



**CANADIAN ASSOCIATION OF INSURANCE WOMEN 46TH ANNUAL CONVENTION
MAYFIELD INN AND SUITES HOTEL – JUNE 6 – 10, 2012
COME JOIN OUR PARTY!**

EXHIBITORS RECEPTION, THURSDAY JUNE 7, 2012

REGISTRATION FORM:

COMPANY: _____

ADDRESS: _____

_____ **POSTAL CODE** _____

TEL: _____ **FAX:** _____

EMAIL: _____

REPRESENTATIVE NO. 1 _____

NO. 2 _____

Your registration fee includes one 8' foot table, 2 chairs and electrical outlet. Any additional requirement will be at your own expense. Please see the attached request form for internet access. If you have any additional electrical requirements, please contact Pam Dyck with GES at 780-469-7767 or at pdyck@ges.com

Your registration fee includes a full convention registration for one representative.

Booth and one representative	\$750.00
Additional representative (s): _____ rep(s) X \$350 each	\$ _____
(includes full registration)	
Additional representative, day only _____ rep(s) X \$85 each	\$ _____
	TOTAL:\$ _____

Please send registration form and payment by February 28, 2012 to:

Tracy Fata, c/o Portage Mutual Insurance, 310, 12220 Stony Plain Rd, Edm, AB, T5N 3Y4,
Please make cheques payable to **CAIW Convention Fund 2012**.

EXHIBITOR INFORMATION:

- Booth set up will take place on Thursday, June 7, 2012.
- Set up may begin at 7AM, convention registrants won't be visiting booths until first morning coffee break, about 10AM.
- Formal Exhibitors reception will run from 4PM to 7PM. A bar and appetizers will be provided.
- Passports will be provided to each registrant to be stamped by each exhibitor. Completed passports will be submitted for a grand prize draw.
- We encourage all exhibitors to provide a give-away at each booth. Delegates should have business cards at hand to drop into your draw box.
- As you may have noticed, we have a party theme for our convention. Do what you would like with this! Pick any party theme you would like and decorate your booth.
- There will be a prize awarded to the best decorated booth, as voted on by the Local Association President's present at Convention.
- The only restriction for exhibitors – if you are not a member of a local association, you will not be able to attend the AGM business sessions (Thursday AM and Sat AM).

MAYFIELD INN & SUITES

Conference Centre • Dinner Theatre • Athletic Club

16615- 109 Avenue, Edmonton, Alberta T5P 4K8
 Phone: (780) 484 - 0821 Fax: (780) 481 - 3923

Canadian Association of Insurance Women Conference Internet Requirements Order Form				
Units	Description	# of Days	On-Site Price	Amount
	High speed Internet Access Line • ADSL > i.e. Shaw, Telus (non-dialup) • ISDN > i.e. Dialup connections • Do you require static ip addresses • Do you require DMZ host *Please contact the hotel 7 days prior to arrival to confirm configuration		\$50.00 Get-up \$75.00 per day/IP Addresses	
	Special Requests			
			ORDER TOTAL	
			PLUS G.S.T	
GST #R133751602			GRAND TOTAL	

Rules & Regulations

- Credit card Payment is required if Long Distance Access is requested
- All materials and equipment supplied by the Mayfield Inn Trade Centre shall remain the property of that company. The exhibitor shall be held responsible for loss or damage of such materials as are associated with his booth and shall compensate the Mayfield Inn Trade Centre in the event of loss or damage
- No Order will be processed until the completed form with payment has been received.
- Please note that high speed internet connections are limited and will be provided on a first come first serve basis
- Completed forms to be fax at 780-481-3923 or email at kchain@Silverbirchhotels.com

Show Name Canadian Association of Insurance Women Conference		Booth #	Date(s) Required
Company		Contact	
Address	City	Prov./State	Postal Code
Phone Number		Signature	
Visa	MasterCard	American Express	
Credit Card No.		Expiry Date: Month:	Year: