



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

email: aca@archivists.ca www.archivists.ca fax (613) 234-8500

**Exhibitor Application Form**  
**Annual Trade Show**  
June 6 & 7, 2019  
Chelsea Hotel  
Toronto, Ontario

This form can be completed onscreen then printed and sent to the ACA office by fax or mail, at the address shown above. Simply move your cursor over each input field and click to type or select a response.

Company / Organization: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Your Organization's two representatives<sup>†</sup> at the trade show are: (please enter names for identification badges)

First Name	Surname	Title

Web URL for your archival product or service line:

Tag line or brief description of your archival products or services (max 75 characters; text appears with your URL)

Please  your service requirements:

Table & two chairs (included with the basic exhibitor fee)

Electrical outlet \*

Internet or data connection \*

Other: (please identify) \* \_\_\_\_\_

Exhibitor Fee: \$796 per exhibit plus 13% HST; total with tax \$899.48; GST registration #106732688

Cancellation: A refund request must be received in writing no later than 60 days prior to the Opening Reception. A cancellation penalty of \$100.00 plus tax will be charged.

Payment Method: Please select your preferred method of payment: \_\_\_\_\_

a. Click Print, sign and mail the completed form with your Cheque or Money Order payable to  
**Association of Canadian Archivists**

b. Enter your credit card information, click Print and fax this form to ACA to pay by credit card:

Card Number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_

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

Name of Card holder (print) \_\_\_\_\_

**Exhibits registration deadline: April 30<sup>th</sup>, 2019 or once available exhibit spaces are sold.**

<sup>†</sup> Additional representatives may be enrolled at a cost of \$100 per person plus tax for the 2-day trade show.

\* Electrical & internet, receiving, shipping and storage may be subject to additional fees payable to the hotel.

Note: The ACA reserves the right to refuse any exhibit application deemed unsuitable for its conference