



CONAHEC

11th North American Higher Education Conference

April 25-27, 2007

Québec City, Canada



"Rethinking North America: Higher Education, Regional Identities and Global Challenges"

Organized by
Consortium for North American Higher Education Collaboration

Hosted by



Université du Québec



"Rethinking North America: Higher Education, Regional Identities and Global Challenges"



CONAHEC's 11th North American Higher Education Conference & 6th Student Organization of North America (SONA) Conference

Information for Exhibitors

November 2006

Dear CONAHEC Partners and Colleagues:

Join leaders and practitioners of higher education, business and government sectors, and postsecondary students from Canada, the U.S. and Mexico at the leading forum for thought and action about collaboration in higher education in the North American region and the world to help map our collaborative agenda! Both events are tri-lingual and tri-national and together will likely attract 550 or more attendees. It is the perfect opportunity to reach post secondary institution decision makers from all over the region. Hosted by the University of Quebec System, our conference site near the quaint and charming Vieux-Québec offers a historic setting for an interesting blend of past and present.

Exhibit space is limited and is offered first come-first serve. Register early!

Questions?

Francisco Marmolejo: fmarmole@email.arizona.edu Tel: (520) 621-7761.

More information is available at: <http://www.conahec.org>.

We hope to see you in Quebec!



"Rethinking North America: Higher Education, Regional Identities and Global Challenges"



EXHIBITION SPACE

I. Specifications

Standard exhibit space is 6' x 6' (approx. 4 sq. meters) and package cost includes:

- Exhibit table, (2) chairs, and a single 110-electrical outlet*
- 1 Registration (\$450 value) with name badge and Exhibitor ribbon
- Conference-provided meals
- Recognition at Opening, and Closing sessions
- Acknowledgment in the printed conference program
- **Total Standard Exhibitor Package Cost = US \$1,500.00**

**Hilton Quebec requires that all exhibits must be easily assembled without using tools. For additional services beyond the Standard Exhibit Package above, please refer to the Hilton Quebec information. All additional exhibitor services, such as Internet connection or equipment receiving, storage and shipment must be contracted through the Hilton Quebec and paid separately by exhibitor directly to Hilton Quebec.*

YES! I want exhibit space for April 25, 26, and 27, 2007.

Exhibit type (check one): Tabletop Free-standing floor display

Company / Organization Name: _____

Name of Attendee: _____
First Name Family Name(s)

Name on Badge: _____

Address: _____
Street City

_____ State / Province Zip/Postal Code Country

Telephone: _____ Fax: _____

E-mail address: _____

Special meals or other needs? _____

Signature _____ Date _____

Once complete, fax to CONAHEC at:

(520) 626-2675

Questions?

Contact Francisco Marmolejo:
Telephone: (520) 621-7761
E-mail: fmarmole@email.arizona.edu

Payment Options: Check or Wire Transfer

Please refer to instructions on page 7.

Payment Information

Payable to: CONAHEC/University of Arizona

Federal ID #86-6004791

Deadline: March 31, 2007

Payment by check, payable in U.S. Dollars:

U.S. Postal service mailing address:
University of Arizona/CONAHEC
Quebec Conference Advertisement
P.O. Box 210300
Tucson, AZ 85721-0300

Overnight/Courier delivery address:
University of Arizona/CONAHEC
Quebec Conference Advertisement
220 W. Sixth Street, Room 108A
Tucson, AZ 85701

Payment by wire transfer, payable in U.S. Dollars:

Wells Fargo Bank, Arizona

<u>U.S. transactions:</u>	ABA Number 121000248, ACA Routing 122105278
<u>International transactions:</u>	Swift Code WFBIUS6SXXX
Reference:	CONAHEC/University of Arizona (Quebec Conference)
Account Number:	0529788309 (Número de Cuenta)
FRS:	237280

Include a copy of your financial institution's wire confirmation with this form and fax to CONAHEC at
(520) 626-2675

Questions?

Contact Francisco Marmolejo:
Telephone: (520) 621-7761
E-mail: fmarmole@email.arizona.edu



Hilton Quebec Instructions for Shipping and Receiving

(Cartons, Cases, Crates, etc.)

Page 1 of 2

A. Responsibility:

All shipping, receiving and storage of convention material or equipment such as electronic devices (computers, fax), registration forms, convention literature or display material are the responsibility of the sender and the selected shipping company.

B. Identification:

It is very important to advise the Hilton Quebec as to when the material is to arrive and that each package is properly and clearly labeled.

The label should show:

1. The Name of the company or association,
2. the name of the convention planner, and, if possible,
3. the name of the Hotel's Convention Coordinator.

Any material or package inappropriately identified will be returned to sender.

C. Shipping Address and Hours:

All equipment or materials should be shipped during normal operating hours of the Hilton Quebec Receiving Department.

Hours: Monday through Friday
8:00 a.m.-12:00 p.m. and 1:00-4:00 p.m.
Address: Hilton Quebec
Attn: Receiving Department
875 rue St-Joachim
Quebec, Quebec G1R 5V4
CANADA

D. Storage:

Due to the hotel's very limited storage facilities, we cannot accept material until 48 hours prior to the start of the convention or pre-convention.

E. Security:

Security shall be the responsibility of the exhibiting party, not of the hotel.

F. Removal:

After the convention, the exhibitor is responsible to make all necessary arrangements for the removal of any equipment or material to be shipped back, within 48 hours. Any material not removed by this time will be removed by the Hilton Quebec at the exhibitor's expense.

G. Electrical and Technical Services:

Additional electrical and technical services are available through the Hilton Quebec in accordance with the following rate chart.

Note: Rates are subject to change without prior notice.

120 or 208 volts (100 amps or 10,000 watts)	CAD \$150 each, per event + coupling
200 amps (20,000 watts)	CAD \$300 each, per event + coupling

Current rates for electricians (minimum 4 hours):

Weekdays before 4:00 p.m.	CAD \$35 per hour
Weekends and holidays	CAD \$60 per hour

Internet Line (local server)	CAD \$10 each, per day + long distance charges
Internet Line (long distance server)	CAD \$75 each, per day + long distance charges
Internet Line (long distance server/private)	CAD \$120 each per day + long distance charges
High-Speed Internet	CAD \$99.95 per day
Additional lines (maximum 6)	CAD \$11.95 each, per day
In hotel bedroom	CAD \$11.95 per 24 hours, plus taxes

Room Drop Charges:

Less than 50 deliveries	CAD \$2 per delivery
51-150 deliveries	CAD \$2.25 per delivery
151-350 deliveries	CAD \$2.50 per delivery
351 deliveries and more	CAD \$3.00 per delivery

H. Food and Beverages:

All food and beverages provided during the event must be served by the Hilton Quebec.

I. Taxes:

All goods and services are subject to the Federal Goods and Services Tax (GST), Provincial Sales Tax (PST) and City Tax in effect at the time of the event. The current GST is 6% and current PST is 7.5%.

J. For any arrangements you need to make with the Hilton Quebec, please contact:

Frédéric Dallaire
Group and Convention Services Coordinator
Hilton Quebec
Tel: (418) 647-6515
Fax: (418) 647-2986
Email: frederic.dallaire@hilton.com