

# CALGARY LAW DAY



APRIL 18, 2020

CELEBRATING CANADA'S RIGHTS & FREEDOMS

## Exhibitor Details

### Move In/Move Out

Move in takes place on Friday, April 17 and Saturday, April 18 prior to the beginning of Law Day. Move in times are as follows:

**Friday, April 17**  
**Saturday, April 18**

**4:30pm - 5:30pm**  
**7:45am - 8:45am**

Move out must be completed on Saturday, April 18 after the conclusion of Law Day. Please note that the move out time is firm, and all Law Day exhibitors and participants must be out of the Calgary Courts Centre **no later than 4pm on April 18.**

All items can be moved in through the Courts Centre loading dock, located at the northwest corner of the Courts Centre, off of 6 Avenue SW, west of 5 Street SW.

Exhibitors are provided with one 6-foot table with table skirt and two chairs, unless otherwise requested. **As space is limited, exhibitors are asked to ensure their displays fit within an area of approximately 6 feet by 6 feet.**

Exhibitors are responsible for providing all other materials, including (but not limited to) signage, brochures, etc. Due to security reasons, it is important that all tables and chairs remain in the exhibitor area. Lunch will not be provided for exhibitors on the day, but the cafeteria will be open to the public should you wish to purchase food.

All exhibitor tables are located in the South Atrium and Cafeteria of the Courts Centre. Each table will be labelled with the name of the exhibitor. You will be provided with your specific location closer to Law Day.

### Forms

Please complete the attached forms and return to:

**Canadian Bar Association, Alberta Branch**  
**Attention: Lee-Anne Wright**  
**Email: [communications@cba-alberta.org](mailto:communications@cba-alberta.org)**

If you have any special needs, such as access to power, additional tables, etc., please complete the "special requests" portion of the form attached.

We are also accepting prizes for the exhibitor passport draw. Law Day attendees who complete the "exhibitor passport" by visiting a select list of Law Day exhibitors and activities are eligible to enter. If your organization would like to donate a prize for the draw, please fill out the attached draw prize form.

Visit [www.lawdayalberta.com](http://www.lawdayalberta.com) for regular updates on this and other Law Day events!

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## AGREEMENT & APPLICATION

*Due to the high volume of applications for booths at the Calgary Law Day event, effective in 2018, successful applicants must meet the following criteria:*

- *A not-for-profit, charity or government organization that provides a public service; preferably one that is directly related to the legal profession or has a mandate that improves access to justice in our community; or*
- *A for-profit organization that is directly related to the legal profession AND has a mandate that improves access to justice in our community.*

*Law Day does not allow any campaigning, political or otherwise, on site at the event, and exhibitors are prohibited from having petitions on site. We do not allow sales or donations of any kind at Law Day. All exhibits are required to be family-friendly and not contain any offensive or explicit material; we reserve the right to prohibit the display of exhibitor materials if they are deemed offensive. The Canadian Bar Association reserves the right to refuse the application of any exhibitor based on the above criteria or other factors as it sees fit.*

## ORGANIZATION INFORMATION

Organization

Address

City

Province

Postal Code

Name

Title

Phone

Fax

Email Address

Website

*I/we hereby apply for exhibit space at Law Day, April 18, 2020.*

Authorized Signature

Date

Please forward your organization's logo, a 50 - 100 word description of your organization and your web address to Lee-Anne Wright at [communications@cba-alberta.org](mailto:communications@cba-alberta.org) to ensure that your organization is included on the Law Day website.

*Return all forms to Lee-Anne Wright at [communications@cba-alberta.org](mailto:communications@cba-alberta.org)*

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## Special Requests

Please fill out and return if you have any special requests (power, extra tables, etc.)

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## Draw Prize

Please fill out and return the below form if you would like to donate a draw prize for the "Exhibitor Passport Draw" at the conclusion of Law Day.

☐ Yes, I would like to donate a draw prize!

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Item Description

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Organization

Draw prizes can be sent to:

Canadian Bar Association, Alberta Branch  
Attention: Lee-Anne Wright  
710, 777 - 8 Avenue SW  
Calgary, AB T2P 3R5

*Please send prizes no later than Tuesday, April 14, 2020.*

*Return all forms to Lee-Anne Wright at [communications@cba-alberta.org](mailto:communications@cba-alberta.org)*