

Exhibitor Booth Information

Set-up and Teardown times

Exhibitor booths may be set-up starting Thursday September 18, 2003 at 12 noon. All booths should be set-up prior to the exhibitor booth display times scheduled to begin on Friday September 19, 2003 at 8:00 pm.

Exhibitor booths may be taken down anytime after 3pm on Saturday September 20, 2003. Booths may be left until the morning of Sunday September 21, 2003 if you wish.

Booth Display Area

The booth display area will be a standard size of 8' x 8'. If you require more space please indicate in writing to Philip McCloskey, Conference Coordinator – conference.coordinator@usask.ca

The booths will be divided by black drapery.

The table size is 8' x 2.5'. 2 chairs will be provided. The table will be box draped with white drapery.

Electrical outlets will be available.

Shipping form is on the website at: www.usask.ca/casts2003

Contact names at the Saskatoon Inn:

Melanie Stroh Sales Rep

Yvonne Hydromako Catering Manager / Director of Sales

SASKATOON INN
HOTEL AND CONFERENCE CENTRE

2002 Airport Drive
Saskatoon, SK S7L 6M4

SHIPPING/RECEIVING FORM

Please Note:

The Hotel will not accept receipt of items without completion of this form prior to shipping.

(Please type or print clearly)

Company Name: _____

Shipper Contact Name: _____

Attention of: _____ (Hotel contact name)

Date of Function: _____

Anticipated Shipping Arrival: _____

Name of Function: _____

Function Room Name: _____

Shipping Company: Purolator
 UPS
 FedEx
 Rymer
 Other (please specify) _____

Way Bill Number: #

No. of Items: #

Received by: _____

Fax# 306-244-2779 **email: daikenhead@chipreit.com**
Attention: Shipping/Reveiving