BRONZE SPONSORSHIP (\$3,000 - \$9,999)	
SPONSORSHIP OPPORTUNITIES	SPONSORSHIP ENTITLEMENTS
<p><i>One of the following:</i></p> <p>Internet Room This "communications hub" of the conference will be a high profile area as delegates use the available PCs to maintain contact with the office. Also available at the Friend level on a per day basis.</p> <p>Plenary Session Exciting sessions are planned with dynamic speakers. Sponsorship includes the expenses of the speaker and related presentation costs.</p> <p>Continental Breakfast (Monday May 7, Wednesday May 9) To be held in the exhibit area, these breakfasts ensure that the delegates start the day right.</p> <p>Simultaneous Translation Sponsorship of the simultaneous translation during sessions. (\$3000 per day)</p>	<ul style="list-style-type: none"> Printed recognition in final conference program by sponsorship category. Website recognition. Public address recognition at program or event. Profile location for booth in Exhibit Area. Signage at the program or event. Recognition in the Conference issue of <i>Canadian Law Library Review</i>.

FRIEND SPONSORSHIP (\$1,000 - \$2,999)	
SPONSORSHIP OPPORTUNITIES	SPONSORSHIP ENTITLEMENTS
<p>Concurrent Session Sponsorship includes the expenses of the speaker and related presentation costs.</p> <p>Morning Fun Walks and Runs.</p> <p>Refreshment Breaks.</p>	<ul style="list-style-type: none"> Printed recognition in final conference program by sponsorship category. Website recognition. Public address recognition at program or event. Profile location for booth in Exhibit Area. Signage at the program or event. Recognition in the Conference issue of <i>Canadian Law Library Review</i>.

REGISTRATION GIVEAWAYS							
INSERT IN DELEGATE BAG	ADVERTISEMENT IN FINAL PROGRAM						
<p>Exhibitors complimentary; Non-exhibitor \$500 Entitled to include an insert in the delegate bag. This insert must not exceed 8 1/2" x 11" and must be collated, folded or stapled as required for insertion (i.e.: only one piece to handle)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Both inside covers (full colour)</td> <td style="text-align: right; padding: 2px;">\$6,000</td> </tr> <tr> <td style="padding: 2px;">Full page inside</td> <td style="text-align: right; padding: 2px;">\$2,000</td> </tr> <tr> <td style="padding: 2px;">½ page advertisement</td> <td style="text-align: right; padding: 2px;">\$1,000</td> </tr> </table>	Both inside covers (full colour)	\$6,000	Full page inside	\$2,000	½ page advertisement	\$1,000
Both inside covers (full colour)	\$6,000						
Full page inside	\$2,000						
½ page advertisement	\$1,000						
<p>GENERAL SUPPORT:</p>	<ul style="list-style-type: none"> Writing pad Pens Lanyards Partial support 						

CONTRACT FOR EXHIBIT SPACE

Please complete this form and return to the CALL/ACBD Office.

Payment must accompany contract – please make cheque payable to “CALL 2007”

Company: _____
Address: _____
City: _____ Prov _____ Postal Code: _____
Contact Person: _____ Position: _____
Tel: _____ Fax: _____
Email: _____

Exhibit space and demo session availability is limited. Booth locations will be allocated by sponsorship level together with a first-come, first-served process, based on the date this signed contract is received by the CALL/ACBD Office.

BOOTH FEES / LOCATION (GST/TPS: #122939793)

<input type="checkbox"/> CALL Members: \$850.00/booth + \$51.00 GST	Number of Booths: _____
<input type="checkbox"/> Non-members: \$1050.00/booth + \$63.00 GST	Total booth fees enclosed: \$ _____
<input type="checkbox"/> Island of 4 Booths: \$5,000.00 + \$300.00 GST	Preferred Location:
<input type="checkbox"/> Island of 6 Booths: \$7,000.00 + \$420.00 GST	_____ 1 st choice _____ 2 nd choice _____ 3 rd choice
<input type="checkbox"/> Island of 8 Booths: \$9,000.00 + \$154.00 GST	

VENDOR DEMOS

A limited number of demo sessions are available. Session fees are for room rental only - Equipment and phone line costs are not included in the demo fees and will be invoiced separately. *For more information see page 2.*

Demo Sessions: 1 session per exhibitor

Demo Session - **\$750.00 + \$45.00 GST** **Demo fee enclosed: \$** _____
Payment for demo sessions must be included with this contract.

PAYMENT

Payment by Cheque:

Make cheque payable to: CALL 2007

Send cheque to:

**CALL 2007 Conference Office
4 Cataraqi Street, Suite 310
Kingston ON K7K 1Z7**

Payment by Credit Card:

Visa MasterCard American Express

Card # _____

Expiry Date: _____

Signature: _____

AGREEMENT: We agree to abide by the Terms and Conditions for Exhibit Space set out on the official CALL 2007 Annual Conference Exhibit Prospectus.

Signature: _____ Date: _____

This contract is null and void unless signed.