

**The 2009 Congress of the Humanities and Social Sciences Book Fair  
Saturday, May 23 to Saturday, May 30  
Carleton University, Ottawa**

**Exhibitor's Prospectus**

**Why Exhibit at the Congress?**

- Reach 7,000 expected delegates and more – approximately 9,000 registrations at the University of British Columbia in 2008 accounted for one of the biggest and most successful Congress in recent years!
- Promote your new list and sell to a targeted public; increase your adoptions
- Wine and dine your authors; make contacts and sign new ones
- Stay current on emerging research issues and debates
- Take advantage of great promotional opportunities: advertising in the Delegate's guide, sponsor a coffee break, host an event in the Book Fair lounge
- Study the associations' programs and find out who's tackling hot topics and who are the new bright lights in academe.

**ABOUT THE CONGRESS OF THE  
HUMANITIES AND SOCIAL SCIENCES**

The Congress of the Humanities and Social Sciences is the largest annual academic gathering in Canada; its multidisciplinary character marks it as unique in the world. It is an important meeting place for scholars and researchers working in diverse areas in the humanities and social sciences. This year, an estimated 7,000 delegates representing 66 learned societies and 72 institutions are expected to come to Ottawa from all over the world to present their research, to debate some of the most important social and cultural questions of the day...and to visit the Book Fair.

The enclosed Congress Registration Guide will provide you with a sneak preview of the numerous special events & seminars; it contains the associations' meeting schedules and information on accommodation in Ottawa. For additional information and up-to-date details, visit <http://www.fedcan.ca/congress2009/>

**CONGRESS 2009: PROGRAMS**

Every year, the Federation, the Congress host university and participating associations invite distinguished researchers, writers, journalists and representatives of public life to deliver keynote lectures. **Many of these guest speakers are among your authors** and this is *your* opportunity to promote their books or to invite them to your booth for a book signing session.

The theme for the 2009 Congress is "***Capital Connections / Nation, Terroir, Territoire***"

As in previous years, the *Breakfast on Campus* lecture series will be a major part of the Congress. Speakers at these Breakfasts include **Susan Ormiston** and **Jennifer Correiro** (May 29). We are currently working to finalize plans for additional *Breakfast on Campus* speakers. Please consult our website regularly for announcements. The early afternoons of Tuesday and Thursday of Congress have once again been reserved for *Research in*

*Society* lectures and panel discussions connected to the Congress theme. Associations are being encouraged to organize their schedules accordingly and we expect once again large attendance numbers at these key events. Confirmed speaker on May 26 is **Joseph Yvon Thériault**. This lecture will take place in French, with a bilingual question and answer period to follow. Simultaneous translation will be provided. Supreme Court Justice **Rosalie Abella** will be the speaker on May 28. A reception hosted by the Federation's Equity Issues Portfolio will follow. Please consult our website regularly for announcements or contact Jessica Harrington ([jharrington@fedcan.ca](mailto:jharrington@fedcan.ca)) for more information.

This year, the Aid to Scholarly Publications Program (ASPP) will again be presenting two workshops for delegates on scholarly publishing and the marketing of the scholarly book. The sessions are part of the *Career Corner* program (please see your Registration Guide opposite page 1 for more information).

### **MARKETING OPPORTUNITIES**

Should you want to purchase advertising space in the Delegate's Guide and in the regular e-mail updates sent to registered delegates; or if you wish to take advantages of the *Table for Free Publications*, please refer to the *Marketing Opportunities* form in section 4 of this exhibitor's kit or contact the Book Fair coordinator at [bgervais@fedcan.ca](mailto:bgervais@fedcan.ca) for more information.

### **ORGANIZE YOUR OWN EVENT**

With the potential of reaching a sizeable audience, why not organize a reading, a reception or a book launch in the Book Fair lounge? Contact us at your earliest convenience to reserve a suitable date and time for your event(s), and to receive more information about catering services (orders are due before May 4). The deadline for

listing your event on our website and in the Delegate's Guide is April 14.

### **ACCOMODATION**

You will find a list of accommodations on and off campus on pages 22 and 23 of the Registration Guide. The same information is available on the Congress 2009 website at <http://fedcan.virtuo.ca/index.php?action=artikel&lang=en&newLang=en&mainCat=36&secondaryCat=32&cat=54&id=27>. We encourage you to make your reservations early.

### **THE BOOK FAIR: LOGISTICS**

#### **Communication**

Unless you indicate another preference, our method of communication will be by e-mail. Please note as well that we will be sending out a series of bulletins informing exhibitors of any significant changes or program updates and to remind you of imminent deadlines.

#### **Location**

The Recreation and Athletics Centre (Fieldhouse) will house both the Book Fair and the Registration Area. Please refer to the map on page 26 of the Registration Guide for location of the Fieldhouse.

#### **Dates and Hours of Operation**

Saturday, May 23 – Friday, May 29  
9 AM – 5:30 PM  
Saturday, May 30  
9 AM – 1 PM

**Congress Registration** will commence at 1 PM on Friday, May 22.

#### **Food Services**

There are a number of food outlets, including pubs, restaurants, coffee shops, cafeterias and fast food options that will be accessible to Congress 2009 delegates. More information, including business hours and off-campus options, will be included in each delegate's bag.

### **Security**

The doors of the Fieldhouse will be locked at 7:30 PM every night.

### **Floor Plan**

Enclosed is the preliminary floor plan. The final layout will be established upon confirmation of participation numbers.

### **Assignment of Exhibit Space**

Every possible effort will be made to accommodate your choice of booth location. Exhibitors reserving a booth for the full duration of the Congress will be given preference, while space for part-time publishers is limited.

### **Show Furnishings**

**Global Convention Services Ltd.**, a full service trade-show contractor and the Eastern Canadian service partner for Octanorm Canada, will be supplying booth equipment for the Book Fair. The *Booth Option* forms included in section 2 of the kit provide specifications and diagrams of the standard set-up for each option and list the equipment included in the cost. **Additional** or **alternative** shelving arrangements are available (refer to the *Extra Equipment & Furnishing Rental Agreement* form in section 2). **To make arrangements for additional or special equipment, contact:**

Global Convention Services Ltd.  
P.O. Box 2329  
Saint John NB E2L 3V6  
Tel.: (506) 658-0506 / Fax: (506) 658-0509  
[info@globalconvention.ca](mailto:info@globalconvention.ca)

### **Customs, Transportation and Logistics Services**

**Events on the Move (EM)** is the official Customs Broker & Freight Forwarder of the 2009 Congress. Events on the Move offers individual exhibitors a transportation, customs-brokerage or material handling quote in writing, including door-to-door services according to your specific requirements. EM is also offering **on-site material handling and advance warehousing services**. Please find

enclosed the Service order form and shipping instructions. Send the applicable form to:

Events on the Move Customs and Shipping  
605-1125 e Street  
Vancouver, BC V6Z 2K8  
Tel.: (604) 647-0130  
Fax: (604) 647-0136  
Toll free: 1-877-355-1116

### **Advance Storage**

No advance storage is available at Carleton University. Exhibitors are strongly encouraged to take advantage of the advance storage option offered by Events on the Move. **Carleton University will not accept any shipments prior to Thursday, May 21.**

**\*\*\*\*PLEASE NOTE\*\*\*\***

**No collect shipments will be accepted by Carleton University or the Congress secretariat. It is the exhibitor's responsibility to make all arrangements for the on-site material handling, including carrying boxes from storage to the booth.**

### **Shipping Instructions**

Exhibitor material should be sent to:

**CONGRESS 2009  
Recreation and Athletics Centre  
(Fieldhouse)  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON  
K1S 5B6  
c/o Congress Book Fair booth # \_\_\_\_\_  
Box \_\_\_\_\_ of \_\_\_\_\_**

### **Booth Set-up**

Exhibitors will be able to set up their booths on Friday, May 22, from 9 AM onward.

**All exhibits must be fully operational by 9 AM on Saturday, May 23.** Exhibitors are asked to replenish the stock in their booths **only** before or after the Book Fair's official hours of operation (9 AM – 5:30 PM).

### **Booth Tear-down**

Saturday, May 30, after 1 PM onward.

**Exhibitors will not be permitted to clear their booths before the official closing of the Book Fair.**

All material must be picked up by noon on **Monday, June 1**. The Book Fair coordinator will be onsite to receive couriers/carriers until this time.

**\*\*\*Please label all your boxes and attach pre-addressed bills of lading.\*\*\***

### **Part-time Exhibitors**

Booth space for part-time exhibitors is limited, and will be allocated on a first-come, first-serve basis.

Participants who are exhibiting from May 23 to May 26 may tear down their booth on May 26 **after 5:30 PM**

Participants who are exhibiting from May 27 to May 30 will be able to set up their booth on May 26 **after 5:30 PM** or on May 27 **before 9 AM**.

## **EXHIBITOR RULES AND REGULATIONS**

### **Admission**

Admission to the Book Fair is free for Congress registrants; faculty, students and employees from Carleton University; spouses of delegates; and publishers' contacts (visiting authors and guests); and the general public

### **Staffing your Booth(s)**

We recommend that at least one company representative attend to your booth(s) at all time. Students can be hired as support staff but it is the exhibitor's responsibility to ensure that the students are aware of and follow all rules and regulations. Please refer to the *Student Staff Request* form in section 3 of your kit.

### **Alcohol**

Consumption of alcohol is permitted **ONLY** in licensed areas, such as the Book Fair lounge and must be purchased through the university's Catering services. Consumption

of alcohol is prohibited at the booth and rules will be strictly enforced.

### **Clean-up**

It is the exhibitor's responsibility to clean up in and around their booths for the duration of, and at the conclusion of the Book Fair. This includes flattening boxes, disposing of catalogues, etc. There will be a designated area to deposit material for recycling.