

**The Earth Day Ottawa EcoForum
at Billings Bridge Plaza
Saturday, April 17, 2004
9:30 a.m. to 6:00 p.m.**



CALL FOR EXHIBITORS

Environment friendly organizations, businesses, and foundations are invited to join us for the 8th annual Earth Day Ottawa EcoForum, to be held this year at Billings Bridge Plaza, corner of Bank and Riverside, on Saturday, April 17, 04. The shopping centre expects in excess of 10,000 visitors on that day, making this an excellent exposure opportunity for your organization.

Be part of the action! This year's exposition will be anchored by two key exhibits: a display of exciting future transportation options, and a return of the ever popular Queen's University Solar Vehicle Team. We hope to complement this display with electric cars, bikes, boats etc. - any transportation alternative that keeps the air as clean as possible!

This year's event will also include a wind turbine competition for area students, and more hand's on activities for youth.

Media

Media alerts will be sent to all radio, TV and print media in the region. The event will be advertised in the Ottawa Citizen, on our Web site, and through Majic 100(pending). One thousand posters will be printed with event information and distributed. The event will be registered in as many places as possible, including Ottawa.com, Earth Day Canada and the Citizen's "What's Happening" section. Students from across the region will be notified of the event through our contest announcements.

Booths

Tables, chairs (2 each), and table skirts will be provided. All displays must be professional quality. **Backdrops may not exceed 7 feet in height, except by special permission. We have limited space for a few taller exhibits. Register early if this applies to you. You may sell merchandise, as long as you are not in competition will mall merchants and you have a valid City of Ottawa Vendor's License. You may distribute information and seek donations.** You may hand out business cards, directing people to your store. Your message must be positive and pro-active. Set up must be complete **before 9:00 a.m. and taken down after 5:45 p.m.** No eating at the booths; a food court is available for refreshment. You are responsible for your own power cords. Please indicate on your registration form if you require power for your display.

Note: Taking down early is unprofessional and reflects poorly on the exhibit. Please plan to be there for the whole day.

Fees and Registration

There will be a nominal fee to help you remember your commitment: **Non-profits - \$25., Government and Businesses - \$50. Sponsors - Free.** This year we will try to include two Earth Day Ottawa T-Shirts with each registration. Please let us know which sizes you prefer. Send cheque payable to Earth Day Ottawa, 41 Condor Drive, Ottawa, ON, K1V 9C1, before March 30,2004. Please complete the registration form attached and fax to:(613)733-8683.

For more information, contact:

Earth Day Ottawa, 41 Condor Drive, Ottawa, ON (613)733-8733 or earthdayottawa@cyberus.ca. Be sure to visit our website at www.earthdayottawa.org to see photos of last year's event.



Ottawa

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REGISTRATION FORM

Fax to (613) 733-8683

Name of Group: _____ Contact person: _____

Phone: _____ Fax: _____ email: _____

Mailing Address: _____

What type of materials will you be displaying? Please check the following:

Flyers and brochures _____ Business cards _____ Photos _____

Display boards _____ (maximum height 7 feet including stand)

Other: (please specify) _____

How tall is your exhibit? _____ (feet)

One table (approximately 5 ½ feet) and two chairs and table skirts are provided per registration fee.

What size T-Shirts (max 2) would you prefer? (Adult S to XXL) _____

Do you need electrical supply for your display? Yes ___ For What? _____ No ___

What type of organization are you? Please specify. Sponsor: FREE _____

Business: _____

Non-Profit: _____

Government: _____

Community Group: _____

Please send a cheque for \$50, payable to Earth Day Ottawa, 41 Condor Drive, Ottawa, ON, K1V 9C1, by March 30 to confirm your spot.

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Email: earthdayottawa@cyberus.ca www.earthdayottawa.org

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