

## THINK!International

2101 - 1177 West Hastings Street, Vancouver, BC, Canada V6E 2K3

Tel: 604 681 2153 (9am-5pm Pacific Standard Time)

Fax: 604 681 1049

Email: [info@thinkinternational.ca](mailto:info@thinkinternational.ca) Website: [www.thinkinternational.ca](http://www.thinkinternational.ca)

## CONTACT INFORMATION

## REGISTRATION PROCEDURES & PAYMENT POLICIES

### REGISTRATION METHODS

Choose from the two registration methods outlined below:

- 1 Register online at [www.thinkinternational.ca](http://www.thinkinternational.ca) \*\*\* PREFERRED METHOD.** Follow the instructions online to submit your exhibitor registration, hotel reservation, advertising add-ons and payment details. Once complete, a THINK! Event Team member will then review your submission. Once your application has been fully processed, you will receive by email a confirmation letter with your assigned booth number(s), Pavilion (if applicable), payment details and other important exhibitor information. See the Payment Methods section.
- 2 Complete the Exhibit Space Application & Contract** (see back page) with payment method indicated and fax to 604 681 1049 or email to [info@thinkinternational.ca](mailto:info@thinkinternational.ca). Once your Application & Contract has been reviewed and fully processed, you will receive by email a confirmation letter with your assigned booth number(s), Pavilion (if applicable), payment details, and other important exhibitor information. See the Payment Methods section.

### BOOTH ASSIGNMENTS

ECF Management will assign booth numbers on a first come, first served basis. However, if you require a corner booth and/or if you have any special requirements regarding your booth location, please contact us to inquire about booth availabilities. Every effort will be made to accommodate exhibitors requests, but ECF Management retains the absolute right of exhibit location.

### PAYMENT METHODS

**Payment must be received to continue to hold your booth space and preferred Pavilion.**

- 1 Credit Card** - Visa or MasterCard only.  
If paying by credit card, a transaction fee of an additional 4% of the total amount due will be charged.
- 2 Cheque** - Please ensure cheques are made payable to "**THINK!International/ECF Management Inc.**" and mail to the address above.
- 3 Bank Wire** - If paying by bank wire, an additional \$25.00 fee will be charged for the transaction. Banking details will only be released once your online registration or Exhibit Space Application & Contract is submitted.

### EARLY BIRD PRICING POLICY

**Early Bird pricing is in effect until May 31, 2010.**

To be eligible for the Early Bird rate, space must be booked and payment must be received in our office by May 31, 2010. Purchase Orders are not an acceptable form of payment to hold a booth at the Early Bird rate with payment to come after the Early Bird deadline.

### LATE PRICING POLICY

**Late pricing is in effect after August 31, 2010.**

If payment and contract are not received in our office by August 31, 2010, the late booking rate applies.

### CANCELLATIONS / NO REFUNDS POLICY

There are absolutely NO REFUNDS for exhibit space and any add-ons (corner booths, advertisements, advertorials, seminar presentations, and website exposure packages).

Once a signed contract has been submitted, your organization is liable to make payment in full.

We strongly recommend to your organization not to cancel from THINK!International. Participants are expecting you to be present at the Expo as we begin marketing your organization's attendance once the contract is received. Your organization's name will be listed on our website as well as in the Program Guide. If you must cancel, please provide us with sufficient notice by email to [info@thinkinternational.ca](mailto:info@thinkinternational.ca) prior to the Expo.

### HOTEL ACCOMMODATION

#### Cancellation & Reservation Changes

Email the Registration Secretariat at [info@thinkinternational.ca](mailto:info@thinkinternational.ca) to make changes to an existing reservation or to cancel your reservation (please do not contact the hotel directly). Cancellations or changes WILL NOT be accepted by phone. All cancellations or changes must be requested in writing by fax or email (preferred).

#### Cancellation Policy

If cancelling 48 hours prior to arrival, please contact the hotel directly to avoid a penalty charge of one night room and tax, which will be applied to the credit card on file or loss of cheque deposit. Please note: failure to arrive on the scheduled arrival date will result in cancellation of the hotel reservation and a charge equal to one night room and tax or more will be charged to the credit card number on file.

#### Credit Card Authorization Form

If you are paying by Credit Card and the Cardholder Name is different from the hotel guest's name, you are required to provide the Credit Card Authorization form completed by the Card Holder together with a copy of the front and back of the Credit Card. Please download the Credit Card Authorization form available on the website, [www.thinkinternational.ca](http://www.thinkinternational.ca).



[www.icsevents.com](http://www.icsevents.com)

ECF Management Inc. (dba THINK!International) is a subsidiary of International Conference Services Ltd.

# EXHIBIT SPACE APPLICATION & CONTRACT / HOTEL RESERVATIONS

FAX TO 604 681 10 49

OR EMAIL TO  
INFO@THINKINTERNATIONAL.CA

Company/School \_\_\_\_\_

Contact (Main person) \_\_\_\_\_

Job Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Pr/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

*\*I understand my contact information will be given to suppliers of THINK!International.*

## 1 FEATURE AREA

Do you want to join one of the Feature Areas as indicated in the floor plan? **YES** or **NO**

If YES, please indicate your preferred Pavilion: \_\_\_\_\_

<b>2 BOOTH PRICING</b> - Payment must be received within validity of dates outlined below for pricing to be in effect.		
Early Bird Rate	Valid until May 31, 2010	_____ booths x \$1,680 per booth
Regular Rate	Valid June 1 - August 31, 2010	_____ booths x \$1,960 per booth
Late Booking Rate	Valid after August 31, 2010	_____ booths x \$2,184 per booth
<b>3 ADD:</b> Corner Booth - \$112 per corner booth		\$112 per Corner x _____ Booths
<b>4 ADD:</b> Advertisement (Program Guide) - <i>Please choose from the options below</i>		
<input type="radio"/> 1a (Full Page) - \$1,344	<input type="radio"/> 1b (Full Page - Inside Front/Back) - \$1,680	<input type="radio"/> 1c (Full Page - Outside Back) - \$1,680
<input type="radio"/> 2a (Half Page Horizontal) - \$784	<input type="radio"/> 2b (Half Page Vertical) - \$784	<input type="radio"/> 3 (Quarter Page) - \$560
		<input type="radio"/> Colour surcharge (CMYK) - \$224
<b>5 ADD:</b> Advertorial (Program Guide) - \$672 per Advertorial		
<b>6 ADD:</b> Seminar Presentation - \$784 per Seminar Presentation		
<b>7 ADD:</b> Website Exposure Package (Link, Summary & Logo Combo) - \$224 per Website Package		
Email your organization's summary and logo (.eps and .jpg formats preferred) to info@thinkinternational.ca		
Website address to be listed: _____		
<b>8 ADD:</b> Accommodation		
Room Preference	<input type="radio"/> Smoking	<input type="radio"/> Non-Smoking
	<input type="radio"/> King or Queen	<input type="radio"/> 2 Double Beds
		<input type="radio"/> Wheelchair Accessible
Arrival Date: _____	Departure Date: _____	# of Nights: _____ # of Rooms Required: _____
Special Requirements (allergies etc.) _____		
The hotel will be holding your credit card details to pre-authorize the reservation. The credit card provided will not be charged until check-out unless of a reservation no-show and failing to cancel within 48 hours prior to check-in. The room rate is subject to 16.5% tax.		
Credit card will be used to guarantee your reservation (for hotel use only) <input type="radio"/> Visa <input type="radio"/> MasterCard		
Credit Card Number _____		Expiry Date _____ / _____
Cardholder's Name _____		Cardholder's Signature _____
<b>TOTAL AMOUNT DUE</b> (add sections #2 to 7 from above) Prices are inclusive of tax. GST/HST #862007515		\$

**METHOD OF PAYMENT**  Visa  MasterCard  Cheque  Bank Wire

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

*If paying by credit card, a transaction fee of an additional 4% of the total amount due will be charged. Charges on your credit card statement will appear as "International Conference Services" and will be converted to your currency.*

Make cheques payable to and send to: **THINK!International/ECF Management Inc.**

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This application must be accompanied by full payment. There are absolutely NO REFUNDS. Once a signed contract has been submitted, your organization is liable to make payment in full. Application acceptance is subject to the approval of the Show Management. I/We understand and agree to abide by the Registration Procedures & Payment Policies, Cancellations/No Refunds Policy and the Accommodation Cancellation Policy as set forth by Show Management as written in the Exhibitors Brochure available on the website www.thinkinternational.ca.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signing Authority (Print Name) \_\_\_\_\_ Phone \_\_\_\_\_