

Rental of Brochure Display Space Capital Infocentre

Organization name: _____

Representative name and title: _____

Address: _____

Telephone number: _____ Fax number: _____

E-mail: _____ Website address: _____

Please check (✓) the category that corresponds to your product:

- | | | | |
|---------------------------------|---------------------------------------|--------------------------------------|--|
| Events <input type="checkbox"/> | Museums <input type="checkbox"/> | Restaurants <input type="checkbox"/> | General <input type="checkbox"/> |
| Sites <input type="checkbox"/> | Guided Tours <input type="checkbox"/> | Recreation <input type="checkbox"/> | Accommodation <input type="checkbox"/> |

* If need be, Capital Infocentre management reserves the right to make the final choice of category.

Fees

Please choose (✓) from the following options (see Appendix 1 — display rack plan):

- | | | |
|------------------------------------|---|--------------------------|
| Gold Section | \$381.40 – Valid until March 31 st , 2007 | <input type="checkbox"/> |
| Silver Section | \$272.40 – Valid until March 31 st , 2007 | <input type="checkbox"/> |
| Bronze Section | \$163.50 – Valid until March 31 st , 2007 | <input type="checkbox"/> |
| Events (0 to 2 months in duration) | \$ 57.00 | <input type="checkbox"/> |

An invoice will be mailed to you. Fees listed above include GST (6%).

Please send the completed form as well as a sample copy of your brochure to the following address:

Cynthia McKeown
 National Capital Commission
 40 Elgin Street, Suite 202
 Ottawa, Ontario
 K1P 1C7
 Attention: Capital Infocentre Brochures

Or, fax us a completed form and sample brochure to **613-239-5704**.

Signature: _____ Date: _____

Benefits

By joining our group of preferred clients, you will enjoy these benefits:

- a reminder when inventory for your publication is running low;
- increased awareness of your products and services by our front-line staff;
- automatic inclusion in our electronic information newsletter (pertinent press releases, updates on Capital Infocentre activities, most recent visitor statistics, etc.);

Criteria

Brochures displayed at the Capital Infocentre must:

1. be tourism oriented and respond to our visitors' needs;
2. be in good taste (family oriented);
3. be of a size not exceeding 11 cm wide by 23 cm long. To display a slightly larger brochure, a second space may be rented at half price;
4. correspond to sites or services accessible by visitors to Canada's Capital Region and surrounding areas;
5. **be bilingual as stipulated in the Official Languages Act. Both official languages must be represented equally on the same brochure. It is also possible to have two distinct brochures to satisfy this language requirement.**

Additional Information

- The tourism operator must pay all costs associated with transportation of brochures and delivery of sufficient quantities to the Capital Infocentre at the following address:

Capital Infocentre
90 Wellington Street
Ottawa, Ontario
K1P 5A1

- If extra brochures are required, the Infocentre will send **one (1)** reminder to your representative before supplies run out.
- Space will be assigned on a first-come, first-served basis in the category and at the price level chosen. If the chosen price level is no longer available, the next best available space will be assigned (with corresponding pricing).
- A brochure space cannot be assigned unless a sample copy of your brochure is received.
- Outdated brochures will be removed from the display racks.
- Brochures promoting events will be displayed for a maximum of six weeks prior to the start of the event.
- An electronic confirmation of your assigned brochure space will be sent to you.
- For questions or comments, please contact Cynthia McKeown at **613-239-5159**.

Capital Infocentre Brochure Display Diagram
 Infocentre de la capitale – plan du présentoir à brochures

Tours Visites guidées						Recreation Loisirs						Sites Sites						Museums Musées						Events Événements						General Général					
1	2	3	4	5	6	31	32	33	34	35	36	61	62	63	64	65	66	91	92	93	94	95	96							121	122	123	124	125	126
7	8	9	10	11	12	37	38	39	40	41	42	67	68	69	70	71	72	97	98	99	100	101	102							127	128	129	130	131	132
<u>13</u>	14	15	16	17	18	43	44	45	46	47	48	73	74	75	76	77	78	103	104	105	106	107	108							133	134	135	136	137	138
<u>19</u>	20	21	22	23	24	49	50	51	52	53	54	79	80	81	82	83	84	109	110	111	112	113	114							139	140	141	142	143	144
<u>25</u>	26	27	28	29	30	55	56	57	58	59	60	85	86	87	88	89	90	115	116	117	118	119	120							145	146	147	148	149	150

Capital Infocentre Brochure Display Diagram
 Infocentre de la capitale – plan du présentoir à brochures

Restaurants Restaurants						General Général						Storage Rangement	Accommodations Hébergement						Accommodations Hébergement						Accommodations Hébergement					
151	152	153	154	155	156	181	182	183	184	185	186		211	212	213	214	215	216	241	242	243	244	245	246	271	272	273	274	275	276
157	158	159	160	161	162	187	188	189	190	191	192		217	218	219	220	221	222	247	248	249	250	251	252	277	278	279	280	281	282
<u>163</u>	164	165	166	167	168	193	194	195	196	197	198		223	224	225	226	227	228	253	254	255	256	257	258	283	284	285	286	287	288
<u>169</u>	170	171	172	173	174	199	200	201	202	203	204		229	230	231	232	233	234	259	260	261	262	263	264	289	290	291	292	293	294
<u>175</u>	176	177	178	179	180	205	206	207	208	209	210		235	236	237	238	239	240	265	266	267	269	269	270	295	296	297	298	299	300