

Le français à coeur 4 avril 2019

With Dr. Katy Arnett

Four Points by Sheraton, 285 King Street E., Kingston, ON



### Application for Exhibitor Space

Please complete and electronically return all three (3) pages to EOSDN

by the deadline of **25 March 2019**

[eosdn@eosdn.on.ca](mailto:eosdn@eosdn.on.ca) or at Fax No. 613-533-2816

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

Exhibitor Contract Person: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Representative(s) Attending this Session: \_\_\_\_\_

#### Eligibility

Resources and materials displayed at all EOSDN learning sessions shall be directly related to the focus and objective(s) of the session – *Differentiating for all students/Responding to the needs of all learners*. Exhibit resources and materials must be of professional and educational benefit to French, second-language teachers and advance classroom practices to improve student learning and success. Eligibility will be determined following receipt of a completed Application form.

**Application is not a guarantee of acceptance.** Exhibitor applications are approved by EOSDN. EOSDN reserves the right to decline requests from exhibitors whose resources or materials do not meet the needs of the session or of the participants. Acceptance is by email to the contact person named on the application form. Please provide a current email address. Confirmed exhibitors are invoiced following the session. By completing and sending this form to EOSDN, you are agreeing to pay for each table approved whether or not you attend.

**PLEASE Indicate the # of Tables you wish to reserve and complete page three (3) for Set Up of your exhibit.** Given the availability of space, we will reserve **a two table limit** per exhibitor.

We (the exhibitor) request ( ) – 6' Exhibit table(s) and seating

Per Table Cost: **\$225.00 + HST @ 13% - TOTAL: \$254.25**

The registration fee includes breakfast and lunch with participants. Exhibitors will be invoiced.



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Would you be willing to contribute to a **prize draw** for participants during the lunch hour?

(  ) Yes      (  ) No

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### Signature and Agreement

Exhibitors are solely responsible for their own exhibit materials and should ensure the exhibit against loss or damage from theft, vandalism, fire or accidents. All materials of an exhibitor to remain in the custody of the exhibitor or its delegate. The EOSDN will not be held liable for any damage or loss. The exhibitors, on signing this application form, agree to indemnify and hold forever harmless the EOSDN and its members, including the Planning Team, for personal injury, arising out of, in, at, or in connection with the exhibitors' displays. By signing the application form exhibitors acknowledge that they have read and agree/adhere to all the rules and regulations of the contract.

### Shipments of Exhibitor Materials

If an exhibitor needs to ship exhibit material to the hotel prior to set up, the exhibitor must contact the hotel prior to doing so. The hotel cannot accept shipments until the day before set up. Please call the venue directly at 613-544-4434. Please note: the hotel cannot store post-session exhibition materials.

**Accommodation:** To reserve accommodation at the venue, please contact the hotel directly. Accommodation costs are the responsibility of the exhibitor and EOSDN cannot guarantee availability.

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

Print Name and Position: \_\_\_\_\_



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**Exhibitors' Set up Requirements – the form must be received at the EOSDN office by 25 March 2019.**

Please let us know the following information only if you have received confirmation of your application. Will you need...

Confirmed # of Tables	Electrical outlet?	Wall space?

Note that we cannot guarantee wall space for all exhibitors as space is limited.

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

**Exhibitors' Set-Up Schedule and Information:**

Limestone Ballroom Area, 2<sup>nd</sup> Floor, Four Points by Sheraton Kingston, ON.

Exhibitors may set up the evening before the session after 5:00 p.m. *OR* on the morning that the session commences but before 8:00 a.m.

If you need to ship exhibit material to the hotel prior to set up you need to contact the hotel directly. To contact the hotel please call – 613-544-4434. Thank you.

Eastern Ontario Staff Development Network  
B137 Duncan McArthur Hall, Faculty of Education, Queen's University  
511 Union Street, Kingston, ON K7M 5R7  
613-533-6223  
[www.eosdn.on.ca](http://www.eosdn.on.ca)