

CONGRESS 2012 OF THE HUMANITIES AND SOCIAL SCIENCES

CONGRESS EXPO

Considered the largest multidisciplinary scholarly book fair in North America, the Congress Expo is your opportunity to reach the academic audience interested in your products or services. The Congress Expo will be held in the Athletics Complex of Wilfrid Laurier University in Kitchener-Waterloo, in close proximity to three universities, several large urban centers and the Greater Toronto Area. Reach over 6,500 researchers, graduate students, policy makers and community members

- ▶ Raise the profile of your organization
- ▶ Attend Congress-wide events and networking opportunities
- ▶ Make new contacts with members of the academic community
- ▶ Meet and greet your authors and their fans and followers
- ▶ Promote newly released book titles and sell to a targeted public

Congress 2012 will feature world-class speakers including Margaret Atwood, Chris Hedges, Thomas Homer Dixon, Sidonie Smith, Jane Urquhart and Janine Brodie.



DATES AND HOURS OF OPERATION

Saturday, May 26 – Friday, June 1..... 8:00 AM – 6:00 PM
Saturday, June 2..... 8:00 AM – 11:00 AM

ADMISSION

Admission to Congress Expo is free for everyone—including members of the general public.

ASSIGNMENT OF EXHIBIT SPACE

Exhibitors reserving a booth for the full duration of Congress will be given preference. Booths will be allocated in April 2012.

BOOTH SET UP

Global Convention Services Ltd supplies the booth equipment for the Congress Expo. The booth option forms are enclosed here.

Schenker of Canada Ltd is our Congress 2012 freight forwarder. The service order form and shipping instructions are enclosed.

Exhibitors will be able to set up their booths on Friday, May 25, from 8:00 AM onward.

All exhibits must be fully operational by 8:00 AM on Saturday, May 26. Exhibitors are asked to replenish the stock in their booth only before or after the Congress Expo's hours of operation (8:00 AM – 6:00 PM).

BE PART OF THE EXCITEMENT



MAY 26 TO JUNE 2
WILFRID LAURIER UNIVERSITY
AND UNIVERSITY OF WATERLOO

CROSSROADS: SCHOLARSHIP
FOR AN UNCERTAIN WORLD

STAFFING YOUR BOOTH(S)

Staff must be present at your booth at all times during the business hours of the Congress Expo. Students can be hired as support staff to help set up and tear down the booth and to cover lunches and breaks. It is the exhibitor's responsibility to ensure that the students are aware of and follow all rules and regulations. It is also the exhibitor's responsibility to pay the students hired to assist them. If you wish to hire a student, please fill out the enclosed form or contact the Congress Expo coordinator.

BOOTH TEAR DOWN & CLEAN UP

Booth tear down begins Saturday, June 2, at 11:00 AM.

Exhibitors will not be permitted to clear their booths before the official closing of the Congress Expo.

All material must be picked up by 5:00 PM on Saturday, June 2. The Congress Expo coordinator will be available to receive couriers until this time. Please label all boxes and attach pre-addressed bills of lading. Exhibitors are responsible for cleaning up in and around their booths for the duration of, and at the conclusion of the Congress Expo. There will be a designated area to deposit material for recycling.

STORAGE

Storage space will be available in a secure location adjacent to the Congress Expo. The universities will be able to receive items as of Friday, May 18, 2012. No collect shipments will be accepted by the universities or the Congress secretariat. It is the exhibitor's responsibility to make arrangements for the on-site material handling, including carrying boxes from storage to the booth.

DELIVERY OF EXHIBITOR MATERIAL

Deliver to:
Clara Conrad Hall — Congress 2012 Expo Storage
c/o Wilfrid Laurier University
75 University Avenue West
Waterloo, ON
N2L3C5

PART-TIME EXHIBITORS

Booth space for part-time exhibitors is limited, and will be allocated on a first-come, first-served basis. Participants who are exhibiting from May 26 to May 29 may tear down their booth on May 29 after 6:00 PM. Participants who are exhibiting from May 30 to June 2 will be able to setup their booth on May 29 after 6:30 PM or on May 30 before 8:00 AM..

WIRELESS CONNECTION

Wireless internet access will be available for all exhibitors free of charge.

DATES TO REMEMBER — 2012

February 24, 2012	▶ Student Staff Request
March 21, 2012	▶ Exhibitor Contract with full payment or first installment ▶ Booth Option Form
March 30, 2012	▶ No cancellation refunds after this date ▶ Deadline to reserve ad in <i>Conference Program</i>
April 13, 2012	▶ Deadline to submit ad material for <i>Conference Program</i>
April 20, 2012	▶ Booth Staff Registration ▶ Marketing Opportunities
late April	▶ Booth Allocations
May 14, 2012	▶ Balance of booth payment

REGISTRATION

Submit your Exhibitor Contract to:

Charlotte Evans
CFHSS
275 Bank, #300
Ottawa, ON K2P 2L6

Tel: 613.238.6112 ext 313
Fax: (613) 238-6114
cevens@fedcan.ca

JOIN US AT CONGRESS EXPO 2012
NORTH AMERICA'S LARGEST INTERDISCIPLINARY SCHOLARLY BOOK FAIR



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

UNIVERSITY OF
WATERLOO



Wilfrid Laurier
University

NAME OF STAFF MEMBER

EMAIL

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

PUBLISHING HOUSES

Please indicate the publishing houses, including their country of origin, which you will be representing at your booth.
Please continue on separate sheet if necessary.

Publishing House	Country

Publishing House	Country

2012 BOOK FAIR - EXHIBITOR TERMS AND CONDITIONS

(The following terms and conditions are a requirement in accordance with Wilfrid Laurier'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, Wilfrid Laurier 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 limitation 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 material and the terms found on page 1 & 2 of the present contract.

Signature _____
Exhibitor

Date _____

Application approved on _____
Date

Signature _____
Federation