

# EXHIBITOR REGISTRATION FORM

## WIRMS 2009 ~ EXHIBITORS ONLY ~

**Conference Group Dates:** September 13 ~ 17, 2009

**Exhibitor Date:** September 14, 2009

**Booking ID:** CNL0909 (The Banff Centre Use Only)

Register for the vendor exhibition and reserve your accommodation by sending this completed form by:

**Fax** The Banff Centre Reservations Office (403) 762-7502

**Mail** The Banff Centre Reservations Office, Box 1020, Stn. 15, Banff, Alberta, Canada T1L 1H5

**E-mail** [reservations@banffcentre.ca](mailto:reservations@banffcentre.ca)

If you have any questions about your accommodation, please phone 1-800-884-7574 or (403) 762-6308.

## EXHIBITING COMPANY INFORMATION

Company Name	
Exhibitor Name:	
Mailing Address	
City/Province/State	
Country	
Postal Code/ Zip Code	
Telephone	Fax
E-mail	
Confirmation of exhibitor reservation will be sent by e-mail within three working days to the address entered above.	

## EXHIBITOR REGISTRATION

Exhibitor registration entitles one exhibitor access to all presentations on exhibit day (Mon Sept 14), exposure in the conference program, and on the conference website, coffee break and lunch on Mon Sept 14<sup>th</sup>. Space is limited and will be assigned on a first come, first served basis. Additional representatives are required to register as a conference attendee (use on-line form to register additional attendees:

[http://www.banffcentre.ca/conference\\_registration/2009/CNL0909/](http://www.banffcentre.ca/conference_registration/2009/CNL0909/)

8'x10' Booth Space includes an 8' high back wall drape, 3' high sidewall drape, one skirted table, one folding chair and one 700w watt duplex outlet.

**8'x10' Booth Space \$1,000.00 (CAD)**

## ACCOMMODATION/MEAL PACKAGE RATES ~ Sept 13/14, 2009

The Package includes two nights accommodation (Sept 13/14) dinner and breakfast, service charges, wireless internet access in bedrooms, parking, and access to the Sally Borden Recreation Facility. Package commences the night of Sunday, September 13, with buffet dinner and ending with buffet breakfast on Tuesday,

September 15, 2009. Prices are exclusive of 5% GST, 4% Alberta Tourism Levy

Tax, 2% Tourism Improvement Fee and are quoted in Canadian Dollars (CAD).

**Single \$505.00**

I will be arranging my own accommodation off-site.

Your Accommodation selection will be confirmed by our reservations department for availability and pricing prior to billing.

## ACCOMMODATION REQUEST DATES

***Please note that check-in is after 4:00 pm, check-out is by 12:00 noon.***

Arrival Date (mm /dd /yy) \_\_\_\_\_

Departure Date (mm /dd /yy) \_\_\_\_\_

Will you be accompanied by a \*spouse/companion?

yes  no

\*No charge to spouse if sharing room with a single delegate, does not include meals for spouse, see Pre & Post and Companion Meals below.

Please indicate if you plan to bring your children

yes - ages: \_\_\_\_\_  no

## PAYMENT PROCEDURES

### Exhibitor Registration:

**Payment is REQUIRED** in advance and will be processed at the time of registration when you are paying by credit card. If wanting to pay by cheque, your registration form must be received by The Banff Centre by August 13, 2009. A \$20 service charge will be applied to all cheque payments where the credit card was used as the original payment. Please make payable to "The Banff Centre," and send payment to: *Reservations, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5.*

### Accommodation:

The Banff Centre **REQUIRES** your credit card information OR a cheque made payable to "The Banff Centre" in Canadian Funds equivalent to one night's stay (room portion only), in order to guarantee your reservation. You may send a cheque; however, confirmation of your accommodation reservation will not be sent until payment has been received and processed by the Reservations Department.

# EXHIBITOR REGISTRATION FORM



## How will you be paying for your EXHIBITOR Registration Fees?

- Credit Card
- Cheque (payment required before July 15, 2009)

Please enter your credit card information:

- American Express                       VISA
- En Route / Diners Club                       Master Card

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_ Signature \_\_\_\_\_

## How will you be GUARANTEEING your ACCOMMODATION?

- The same as above
- Different from above: Please fill in the information below:
  - Credit Card
  - Cheque (payment required before July 15, 2009)

Please enter your credit card information:

- American Express                       VISA
- En Route / Diners Club                       Master Card

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_ Signature \_\_\_\_\_

## SPECIAL ACCOMMODATION / MEAL REQUEST

If you require any **special dietary** arrangements (for example, vegetarian meals, gluten-free meals), please specify.

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If you have any **special physical /mobility requirements**, please specify:

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## SPECIAL PRE AND POST CONFERENCE RATES

The Banff Centre will extend the conference rate to cover the periods that are three (3) days before Sunday, September 13, 2009 and three (3) days after Thursday, September 17, 2009, subject to availability. Prices are

The personal information on this form will be used for the purposes of managing your accommodation arrangements. The information is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, that mandates the programs and services offered by The Banff Centre and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact the General Manager, Conferences, The Banff Centre, Box 1020, Station 11, Banff, Alberta T1L 1H5. Telephone: (403) 762-6435.

room rate only (based on single/double) and do not include any meals, gratuities or taxes.

Room rates	Superior	\$190.00(CAD) per room per night
	Standard	\$180.00(CAD) per room per night

## Companion Meals at Vistas Dining Room

Meals are *not* included for delegate spouses/companions. Individual meals can be purchased in the Vistas Dining Room, Marché meal rates: Breakfast \$15.75, Lunch \$19.75, Dinner \$34.50 + 5% GST

## TAXES

- a) The Banff Centre will charge GST on accommodation and packages. Canada imposes this Goods and Services Tax (GST) of 5% on all purchased goods and services while in Canada.
- b) Alberta imposes an "Alberta Tourism Levy Tax" (ATL) of 4% on all accommodation charges. ATL will not apply to "room cancellation fees".
- c) The Tourism Improvement Fee (T.I.F) of 2% is applied to all accommodation charges.
- d) Taxes are beyond the control of The Banff Centre, and may change without notice.

## CANCELLATION POLICY

### Exhibitor Registration Fees:

For cancellation requests received by The Banff Centre on or before July 15, 2009 the exhibitor registration fee will be refunded less an administration charge of \$52.50 (CAD). **There will be no refund of any portion of the exhibitor registration fee cancelled after July 15, 2009.**

### Accommodation:

Room cancellation must be received at least 48 hours prior to your scheduled arrival. Reservations cancelled less than 48 hours prior to arrival will be subject to a charge equivalent to one night's stay, plus taxes.

### Additional Comments: (Comments or Questions)