

Community Planning Association of Alberta
>>Exhibit DISPLAY SPACE RESERVATION FORM<<
Education Session 2010 and Annual Planning Conference 2010
April 12, 13, and 14, at the Black Knight Inn, Red Deer Alberta

Contact: _____

Organization: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Display Space Details:

- Displays will be set up in the hallway of the Conference area – on a first-come first-served basis.
- Each display space consists of a maximum area 8 feet wide by 5 feet deep (including any tables and chairs).
- **If requested**, an unskirted table (8 feet by 2 feet) and two chairs will be provided as part of the regular cost.
- Table skirts, additional chairs and electrical outlets can be provided at extra cost (see below).
- Displays may be set up as early as 7:30 a.m., Monday, April 12th. They must be removed from the Conference site by 1 p.m., April 14th.
- Extra Luncheon and Banquet tickets will be available during the Conference (Lunch: \$30/person; Banquet: \$60/person)

The Above Organization Would Like to Reserve Display Space(s) as Follows:

- Number of display spaces (Note: one banquet ticket included with each space purchased)<**\$100 each**>
- Number of complimentary chairs required <**Maximum of 2 Included/Space**>
- Number of complimentary tables required (unskirted) <**Maximum of 1 Included/Space**>
- Number of extra chairs required <**Additional \$5 each for 3 days**>
- Number of table skirts required (maximum of 1/table) <**Additional \$20 each for 3 days**>
- Number of electric outlets required <**Additional \$15 each per day**>

Expected date and time of display set-up _____

Expected date and time of display removal _____

Payment Details:

| | | | | | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|--------------------------|--|--------------------------|
| Payment Amount Enclosed | <input type="checkbox"/> | Payment Amount To Follow | <input type="checkbox"/> | Invoice Amount To Above Organization | <input type="checkbox"/> | Display included with conference sponsorship | <input type="checkbox"/> |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|--------------------------|--|--------------------------|

To Complete Your Display Space Reservation, Please Return This Form and Payment To:



Community Planning Association of Alberta
 #205, 10940 – 166A Street Phone: (780) 432-6387 Fax: (780) 452-7718
 Edmonton, AB T5P 3V5 cpaa@cpaa.biz
www.cpaabiz