



Canadian Federation for the
Humanities and Social Sciences
Fédération canadienne
des sciences humaines

2009 Book Fair: Exhibitor's Contract Salon du livre 2009 : Contrat de location

DEADLINE / DATE LIMITE
23 March / 23 mars 2009

Name of Exhibitor / Nom de l'exposant				Contact / Personne-contact	
Address / Adresse	City / Ville	Province	Country / Pays	Code Postal Code	
Telephone / Téléphone ()	Fax / Télécopieur ()		E-mail / Courriel (preferred/préfééré)		

Price of Booths / Tarifs des kiosques

For details please refer to **Section 2** of your kit / Pour les détails, veuillez consulter la **Section 2** de votre trousse

8 days / jours			
Option 1	1 Booth / Kiosque		\$1,550
Option 2	2 Booths / Kiosques		\$2,950
Option 3	3 Booths / Kiosques		\$4,200
Option 4	4 Booths / Kiosques		\$5,300
Option 5	5 Booths / Kiosques		\$6,400

4 days / jours (27 – 30 May/mai)			
	1 Booth / Kiosque		\$1,150

Payment Options / Options de paiement

Option 1.	Single instalment / Un seul versement (<u>no</u> administration fee / <u>aucun</u> frais d'administration)	
	First instalment of 50% / Premier versement de 50%	\$ _____
Option 2.	Plus one-time \$50 administration fee / 50 \$ (frais d'administration)	add \$50
Sub-total / Sous-Total		
Balance / Solde (due on or before May 8 2009 / dû au plus tard le 8 mai 2009)		

TERMS / CONDITIONS

Payment Option 1 - SINGLE INSTALMENT of the total cost of participation should accompany the contract and be received on or before **March 23, 2009**.
Payment Option 2 - TWO INSTALMENTS - The first installment of 50% of the total cost of participation plus the \$50 administration fee should accompany the contract and be received on or before **March 23, 2009**. The balance must be paid on or before **May 8, 2009**. A late fee of **\$150** will apply if balance is not received by the balance due date.

Option de paiement 1 - UN SEUL VERSEMENT du montant total des frais de location doit accompagner le contrat et est dû au plus tard le **23 mars 2009**.
Option de paiement 2 - DEUX VERSEMENTS - Le premier versement de 50% du montant total des frais de location plus les frais d'administration de 50 \$ doivent accompagner le contrat et sont dus au plus tard le **23 mars 2009**. Le solde doit être versé au plus tard le **8 mai 2009**. Une pénalité de **150 \$** sera imposée si le solde n'est pas reçu avant la date de remise.

Payment Method / Modalités de paiement :

Cheque (in **CANADIAN FUNDS ONLY**) payable to: Canadian Federation for the Humanities and Social Sciences / Chèque (en **DEVISE CANADIENNE SEULEMENT**) au nom de la Fédération canadienne des sciences humaines.

Master Card Visa Number / Numéro _____
American Express

Expiry Date / Date d'expiration: ____/____

Name of cardholder / Nom du titulaire: _____

CANCELLATIONS will be accepted until **March 31, 2009** for a full refund. No refunds will be issued after this date. / Des **ANNULATIONS** contre remboursement complet seront accordées jusqu'au **31 mars 2009**. Aucun remboursement ne sera accordé après cette date.

Indicate names of preferred booth neighbours. Exhibitors reserving a booth for the full duration of the Congress will be assigned a location first. Please refer to the floor plan in the Exhibitor's Prospectus. / Indiquez auprès de quels exposants vous préférez être situé. Nous attribuons les kiosques en premier lieu aux exposants qui participent pour la durée entière du Congrès. Veuillez consulter le plan d'aménagement des kiosques dans le Prospectus de l'exposant.

1.
2.
3.

N.B. To be registered in the Delegate's Guide, please indicate the publishing houses, including their country of origin, which you will be representing at your booth. / Afin de permettre votre inscription dans le Guide du congressiste, veuillez indiquer le nom des maisons d'édition que vous représenterez à votre kiosque, incluant le pays d'origine de leur siège social.

Please continue on separate sheet if necessary / Veuillez continuer sur une autre page si nécessaire

<i>Publishing House / Maison d'édition</i>	<i>Country / Pays</i>	<i>Publishing House / Maison d'édition</i>	<i>Country / Pays</i>

For a free announcement in the Delegate's Guide and on the Federation website, please describe your specialties, your new releases and/or your discounts in 30 words or less. / Pour la **description gratuite** qui apparaîtra dans le Guide du congressiste et sur le site Web de la Fédération, veuillez, en 30 mots ou moins, décrire vos spécialisations, vos nouvelles parutions et/ou vos rabais. **Please use a separate page or e-mail/ SVP utilisez une page séparée ou envoyez-nous cette information par courriel.**
Deadline / Date limite : April 14 avril, 2009

Wireless internet access will be available for all exhibitors free of charge. If you require a wired internet connection and/or telephone line, please contact the Book Fair coordinator to place your request. Approximate cost for **wired Internet access** and/or telephone line at your booth is **\$250**. You will be invoiced for this after the Congress.

Les exposants auront accès à l'internet sans fil gratuitement. Si vous désirez obtenir une connexion internet avec fil et/ou une ligne téléphonique, veuillez communiquer avec le coordonnateur du Salon du livre afin de placer votre commande. Le prix approximatif pour **accès à l'internet** et/ou une ligne téléphonique à votre kiosque est **\$250**. La facturation pour ce service se fera après le Congrès.

I would like Wireless Internet access / Je désire avoir accès à l'internet sans fil

RETURN BOTH PAGES OF THIS CONTRACT SIGNED & FILLED IN WITH PAYMENT AND BOOTH OPTION FORM NO LATER THAN MARCH 23 TO:

Benoit Gervais, Book Fair Coordinator, CFHSS / Coordonnateur, Salon du livre, FCSH
 151 Slater, #415, Ottawa, ON K1P 5H3 Tel. / Tél.: 613-238-6112 x 355; Fax / Télécopieur : 613-238-6114;
bgervais@fedcan.ca

VEUILLEZ ENVOYER LES DEUX PAGES DE CE CONTRAT DÛMENT REMPLIES ET SIGNÉES, ACCOMPAGNÉES DE VOTRE PAIEMENT ET DU FORMULAIRE DU KIOSQUE DE L'EXPOSANT AU PLUS TARD LE 23 MARS À L'ADRESSE SUSMENTIONNÉE.

2009 Book Fair - Exhibitor Terms and Conditions

(The following terms and conditions are a requirement in accordance with Carleton University's Insurance and Risk Management Department)

1. The Exhibitor shall comply with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters and ensure that all of the property used by the Exhibitor so comply.
2. The Exhibitor shall indemnify and hold harmless **the Canadian Federation for the Humanities and Social Sciences, Carleton University** (collectively, the "Organizers") and **Global Convention Services Ltd.**, and their respective directors, officers, employees, agents and contractors from and against any loss, liability, injury, damages, costs and expenses (including reasonable legal fees and disbursements), and claims including third party claims, arising directly or indirectly from the Exhibitor's failure to comply with the terms and conditions or as a result of the Exhibitor's actions or omissions.
3. The Exhibitor hereby releases and discharges each of the Organizers and Global Convention Services Ltd., their respective directors, officers, agents, employees and contractors, from any and all losses, liability, damages, costs and expenses, claims, whatsoever suffered or sustained by the Exhibitor in connection with the Congress, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business or profits, whether arising from any act of any of the Organizers or Global Convention Services Ltd. or otherwise.
4. The Organizers reserve the right at any time to alter or remove exhibits or any part thereof, including printed material, products, signs, lights or sound and to expel the Exhibitor or the Exhibitor's employees, agents and contractors if, in any of the Organizers' opinion, their conduct or presentation is objectionable.
5. The Exhibitor's display must comply with all requirements instructions, policies, procedures, guidelines, rules and regulations of each of the Organizers and the owner of the building, including but not limited to maximum height requirements of 8 feet.
6. The Organizers are not liable and assume no responsibility for loss, theft, damage or injury to persons or property of the Exhibitor before, during or after the Congress.
7. The Exhibitor shall maintain commercial general liability insurance including, but not limited to: personal and bodily injury liability and property damage in the amount of no less than \$1,000,000 per occurrence naming the parties indemnified in Section 2 as Additional Insureds. The Exhibitor is responsible for the placement and cost of insurance relating to its participation in the Congress. The Exhibitor shall furnish immediately to the Organizers upon request certificates of insurance pertaining to all policies of insurance carried by the Exhibitor together with satisfactory evidence from the insurers of the continuation of such policies.
8. The Exhibitor is not entitled to assign, or delegate to a third party, any rights or obligations of the Exhibitor.

I have read and agree to abide by the rules and regulations outlined in the Exhibitor's Prospectus and the terms found on page 1 & 3 of the present contract. / J'ai lu, et accepte de respecter les règlements retrouvés dans le Prospectus de l'exposant et les conditions énumérées à la page 1 & 3 du présent contrat.

Signature _____ Date _____
Exhibitor / Exposant

Application approved on /
Demande approuvée le _____ Signature _____
Date Federation / Fédération