



International Association for Research on
Service-learning and Community
Engagement

EXHIBITOR INFORMATION



uOttawa

L'Université canadienne
Canada's university

The cost of exhibiting is \$300 per table, payable by check to IARSLCE. Exhibit space will be confirmed upon receipt of payment. Exhibit space is limited and will be available on a first-come, first-served basis.

Hours for exhibiting materials are 8:00 a.m Saturday, October 10, through 12:00 p.m. Monday, October 12. Exhibitors who are attending the conference are responsible for setting up and taking down their exhibits.

Exhibitors attending the conference may ship their materials to the hotel address found below. Please make sure your materials are shipped in time to arrive at the hotel by Friday, October 9, 2009 and no more than 1 week prior to the conference. You may contact the hotel to confirm arrival, storage fees, and payment. Include your name and dates of your stay on your shipment. Exhibitors attending the conference must take down their exhibits and remove all materials by 1:00 pm, October 12. Security in the exhibit areas will not be provided.

Exhibitors attending the conference are responsible for arranging their own hotel accommodations. For conference hotel information visit:

www.researchslce.org/2009conference.html.

Exhibitors attending the conference must also register for the conference; rates begin at \$350. See www.researchslce.org/2009conference.html.

Exhibitors and attendees from outside Canada must submit a list of goods, with values indicated, or a Canada Customs Invoice listing the goods that they will be temporarily importing. The Canada Customs Invoice can be found at the following link <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf> . No sales are allowed on the hotel property; however you may provide order forms for post-conference fulfillment.

Exhibitors who will not be attending the conference may ship materials to the hotel address below. Please contact the hotel to confirm arrival, storage fees, and payment. Please indicate on your shipment that you will not be attending the conference. Your exhibit will be set up by conference staff on October 10, 2009. Leftover materials will not be returned.

Shipment of all materials should be sent to:

[The Westin Ottawa](#)

c/o Ayisha Rogalski for IARSLCE
Attn: University of Ottawa, IRCSLCE
11 Colonel By Drive, Ottawa, Ontario
K1N 9H4 · Canada

Phone 1(613)-560-7000 Fax: 1 (613) 234-5396



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EXHIBITOR FORM

Name of organization:

Contact name:

Mailing address:

City:

State/Province:

Zip/Postal Code:

Phone:

Fax:

E-mail:

Describe materials for exhibit:

Will an exhibit representative be at the conference to set up and staff your table? Yes
No

May we share your email address and other pertinent information with conference attendees?

Yes No .

Number of tables: (@ \$300 US per table)

Total amount due \$

Payment:

Check enclosed (Payable to IARSLCE)

Check Amount: \$

Check #:

Exhibitor Registration and Table Payment Due By **July 6, 2009**



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Please make checks payable to the order of IARSLCE (in U.S. dollars). Mail payment and completed form to:

Denise Jeffrey
IRCSLCE 2009
Experiential Learning Service, University of Ottawa
341B – 100 Marie-Curie Private
Ottawa, Ontario, K1N 7N1
CANADA

Questions?

Please Contact Denise Jeffrey

By email: ircslsce2009@uottawa.ca

Or by phone: 1-613-562-5800 x6959 or toll free: 1-877-868-8292 x6959

For more information about the conference, please visit our website at:
www.researchslce.org/2009conference.html