



## NE2007 Libraries Without Borders II

4th Northeast Regional Law Libraries Meeting

October 17-20, 2007 Toronto, ON

[www.librarieswithoutborders.net](http://www.librarieswithoutborders.net)

### Exhibitor/Sponsor Prospectus

NE2007 – Libraries Without Borders II is a regional meeting of the northeastern chapters of the American Association of Law Libraries. It is only the fourth such regional meeting since 1987. This year's meeting is being held in Toronto, Ontario, and an estimated 600 law and special librarians are expected, providing a unique opportunity for law publishers and information industry partners to reach a sophisticated and targeted audience. From the ten sponsoring chapters, there will be law and special librarians from law firms, law schools, courthouses, and business and corporate libraries throughout the northeastern United States and eastern Canada.

The four-day conference provides vendors with the opportunity to interact with attendees through exhibits, sponsorship of social events and educational programs, and vendor demos. There are scheduled no-conflict times throughout the conference.

**Exhibits:** Exhibitor opportunities are available at the Bronze, Silver, Gold and Platinum levels, the benefits of which are listed in the table below.

**Sponsorships:** Some vendors may wish to sponsor a specific conference event – e.g., the opening reception, closing banquet, formal lunch, refreshment breaks or even individual programs. Some vendors may also wish to give a financial sponsorship outside of these opportunities. In any of these cases, depending on the level of contribution, all sponsors will be recognized and listed as Platinum, Gold, Silver or Bronze level sponsors, or as “Friends” of the conference. Details are provided below.

**Vendor Demos:** Facilities are available for vendor demos of their products, either for training or marketing purposes. Given the limited availability of time slots for vendors' demos, we suggest you reserve your space early.

**Advertising:** Vendors may advertise in the conference program or by supplying material inserts (brochures, pens, pads, lanyards, etc.) for the conference registration package.

For further information, please contact any of the following individuals:

#### Vendor Liaison (US)

**Charles Finger**  
Cornell University Law Library  
340A Myron Taylor Hall  
Ithaca, NY 14853-4901  
Tel: 607-255-5862 Fax: 607-255-1357  
[cf72@cornell.edu](mailto:cf72@cornell.edu)

#### Vendor Liaison (Canada)

**Colleen Mahoney**  
Osler, Hoskin & Harcourt LLP  
PO Box 50, First Canadian Place  
Toronto, Ontario, Canada M5X 1B8  
Tel: 416-646-3975 Fax: 416-862-6666  
[cmahoney@osler.com](mailto:cmahoney@osler.com)



## Exhibitor Levels and Benefits

	<b>Platinum</b>	<b>Gold</b>	<b>Silver</b>	<b>Bronze</b>
	<b>\$18,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$1,000</b>
Trade show booth size exhibit space	20' x 20'	20' x 10'	10' x 10'	10' x 10'
Advertising Space in Meeting Program (Distributed to all meeting attendees)	2 pages	1 page	½ page	No
Logo on selected on site signage	Yes	Yes	Yes	No
Complimentary Registrations	3	2	1	1
Copy of Conference Mailing List	Yes	Yes	No	No
Acknowledgement by name at Opening/Closing functions	Yes	Yes	No	No
Link from NE Regional Meeting website	Yes	Yes	Yes	Yes
Special conference rate for hotel rooms	Yes	Yes	Yes	Yes

Sponsors contributing below the Bronze level will be recognized as **Friends** of NE2007.

**Note: Payment should be made in the vendor's local (US or Canadian) currency.**

## Vendor Demos

- Facilities are available to registered exhibitors and sponsors for product demonstrations, training, workshops, or other activities.
- The facilities may be booked for **\$200 per hour**, exclusive of equipment rentals or internet connections.
- Vendor demos will be scheduled as part of the official program.

## Advertising

- Conference Bag Insert: \$250
  - Flyers, brochures, pens, etc., but not catalogs
- Program Advertising
  - ¼ page ad in program: \$125
  - ½ page ad in program: \$200
  - full-page ad in program: \$300
  - full-page ad, inside front or back cover: \$400
  - 2-page ad in program: \$500
  - 2-page centre spread: \$600

For more information about advertising opportunities, please contact one of the vendor liaisons.



## Additional Sponsorship Opportunities

<b>Date</b>	<b>Event</b>
Wednesday, Oct. 17	Opening Reception at Ontario Legislature
Thursday, Oct. 18	Keynote Speaker
Thursday, Oct. 18	Coffee Break (a.m.) in Exhibit Hall
Thursday, Oct. 18	Lunch (Plated) in hotel's Grand Ballroom
Thursday, Oct. 18	Coffee Break (p.m.) in Exhibit Hall
Friday, Oct. 19	Coffee Break (a.m.) in Exhibit Hall
Friday, Oct. 19	Lunch (Boxed lunch in Exhibit Hall)
Friday, Oct. 19	Coffee Break (p.m.) in Exhibit Hall
Saturday, Oct. 20	Coffee Break (a.m.) in Exhibit Hall
Saturday, Oct. 20	Closing Banquet in hotel's Grand Ballroom

### Other opportunities:

- Conference Programs (printing, binding of approx. 600 programs) – ALREADY SPONSORED
- Sponsorship of individual educational programs (speakers' travel costs, 1 night hotel, honorarium)
- Tote bags – ALREADY SPONSORED
- Signage – ALREADY SPONSORED
- Internet Café (Oct. 17-Oct. 20)

Prices for all of the above events can be provided upon request. For more information about events or other sponsorship opportunities, please contact one of the vendor liaisons:

### Vendor Liaison (US)

**Charles Finger**  
Cornell University Law Library  
340A Myron Taylor Hall  
Ithaca, NY 14853-4901  
Tel: 607-255-5862 Fax: 607-255-1357  
[cf72@cornell.edu](mailto:cf72@cornell.edu)

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**Colleen Mahoney**  
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Toronto, Ontario, Canada M5X 1B8  
Tel: 416-646-3975 Fax: 416-862-6666  
[cmahoney@osler.com](mailto:cmahoney@osler.com)

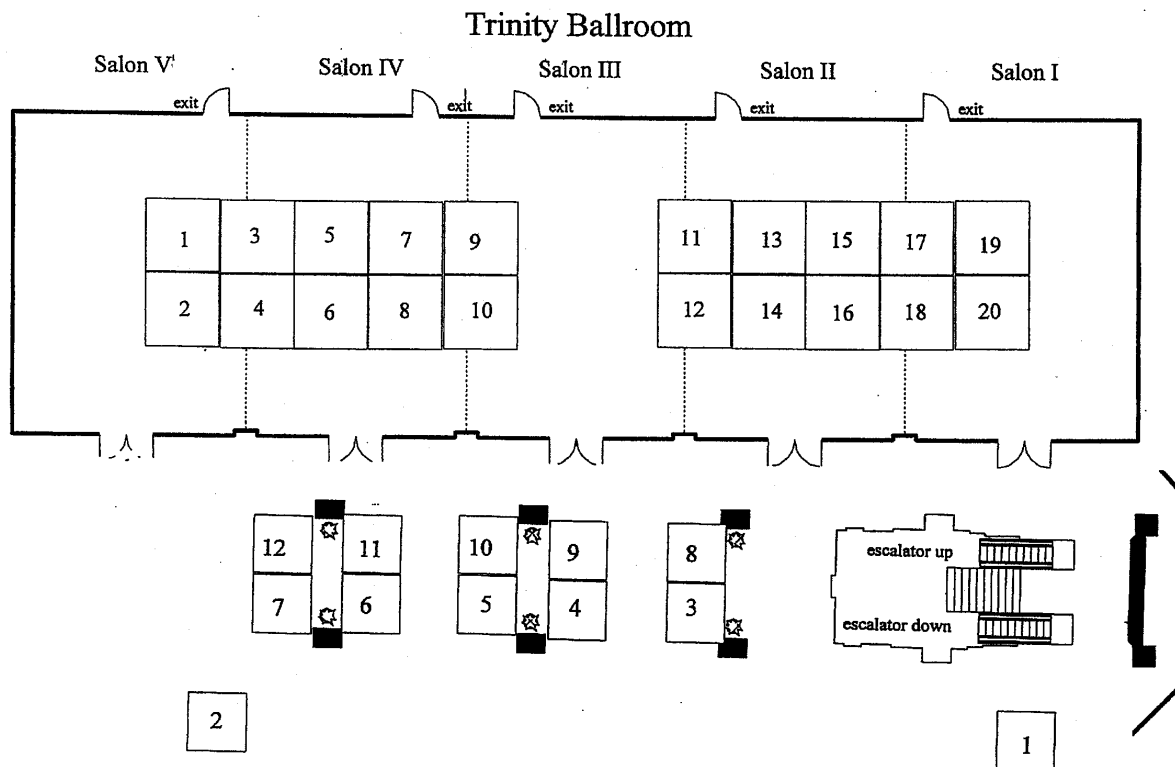


## Exhibit Hall Floor Plan

### Toronto Marriott Downtown Eaton Centre Trinity Ballroom & Ballroom Foyer

All spaces indicated on the plan are 10' wide by 10' deep. Bronze and silver level sponsors are entitled to one 10' x 10' booth; gold level sponsors are entitled to one 20' x 10' booth (please select 2 contiguous spaces); and platinum level sponsors are entitled to a 20' x 20' booth (please select 4 contiguous spaces).

Please study this floor plan and indicate your preferred booth location(s) on the exhibitor contract form. Booth locations will be allocated by sponsorship level together with a first-come, first-served basis, based on receipt of the contract with payment. We will do our best to honor your first choice.



The floor plan is for illustration purposes only. Booths represented are 10' wide by 10' deep.

**Note:** The hotel's Grand Ballroom, where most of the educational program will be held, is located at the bottom of this plan, immediately across the foyer from the Trinity Ballroom. The booths marked 1 and 2 in the Ballroom Foyer are actually located beside the entrances to the Grand Ballroom. Foyer Booth 1 is located at the foot of the escalators, and all conference attendees would need to pass it on their way from the escalators to the ballroom. Likewise, conference attendees would need to pass Foyer Booth 2 on their way to the smaller program venue rooms at the west (left) end of the foyer.

When indicating your preferred booth selection on the registration form, please prefix the numbers of booths in the Trinity Ballroom with "B" (e.g., B1, B2, etc.) and booths in the Ballroom Foyer with "F" (e.g., F1, F2, etc.).



## General Information for Exhibitors

- Show** **NE2007 – Libraries Without Borders II  
4th Northeast Regional Law Libraries Meeting**
- Location:** Toronto, Ontario, Canada
- Dates:** Wednesday, October 17-Saturday, October 20, 2007
- Audience:** 600 law librarians from law firm, law school and courthouse libraries throughout the northeastern United States and Eastern Canada, as well as special librarians from the corporate environment and international guests.
- Deadlines:**
- Exhibitor registrations must be received before **August 1, 2007**
  - Sponsorship confirmations by be received before **September 1, 2007**
  - Artwork (for program, advertising, signage, etc.) must be received before **September 1, 2007**
- Venue (Ship to):** **Toronto Marriott Downtown Eaton Centre**  
525 Bay Street  
Toronto, Ontario, Canada M5G 2L2  
Toll-free: 1 (800) 905-0667  
Phone: (416) 597-9200  
Fax: (416) 597-9211
- Event Coordinator:** The hotel's **Sales & Events Department**
- Exhibit Dates & Times:**
- Thursday, October 18, 10:00 a.m.-5:00 p.m.
  - Friday, October 19, 7:00 a.m.-5:00 p.m.
  - Saturday, October 20, 7:00 a.m.-12:00 noon
- Set-up:** If your booth(s) are located In the Trinity Ballroom:  
  - Wednesday, October 17, 8:00 p.m.-12:00 a.m.If your booth(s) are in the Ballroom Foyer:  
  - Thursday, October 18, 7:00-10:00 a.m.The hotel can provide limited assistance with set-up as needed
- Break-down:**
- Saturday, October 20, 12:00 noon-5:00 p.m.
  - Trash removal is included in the exhibit fee; however, exhibitors are encouraged to place all debris (extra catalogs, brochures, etc.) in a garbage bag or box.
- Exhibit Hall:**
- Exhibit space is available in the Trinity Ballroom as well as in the Ballroom Foyer (consult plan above)
- Exhibit Hall Events:  
(No conflict)**
- Thursday, October 18: Afternoon refreshment break
  - Friday, October 19: Morning and afternoon refreshment breaks
  - Saturday, October 20: Morning refreshment break
  - All refreshment breaks are ½ hour in length and are scheduled as no-conflict program events held in the exhibit hall.
- Booths:**
- Booth spaces are in units of 10' x 10'
  - Two chairs are included per 10 sq. ft. space
  - One 8' draped table is available on request for each 10 sq. ft. space
  - Vendors are welcome to bring and set up their own booth within the



rented space, but a **10' height restriction is strictly enforced**

- The exhibitor fee does not include wastebaskets, phone line hook-up, power, internet access or any other equipment. **Requests for these services should be arranged directly with hotel's Sales & Events Department using the attached order form.**

**Security:**

- The Trinity Ballroom will be secured during non-public hours
- Exhibitors in the Ballroom Foyer will have access to a locked area for overnight storage
- Marriott is able to provide round-the-clock security for a base cost of \$37.50 per hour plus taxes (see enclosed Exhibitor Order Form)

**Storage:**

- Limited storage space is available for packing crates prior to the start of the meeting
- Should you wish to pre-ship materials, label the packages with the following information:

Name of sender  
Company name(s)  
Address and phone number of sender  
Meeting date **October 17-20, 2007**  
Group name: **NE2007**  
Group contact name: **Mary Saulig** (NE2007 Local Arrangements)  
Total number of boxes (e.g., 1 of 4, 2 of 4, etc.)  
Ship to hotel address as provided above

- Shipments should not be sent for arrival earlier than **three (3) days** prior to the conference start date

**Customs Clearance**

- Vendors needing to ship packages across the Canadian border should use a customs broker. We have made arrangements with:

**Mendelssohn Customs and Transportation Services**  
(416) 863-9339  
Contact: Mario Mendez (ext. 140)

**Accommodations:**

- Conference rates have been arranged at the Marriott and all vendors and their employees will qualify for this special rate:
  - Single room: C\$179
  - Double room: C\$179
  - Triples and Quads: C\$179 plus \$20 per extra person per day

**Registration Fees:**

- **Bronze** and **Silver** Level exhibitors will receive one (1) complete conference registration included in the exhibitor fee, entitling one representative to attend all conference functions and events, including meals and the educational program
- **Gold** Level exhibitors will receive two (2) complimentary registrations
- **Platinum** Level exhibitors will receive three (3) complimentary registrations
- Additional representatives will be required to register for the conference or purchase individual function tickets

**US Homeland Security:**

- If you are flying into Toronto, a valid passport is required for entry into Canada and re-entry into the United States.
- If you are driving, photo ID and proof of citizenship are required.



## **Terms and Conditions of Contract for Exhibitors**

**The following constitutes your contractual agreement.  
Please read it carefully.**

### **1. Management**

1.1. The exhibit portion of the Libraries Without Borders II: 4th Northeast Regional Law Libraries Meeting ("NE2007" or "the Event") will be conducted under the direction of the NE2007 Planning Committee., Subcommittee on Exhibits and Vendor Relations ("the Sponsor"). The Sponsor reserves the right, at its sole discretion, to alter the exhibit hours or floor plan arrangement in any manner that is in the best interests of NE2007.

### **2. Application for and Assignment of Space**

2.1. Assignment of space shall be made by the Sponsor in accordance with the priority of dates of receipt of application with full payment on first-received basis. Final booth assignment rests with the Sponsor, who reserves the right to determine the eligibility of all exhibit space applicants and individual products to be exhibited. Acceptance of an applicant does not imply endorsement by NE2007 of Exhibitor's products or services, nor does rejection imply lack of merit of same.

### **3. Payment**

3.1. Full payment must accompany this application. No space will be reserved without full payment.

### **4. Exhibit Space**

4.1. Please review the attached Exhibitor Levels and Benefits page and select your package accordingly. With each 10 sq. ft. booth space reserved, two chairs will be included. An eight-foot draped table is available upon request. A 10-foot height restriction will be strictly enforced. All other amenities are available through the Toronto Marriott Downtown Eaton Centre ("the Hotel") and such requests must be made by Exhibitor directly to the hotel.

### **5. No Assignment or Subletting**

5.1. The rights of an Exhibitor are not assignable to any other firm or persons whatsoever. Identification badges are not transferable. Admission will be by badge only.

### **6. Cancellation**

6.1. In the event that an Exhibitor desires to cancel his or her reservation for exhibit space, a written notice of request for cancellation must be transmitted to NE2007 Planning Committee, c/o Charles Finger, Cornell University Law Library, 340A Myron Taylor Hall, Ithaca, NY 14853-4901, by mail postmarked no later than June 30, 2007; or by email at [cf72@cornell.edu](mailto:cf72@cornell.edu) before the same date. If the request is approved and accepted by the Sponsor, the exhibitor payment made will be refunded in full. Requests for cancellation postmarked or received later than July 1, 2007 but before August 15, 2007 will receive a 50% refund. No refunds will be issued for cancellation requests postmarked or received later than August 15, 2007.

### **7. Admittance during Non-show Hours**

7.1. All exhibit space, regardless of location, may be open only during the hours designated by the Sponsor.

### **8. Compliance with Laws and Regulations**

8.1. Exhibitor shall comply, at Exhibitor's sole cost and expense, with all applicable federal, provincial, municipal and other governmental laws, by-laws and regulations including, but not limited to, fire and safety codes and with the applicable rules and regulations of the facility in which the Event is held. Exhibitor shall be bound by and comply with, at Exhibitor's sole cost and expense, all applicable copyright and trademark laws and regulations which may effect Exhibitor's use and occupancy of the exhibit space or participation in the Event.



8.2. Displays, display structures, equipment and materials in the booth shall not obscure or prejudice access to the aisles or obscure or prejudice the view of or access to the exhibit space of any adjacent or nearby Exhibitors from any point along the aisle, in the sole opinion of the Sponsor. Exhibitors must finish the back and/or side portions of their exhibit so that the exposed areas will not be objectionable to adjacent and/or nearby Exhibitors, and the Sponsor reserves the right to have such finishing done or masking drapery installed., at Exhibitor's sole cost and expense. Exhibitors using setup and dismantling personnel other than that provided by the Hotel must comply with all labor and insurance regulations in force at that time. Hotel staff is available on a limited basis for assistance at an additional cost. Arrangements for such assistance are to be made directly with the Hotel.

8.3. The exhibit area will be available for setup on Thursday, October 18, 2007 at 7:00 a.m. All booths are to be set up or in the process of being set up by 8:00 a.m. on that date, and the Sponsor reserves the right to cause such set up to be done, at Exhibitor's sole cost and expense, for any exhibits not in the process of set up at that time. Exhibitors are required to remove all exhibit-related equipment, merchandise and/or surplus materials no later than 4:00 p.m., Saturday, October 20. A one-time trash removal charge is included in the cost of the exhibit space. It is suggested that all trash be bagged or bundled to expedite the trash removal process. Exhibitor agrees that it will not conduct any educational, social or other functions for all or any other part of the conference attendees during the official daily hours of the Conference, including all conference education, social or other functions, as determined by the Sponsor in its sole discretion, without the Sponsor's express written permission.

8.4. The serving of alcoholic beverages in exhibit booths will not be permitted. Any infraction of this rule will make it necessary to close the violator's exhibit for the remainder of the Event. No glassware shall be used in booths for any refreshments.

## **9. Storage**

9.1. Due to the layout of the Hotel, storage space is not available for display materials and/or show merchandise. All related equipment, including crates, must be removed

from the premises no later than Saturday, October 20, 2007.

## **10. Liabilities and Insurance/Hold Harmless**

10.1. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims. The Hotel will not be responsible or liable for any loss, damage or claims arising out of Exhibitor's activities on the Hotel premises except for any claims, loss or damage arising directly from its negligence.

10.2. The Sponsor, its Officers and Committee, as well as all members of all sponsoring organizations, will not be liable for injuries to any person or for damages to or loss of property owned or controlled by Exhibitors to which claims for damages or injuries may be incident to or arising from, or to be in any way connected with the Exhibitor's occupancy or the exhibit space or participation in the Event. It is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses as Exhibitor may incur.

10.3. Exhibit space will be secured or a secure location will be provided for valuables during non-public hours, but the furnishing of such security shall not be deemed to increase the liability of the Sponsor, its Officers and Committees or the Hotel.

10.4. In the event the Event is cancelled or postponed, or the sponsor is unable to perform for any reason whatsoever, including performance under this agreement, the sole and exclusive remedy of the Exhibitor as against the Sponsor with respect to any damages sustained by the Exhibitor as a result of the non-occurrence or postponement of the Event, including incremental or consequential damages, shall be a refund by the Sponsor of monies paid on account of the exhibit space, less Exhibitor's pro-rata share of expenses relating to the conference, as determined by the Sponsor.

## **11. Interpretation, Amendments and Enforcement**

11.1. Failure to comply with these Terms and Conditions or Exhibitor Information, or any



amendment thereto, will be sufficient cause for the Sponsor to require the immediate removal of the exhibit of the offending Exhibitor, who will forfeit all further right to exhibit during the Event, together with all fees and rentals paid by him, and the Sponsor may lease any space so forfeited to another Exhibitor.

11.2. Exhibitor shall be liable for damages caused by his failure to comply and repairs of damage to property may be at Exhibitor's sole cost and expense.

11.3. Sponsor Reserves the right to cancel or postpone the Event for any of the following reasons: damages or destruction of the facility; acts of God; notional or unforeseen emergency, public enemy, war or insurrection; strikes or the possibility of strikes; the authority of the law; for any case beyond his control or where the Sponsor, in its sole discretion, determines that the Event cannot be held as planned or in a manner which will serve the best interests of the Sponsor, the attendees and/or Exhibitors; or where the success of the event will be adversely effected.

11.4. Sponsor shall have the right to modify the Exhibit Hall, exhibit space plan, open and closed

hours of the Hall, and any and all other arrangements and schedules in any manner which will serve the best interests of the Sponsor, the members of the Sponsor and the Attendees of the Event, as determined by the Sponsor in its sole discretion.

11.5. Sponsor, through its representatives, shall have sole discretion in the interpretation and enforcement of all conditions contained herein and the power to make such amendments thereto and such further Terms and Conditions as are considered necessary for the property conduct of the Event. Sponsor reserves the right, in its sole discretion, to dismiss, prohibit or evict any exhibit which does not conform to the dignity and general business character of the Event.

11.6. This agreement shall be construed solely as a license for the use of the exhibit space to be occupied by the Exhibitor, and the Exhibitor agrees that it has not relied on any oral or written representations not contained in this agreement. Sponsor disclaims any implied warranties of merchantability and/or fitness with respect to the services or materials furnished to the Exhibitor in connection herewith



## Contract for Exhibit Space

**Deadline for exhibitor application is August 1, 2007**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Email: \_\_\_\_\_

Exhibit space and demo session availability is limited. Booth locations will be allocated by sponsorship level together with a first-come, first-served process, based on the contract is signed and received.

### Exhibitor/Sponsorship Level – All Amounts are GST and sales tax free

<input type="checkbox"/> Bronze: <b>\$1,000.00</b>	Preferred booth location (Consult floor plan; prefix booth nos. located in the Trinity Ballroom with B, in the Foyer with F)
<input type="checkbox"/> Silver: <b>\$5,000.00</b>	
<input type="checkbox"/> Gold: <b>\$10,000.00</b>	_____
<input type="checkbox"/> Platinum: <b>\$18,000.00</b>	1 <sup>st</sup> choice                      2 <sup>nd</sup> choice                      3 <sup>rd</sup> choice
<b>NB: Payment should be made in your local (US or Canadian ) currency.</b>	

### Vendor Demos

A limited number of demo sessions are available. Session fees are for room rental only – Equipment, phone lines and/or internet connections are not included in the room rental fee and will be invoiced separately.

1-hour demo session: **\$200.00**

Payment for demo fees must accompany this contract.

### Event Sponsorships and Advertising

To enquire about sponsoring any of the events or other functions at the conference, and for information about advertising in the program, please contact one of the vendor liaisons listed below.

### Payment

Payment should be made by check in your local (US or Canadian) currency. Credit cards cannot be accepted.

Payment is accepted only by check only, made payable to: **NE Law Libraries Associations Planning Group**

A copy of this contract may be faxed to the appropriate liaison; however, the application will be officially recognized only when payment has been received. Please send check with a copy of this contract to:

**Vendor Liaison (US)**

Charles Finger  
 Cornell University Law Library  
 340A Myron Taylor Hall  
 Ithaca, NY 14853-4901  
 Tel: 607-255-5862 Fax: 607-255-1357  
[cf72@cornell.edu](mailto:cf72@cornell.edu)

**Vendor Liaison (Canada)**

Colleen Mahoney  
 Osler, Hoskin & Harcourt LLP  
 PO Box 150, First Canadian Place  
 Toronto, Ontario, Canada M5X 1B8  
 Tel: 416-646-3975 Fax: 416-862-6666  
[cmahoney@osler.com](mailto:cmahoney@osler.com)

**AGREEMENT:** The undersigned has read and agrees to abide by the Terms and Conditions of Contract for Exhibitors as set out in the official NE2007 Exhibitor/Sponsor Prospectus as published on the NE2007 website.

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

Title: \_\_\_\_\_



## Vendor Contact Information Form

**Deadline for exhibitor application is August 1, 2007**  
**Deadline for sponsorship application is August 1, 2007**

Please complete the following contact information and forward it to NE2007 with your Contract for Exhibit Space form. Do not hesitate to contact one of the Vendor Liaisons if you have any questions.

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Prov:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Primary contact**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Advertising/artwork contact:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Billing contact:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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 Toronto, Ontario, Canada M5X 1B8  
 Tel: 416-646-3975 Fax: 416-862-6666  
[cmahoney@osler.com](mailto:cmahoney@osler.com)



## Vendor Representatives Complimentary Registration Form

**Deadline for exhibitor application is August 1, 2007**  
**Deadline for sponsorship application is August 1, 2007**

The following information is used for registering the representatives of vendors and sponsors who will be in attendance at the conference.

- **Bronze** and **Silver** Level exhibitors/sponsors will receive one (1) complete conference registration included in the exhibitor fee, entitling one representative to attend all conference functions and events, including meals and the educational program
- **Gold** Level exhibitors will receive two (2) complimentary registrations
- **Platinum** Level exhibitors will receive three (3) complimentary registrations
- Additional representatives must register for the conference or purchase individual function tickets. The conference registration form is available on the NE2007 website.

Please complete this form and return it to NE2007 with your Contract for Exhibit Space form. Do not hesitate to contact one of the Vendor Liaisons if you have any questions.

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Prov:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**First Registrant**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Second Registrant**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Third Registrant**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

<b>Vendor Liaison (US)</b>	<b>Vendor Liaison (Canada)</b>
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 Tel: 416-646-3975 Fax: 416-862-6666  
[cmahoney@osler.com](mailto:cmahoney@osler.com)



## Exhibitor Order Form for Equipment/Supplies

**Toronto Marriott Downtown Eaton Centre Hotel**  
**Sales & Events Department**  
 525 Bay Street

Toronto, Ontario, Canada M5G 2L2  
 Tel: 1-800-905-0667 ; 416-597-9200 Fax: 416-343-9027

Place a check mark beside any item you to order. Where appropriate, please indicate the quantity of each item you are ordering.

**Fax the completed order form to the hotel's Sales & Events Department.**

Exhibit booth (10' x 10')	Included with exhibitor fees
Pipe and drape	Included with exhibitor fees
Display table	Included with exhibitor fees
Chairs (2/table)	Included with exhibitor fees
Swivel chair (additional)	\$34.50 each, per day
Garbage removal	Included with exhibitor fees
Garbage can	\$4.35 each, per day
Flower arrangement	Customized and priced by florist
Plant	\$13.05 each, per day
Power requirements	15 amp circuit, \$45.00 per booth, per function; or can be customized to order by Marriott Engineering Department
Security officer(s)	Marriott is able to provide security around the clock for the duration of the event. The cost is \$37.50 per hour plus taxes and must be arranged in advance.
Easel and/or message board	\$7.95 each, per day
Blackboard (4' x 6')	\$65.00 each, per day
Whiteboard (4' x 6')	\$65.00 each, per day
Extension cord	\$10.00 each, per day
5-plug power bar	\$10.00 each, per day
Acetate roll	\$40.00 each
Masking tape	\$5.00 per roll
Flipchart paper	\$10.00 per pad
Flipchart package (markers, tape, pad)	\$28.00 per day
Laser pointer	\$40.00 per day
Projection cart & stand	\$15.00 per cart or stand, per day
VHS ½" player/recorder package (includes 27" monitor with all connections plus projection cart)	\$155.00 per day
Cassette player/recorder	\$30.00 per day
CD player	\$50.00 per day
DVD player	\$80.00 per day
Video tapes	\$10.00 per tape



	Audio tapes	\$5.00 per tape
	Analog speaker phone	\$45.00 per day
	Polycom speaker phone	\$200.00 per day
	iBahn high speed Internet connection	\$150.00 set up (1st line complimentary)
	iBahn lines	\$50.00 per user (2-12 users)
	Analog telephone line	\$35.00 single phone line. Local calls are \$1.10 per call; direct dial calls are subject to hotel service charge of 45%)
	Analog data line	\$45.00 – Programmed data line to handle any analog-style modem. Lines are also protected against power surges or spikes
	Private phone line (7-digit number)	\$125.00 per line, per day. Included phone
	Fax machine (plain paper)	\$125.00 per day. Included set-up and programming
	Private fax line (7-digit number)	\$125.00 per line, per day. Subject to hotel direct dialing service charge of 45% per call.
<b>All prices quoted above are subject to 6% GST (federal Goods &amp; Services Tax), 8% PST (Provincial Sales Tax) and 17% service charge (with applicable GST on the service charge)</b>		

### Exhibitor Information

**Booth Number(s):**

**Exhibitor's Name(s):**

**Company Name:**

**Company Address:**

**Phone Number:**

**Fax Number:**

### Billing Information

Please provide the following information if you prefer the charges to be applied to your credit card:

**Name of Cardholder:**

**Type of Card:**  
(MC, Visa, American Express)

**Credit Card Number:**

**Expiry Date:**