

## EXHIBIT REGISTRATION & ACCOMMODATION RESERVATION FORM

**Conference Group Name:** CSBMCB 2010: Membrane Proteins in Health and Disease

**Booking ID:** CSB1003 (The Banff Centre Use Only)

**Conference Group Dates:** April 15-18, 2010

**Register for the conference 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

If you have any questions about your accommodation and / or conference registration, please phone: 1-800-884-7574 or (403) 762-6308

### PERSONAL INFORMATION

Representative 1 \_\_\_\_\_

Representative 2 \_\_\_\_\_

Institution/  
Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / Province /  
State/Country \_\_\_\_\_

Postal / Zip Code \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Confirmation of accommodation reservation, confirmation of registration and the breakdown of total registration fees/statement will be sent by email to the address entered above. The original copy of conference registration will be handed it out at the conference registration desk.

**Conference Package Dates:** April 15-18, 2010

**Accommodation Package Rates (per day)**

Day 1 & Day 2

The nightly rate includes accommodation, complimentary wireless internet access, three meals daily, two nutritional breaks, all gratuities, parking, and access to the Sally Borden Recreation Facility. Prices are exclusive of 5% GST, 4% Alberta Tourism Levy Tax, and are quoted in Canadian Dollars.

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

Note: Day 3: Same as above except only one nutritional break included.

Note\*\* Single room rates apply to one conference participant staying alone or sharing the room with a companion/spouse who is not a conference participant. If two conference participants wish to share a room, The Banff Centre will split the billing for the room. To have the billing split please choose Double accommodation.

**Accommodation Superior (Professional Development Centre)**

Single  \$237.90 (Day 1 & Day 2) \$226.98 (Day 3)

Double  \$171.90 (Day 1 & Day 2) \$159.48 (Day 3)

\*Double rate are per delegate sharing a room.

I will be arranging my own accommodation off-site.

### 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) \_\_\_\_\_

Triple/Quad Occupancy Request – Please phone The Banff Centre Reservations: 1-800-884-7574 for availability and price.

Will you be accompanied by a spouse/companion?  
(No charge if sharing room with a single delegate).

yes  no

Please indicate if you plan to bring your children

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

**ACCOMMODATION SHARES** (only for those delegates who selected the double package rate):

The Banff Centre will charge the single rate should your chosen sharing delegate cancel.

Note: Each delegate must complete their own Accommodation Reservation Form.

Please name your chosen share partner:

## EXHIBIT REGISTRATION

The EXHIBIT Registration comes with two paid conference registration (up to two representatives from each company).

Accommodation and meals are NOT included in the Exhibit Registration Fee. Any other representatives for your company do have the option to attend the conference but they will need to register for the conference and pay the conference registration fee.

EXHIBIT Registration Fee  \$3000.00 CAD

**Includes:**

- 8' x 8' Tradeshow Space
- Complimentary Wireless Internet access
- Electricity (power bar and extension cord)
- (1) 6ft skirted table
- (2) Chairs

### METHOD OF PAYMENT

**Accommodation Reservation** The Banff Centre does not require advance payment; however, in order to reserve your reservation we do require 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). Rooms that are not guaranteed will be released at 6:00pm on the scheduled arrival date. No charge will be applied to your account if your reservation is cancelled 48 hours prior to arrival. If we do not receive credit card information or a cheque with your returned form, we cannot hold your reservation.

### Exhibit Registration

**Payment:** Pre Payment of conference exhibit registration fees WILL BE REQUIRED in advance.

If wanting to pay by cheque, your registration form must be received by The Banff Centre by March 1, 2010

Please make payable to "The Banff Centre," and send payment to:  
Reservations, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5.

**Shipping & Receiving:**

The Banff Centre does not maintain storage space. Delivery of material should be planned for arrival no earlier than 7 days prior to the event. All exhibit material must be labeled with:

"Name of your person on site and company name"  
"CSBSMCB 2010"  
c/o The Banff Centre - Conferences  
107 Tunnel Mountain Rd.  
Banff, AB T1L 1H5, Canada

Shipment of materials from The Banff Centre should occur no later than 3 days after the event. The Banff Centre does not accept responsibility for any loss or damage to goods stored prior to, during or after the conference. All shipping and receiving of materials to or from The Banff Centre is handled through our Receiving Department, which is open from Monday through Friday, 8:30 a.m. – 5 p.m. If you are shipping materials from outside Canada, **you should contact a customs broker** and allow at least two weeks for shipping. We recommend that you contact **Mendelsohn Customs Brokers** tel: 403-291-5332, fax: 403-291-5305. You, as the shipper, are responsible for paying all charges including transportation and customs charges. Any shipment with a value of \$20 (Canadian) or more is subject to Canada's Goods and Services Tax plus any applicable duty except for special conditions. **Do not assume** that the courier, such as Federal Express or United Parcel Service, will take care of it automatically. You must make arrangements (with a customs broker) to have your shipment cleared through customs in your name. The Banff Centre will not be responsible for clearing your goods and will not assume the legal liability of clearing your shipment.

**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. For wire transfer information, contact the reservations department at 1.800.884.7574, or (403)762.6308 or by e-mail: [reservations@banffcentre.ca](mailto:reservations@banffcentre.ca)

**How will you be paying for your EXHIBIT REGISTRATION FEE?**

- credit card
- cheque (payment should be made before March 1, 2010),

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 the information below:

credit card:  cheque (before March 1, 2010),

Please enter your credit card information:

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

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.

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.

\_\_\_\_\_

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

\_\_\_\_\_

**SPECIAL PRE AND POST CONFERENCE RATES**

The Banff Centre will extend the conference rate to cover the periods that are three (3) days before the conference date and three (3) days after conference date, subject to availability.

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

Room rates

Superior \_\_\_\_\_ \$ 132.00(CAD) per room per night

**Pre an Post Meal Rates at The Banff Centre**

Individual meals can be purchased at the Vistas Dining Room at the following rates: Breakfast: \$16.75, Lunch \$20.75, Dinner \$36.75 (CAD 5% G.S.T will be added to each meal)

**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) if 2% is applied to all accommodation charges.

d) Taxes are beyond the control of The Banff Centre, and may change without notice.

**CANCELLATION POLICY**

**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 charge equivalent to one night's stay, plus taxes.

**Additional Comments: (Comments or Questions?)**