

There are 3 basic sponsorship packages available: Gold, Silver and Bronze. Alternatively, you may choose to sponsor a specific part of the conference as detailed below. The members of the organizing committee thank you in advance for your consideration of our proposals and look forward to your participation as a sponsor/exhibitor next year

## Gold - \$3 500

### This package includes:

- ✓ One (1) exhibit space of 10'x8' including one (1) draped table, two (2) chairs and electricity in the exhibition area.
- ✓ Two (2) registrations to the conference including two (2) banquet tickets.
- ✓ Logo printed on the conference bag.
- ✓ Company name and logo on the conference printed materials (Programs, Proceedings, promotional materials).
- ✓ Company logo in the plenary session.
- ✓ Insert in the conference bag.
- ✓ Inclusion in the list of sponsors.

## Silver - \$2 000

### This package includes:

- ✓ One (1) registration to the conference including one (1) banquet ticket.
- ✓ Company name and logo on the conference printed materials (Programs, Proceedings, promotional materials).
- ✓ Company logo in a conference room.
- ✓ Insert in the conference bag.
- ✓ Inclusion in the list of sponsors.

## Bronze - \$1 000

### This package includes:

- ✓ Company name and logo on the conference printed materials (Programs, Proceedings, promotional materials).
- ✓ One (1) coffee break sponsorship.
- ✓ Insert in the conference bag.
- ✓ Inclusion in the list of sponsors.

## Exhibit (space only)

There will be an exhibit area during the conference on Wednesday June 28, 2005 and Thursday, June 29, 2005. There is a total of 19 exhibit spaces in the high traffic refreshments area to promote your services and/or your products. Availability is on a first-come, first-served basis.

Exhibit fee: 1500\$CAD

Exhibit fee (ARUCC corporate members): 750\$CAD

### The exhibit fee includes:

- ✓ 10' x 8' deep booth space
- ✓ Two (2) Exhibitor's registrations to the conference including two (2) banquet tickets.
- ✓ Two (2) chairs
- ✓ One (1) draped table
- ✓ Electricity (standard outlet)
- ✓ Inclusion in the List of Exhibitors
- ✓ Overnight security

## Program presentation

Here is an opportunity to showcase your products and services to a motivated audience in a full length scheduled session. Attendees would be informed prospects and those being recruited. Highlight your solution and sales more and improve service. A joint presentation with a client enthusiastic about your product or service would add impact.

Presentation fee: 1000\$CAD

Presentation fee (ARUCC corporate members): 500\$CAD

### The program presentation fee includes:

- ✓ Listing of presentation in the official program
- ✓ Company logo outside conference room
- ✓ Inclusion in the list of sponsors

**SOLD OUT!**

Amounts are in Canadian dollars (CAD). Taxes are not included. All applicable taxes will be added. (see order form)

**For more information, please contact Mr. Jean-Paul Schuller**  
 6600, ch. Cote-des-neiges, suite 510 ♦ Montreal (Quebec) Canada ♦ H3S 2A9  
 Phone: +1 (819) 322-3073 ♦ Fax: +1 (514) 340-4440 ♦ Email: [jpschuller@arucc2006.com](mailto:jpschuller@arucc2006.com)

Prospective sponsors may choose to sponsor a specific part of the conference as detailed in the following table below:

## Coffee breaks

Complimentary coffee/tea/juice will be served twice daily to all delegates during official coffee breaks. The serving points will be located mainly in the exhibition hall.

Sponsor amount for one coffee break: **\$500**  
 Sponsor amount for one day: **\$900**  
 Additional breaks: **\$400**

### **The sponsor recognition includes:**

Display with company logo at each serving point and inclusion in the list of sponsors.

## Conference bag

A conference bag containing delegate material will be distributed to all delegates upon registration. The bag will contain the Conference Program, the Proceedings and documentation. The conference logo will be printed on the bag.

Sponsor amount: **\$1500**

### **The sponsor recognition includes:**

Sponsor's name/logo on the bag and inclusion in the list of sponsors.

## Lunches

Lunch will be served to all delegates on each day.

Sponsor amount for one (1) lunch: **\$3000**

### **The sponsor recognition includes:**

Display with sponsor's name/logo on each table, banner/board in the lunch room, sponsor's name/logo linked to the lunch in the program and inclusion in the list of sponsors.

## Evening Banquet

All participants will be invited to a special evening which will include a program filled with a memorable program events. More details can be obtained from the conference secretariat.

Sponsor amount: **\$3500**

### **The sponsor recognition includes:**

- ✓ Company name linked to the event in all conference publicity including the final program.
- ✓ Board/banner sites for the company logo to be displayed in the area.
- ✓ Company logo in the evening banquet program.
- ✓ Five (5) complimentary tickets.
- ✓ Inclusion in the list of sponsors.

## Internet Café

The Internet Café will be centrally located. The Café will provide computers and a printer and will be open to delegates.

Sponsor amount: **\$1000**

### **The sponsor recognition includes:**

Sponsor's name/logo displayed at the Café and on the computers and inclusion in the list of sponsors.

## Insert in the conference bag

Sponsors are to provide sufficient inserts for the bag, which will be given to each delegate.

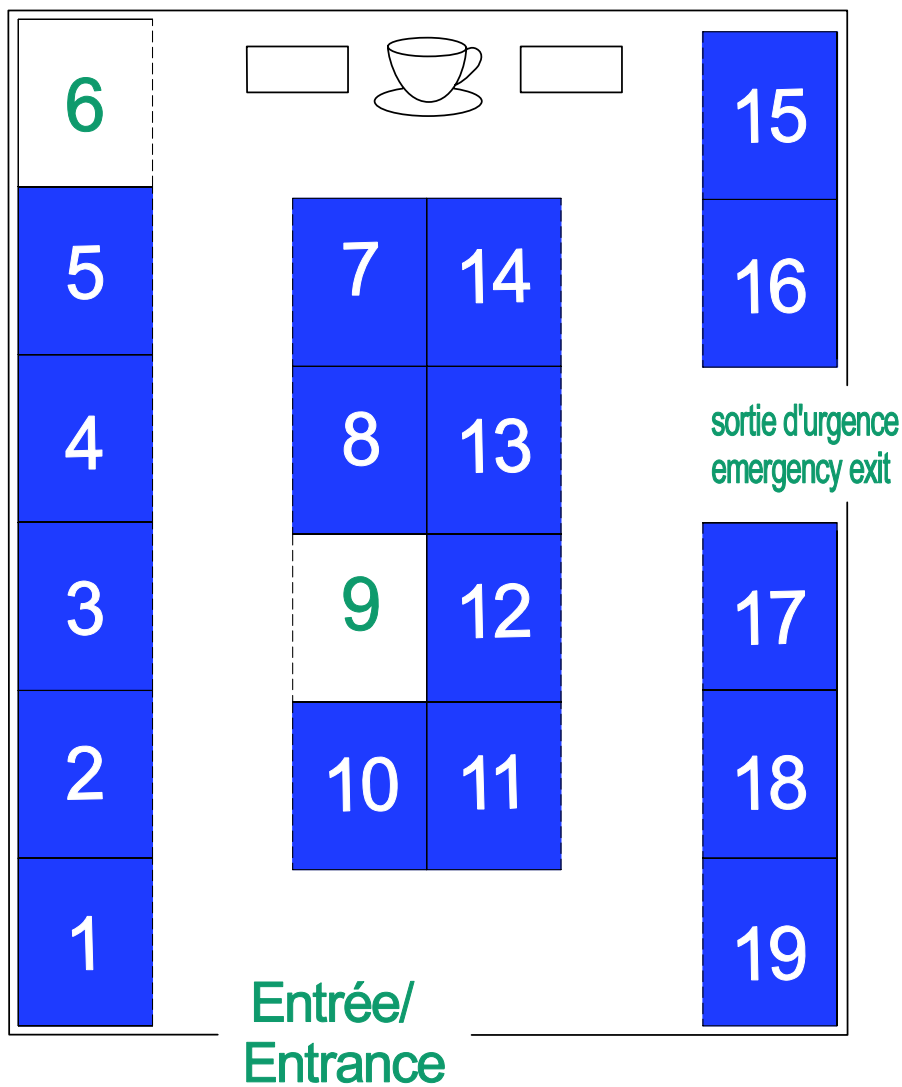
Sponsor amount: **\$500**

Amounts are in Canadian dollars (CAD). Taxes are not included. All applicable taxes will be added. (see order form)

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## Appendix A: Exhibit Floor Plan

### Salle / Room Régence C



# Already Reserved

# Available

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# SPONSORSHIP AND EXHIBIT ORDER FORM

Identification (Please fill this form in block letters)




### ORGANIZATION INFORMATION

<b>Organization Name:</b> (to be printed on materials and signs)	
Street Address:	
City:	State/Province:
Country:	Postal Code:
Phone:	Fax:
Website Address (URL):	

### CONTACT INFORMATION

<small>(Individual responsible for sponsorship logistical arrangements)</small>	
First Name:	
Family Name:	
Street Address:	
City:	State/Province:
Country:	Postal Code:
Phone:	
Email Address:	

Qty	Categories	Amount	Total	Availability of the sponsorships is limited and on a first-come, first-served basis. The ARUCC 2006 secretariat will confirm your selection upon reception of the form. A receipt will be sent as soon as the payment is processed.
	Gold Package	\$3500	_____	Please send your logo in EPS format (or any other high quality format) to <a href="mailto:arucc@congresbcu.com">arucc@congresbcu.com</a>
	Silver Package	\$2000	_____	
	Bronze Package	\$1000	_____	
	Exhibition space (8'x10')	\$1500	_____	if you are reserving an exhibit space, please indicate below which booth(s) you would like to be assigned in order of preference. Note that booth(s) will be confirmed upon reception of your payment and are on a first-come, first-serve basis.
	Exhibition space (8'x10') -CORPORATE MEMBERS-	\$750	_____	
	Program presentation	\$1000	SOLDOUT	1) _____ 2) _____ 3) _____ 4) _____  All amounts in Canadian dollars (CAD). Taxes are not included: Add taxes (see below) or call/email us for total amount. ● Quebec: Add 15,025% (7%GST and 7.5%PST) ● Canada (except Quebec): Add 7%GST ● US & International: Add 3%GST
	<del>Program presentation -CORPORATE MEMBERS-</del>	<del>\$500</del>	<del>SOLDOUT</del>	
	Coffee break (one break)	\$500	_____	
	Coffee break (one day)	\$900	_____	
	Coffee break (additional breaks)	\$400	_____	
	Conference bag	\$1500	_____	
	Evening Banquet	\$3500	_____	
	Insert in conference bag	\$500	_____	
	Internet Café	\$1000	_____	
	Lunch (one day)	\$3000	_____	
	<b>SUBTOTAL:</b>		_____	
	<b>TAXES:</b>		_____	
	<b>TOTAL DUE:</b>		_____	

PAYMENT INFORMATION*	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Check	<input type="checkbox"/>
Expiry date:	_____ / _____
Signature:	_____
Card holder name:	_____

Please make checks payable to:  
**Bureau des Congrès Universitaires**  
and mail to:  
ARUCC 2006 Secretariat  
6600 Cote-des-Neiges Rd., Suite 510  
Montreal (Quebec) Canada  
H3S 2A9

\* The name « Bureau des Congrès Universitaires » will appear on your credit card statement.

**THE TERMS AND CONDITIONS STIPULATED ON THE LAST PAGE OF THIS DOCUMENT ARE AN INTEGRAL PART OF THE ORDER FORM AND THE EXHIBITOR AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED THEREIN.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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# BUREAU DES CONGRÈS UNIVERSITAIRES

## SPACE RENTAL

### TERMS AND CONDITIONS

1. Space is allocated by the Bureau des Congrès in the way the Bureau considers to be the most equitable and technically feasible, and an Exhibitor renting space will not be given an opportunity to comment on the space allocated. Dissatisfaction and/or the need to modify the booth assigned to the Exhibitor does not constitute grounds for this Exhibitor to withdraw from participating as an Exhibitor and/or claiming damages from the Bureau.
2. Only the contractor designated by the owners of the premises where the conference is to take place will be permitted to provide electrical outlets or interrupt the electrical service, install electrical leads, electric lights, or carry out any other work of an electrical nature or any carpentry.
3. The Exhibitor is not permitted to display or allow to be displayed in the booth allocated to the Exhibitor merchandise other than that authorized by this agreement, nor is the Exhibitor permitted to sublet the above-mentioned booth or share it with any other person(s) without the consent of the Bureau.
4. The Bureau may, before, during and after the conference, circulate any rule(s) and/or regulation(s) that it deems appropriate in the interests of the conference, and the Exhibitor agrees to abide by and respect the (those) rule(s) and/or regulation(s) prescribed and issued by the owners of the premises where the exhibition will take place. The terms "Bureau des congrès" and "Bureau" mentioned in Article 1 shall also be considered in this agreement to refer to the Bureau's officers, executives and any other authority delegated by the Bureau, as well as its employee(s) and agents.
5. Property and merchandise belonging to the Exhibitor and displayed by the Exhibitor in connection with the conference is displayed at the risk of the Exhibitor, and neither the Bureau nor the owners of the premises where the conference takes place can be held responsible for the death of, or injury to, any person on the rented space or for loss of or damage to any merchandise or property belonging to the Exhibitor, the Exhibitor's officers, representatives, employees and/or guests resulting from any cause, and the Exhibitor hereby agrees not to hold the Bureau or the owner responsible for such incidents and to absolve them of any liability should a claim be made against the Bureau or the owner arising from such incidents. Proof of sufficient and adequate general liability insurance must be supplied by the Exhibitor.
6. If the Exhibitor fails to fulfil the obligations and abide by the terms and conditions set forth in this agreement in every respect, all the Exhibitor's rights conferred by this agreement will *ipso facto* be withdrawn. All monies paid by the Exhibitor on account in connection with this agreement shall be retained by the Bureau as damages for breach of contract on the part of the Exhibitor, and the Bureau shall be entitled to rent the Exhibitor's space to a new Exhibitor. Once the Bureau has validated the Exhibitor's application and has allocated space to the Exhibitor, any deposit made by the Exhibitor becomes non-refundable.
7. In the case where one or more unforeseen events interrupt(s) the conference or prevent(s) it from taking place, the Bureau can reimburse the Exhibitor for part of the amount the Exhibitor has paid; this refundable portion shall be calculated fairly by the Bureau in such a way that the costs incurred to date by the Bureau are covered; it is understood that the Bureau cannot be held responsible in any way other than that stipulated in this article.
8. The Bureau reserves the right to refuse to allow or to prohibit the entry of goods or persons onto the premises the presence or behaviour of which (or whom) the Bureau deems may be dangerous or harmful to the smooth running of the conference. If it is deemed appropriate by the Bureau, the Bureau can change at will the space allocated to an Exhibitor in order to maintain the particular character and/or the smooth running of this conference.
9. The Exhibitor hereby agrees not to dismantle its display stand(s) prior to the official closing of the conference on the final day. The Exhibitor also agrees to vacate the space allocated and the building of all merchandise, equipment and other property by the established deadline. An Exhibitor not abiding by this regulation shall be required to reimburse the Bureau for all expenses incurred by the Bureau in clearing the space of the Exhibitor's property and merchandise, as well as all storage costs incurred.
10. The Exhibitor shall be responsible for any damage attributable to the Exhibitor or caused by the Exhibitor's negligence, including damage to the floor, walls or columns of the Exhibition Hall or to the property of any other Exhibitor(s). The Exhibitor is not permitted to apply paint or other lacquer or any other adhering product to the columns of the Exhibition Hall, neither is the Exhibitor permitted to use flammable systems, objects or decoration or use flammable fabrics on the display stand(s); all decorative elements must be made of fire proof materials.
11. Signs and advertising panels shall be installed only in the areas reserved for this purpose by the Bureau, and all signs and advertising panels and the like must be approved by the Bureau.
12. The Exhibitor agrees to respect all local union regulations currently in force and to obtain any permit required by any union or professional brotherhood having authority in connection with the conference or whose members work in the building where the conference is being held. The Bureau shall provide the Exhibitor with a list of all union contracts that could affect the Exhibitor.
13. The Exhibitor is not permitted to:
  - a) possess, or permit the selling or consumption of, beer, wine or any other alcoholic beverage on the space rented;
  - b) carry out any act of a harmful nature;
  - c) carry out any activity within the Exhibitor's booth that could result in the discharge of noxious or unpleasant vapour, gas or fumes of any kind;
  - d) use the Exhibitor's space for the purposes of accommodation and/or sleep there;
  - e) act in such a way as to impede the smooth running of common utilities, such as heating, ventilation and air-conditioning systems, or to prevent passage through or access to public areas or those adjacent to them;
  - f) prevent access to the building's elevators or to the plumbing or compressed air systems;
  - g) overload the floor, walls or ceiling of the building;
  - h) commit or allow to be committed any act of a nature that would invalidate any or all insurance policies issued in favour of the Bureau or the owners of the site where the conference is taking place;
  - i) organize or take up a collection.

#### IMPORTANT

All Exhibitors and visitors must conduct themselves in a courteous manner and respect the rights of the other exhibitors, and may not help themselves to samples or pamphlets, or take photographs, without the permission of the Exhibitor concerned. Neither the Exhibitor nor the Exhibitor's representatives may conduct their business affairs in public areas or from the booth of another Exhibitor unless expressly invited to do so by the Exhibitor in question.

The professional status of this conference must be respected, and consequently no Exhibitor is permitted to sell his merchandise with delivery taking place at the Exhibitor's booth or in any other rented space at the conference.