

The International Council on Archives Congress 20–24 August 2012



Confirmation checklist

Exhibitor

Thank you for confirming your involvement as an exhibitor for the International Council on Archives Congress 2012. Please see below a list of items we require from you, to ensure you receive the most benefit from your participation.

Please fill in the following, and send back with the required documents. Also, please refer to the sponsorship and exhibition prospectus for further details on the items below.

Item	Required
Organisations website (for hyperlink)	Required as soon as possible
80 word exhibitor paragraph	Required by Friday 8 June 2012
A copy of your Public and Products liability insurance policy	Required by Friday 30 April 2012
Contact details (to be published)	
Contact name:	Contact email:.....
Contact telephone:	Website:.....
Are you providing a prize draw?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details on prize draw: <i>(please note the prize draw is to be coordinated by your organisation from your booth)</i>	
Complimentary registration form to be received (see form attached)	Required by Friday 20 July 2012
Additional industry exhibition registrations to be purchased (see form attached)	Required by Friday 20 July 2012

Becci Reid

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Please visit the website for further details: www.ica2012.com