

## Organizers

- name of organization (English and official language of target market)
- address: street and number, city, state, postal code, telephone and fax numbers
- contact person and title

## Facilities

- description of building(s) where fair takes place
- location in town
- booth sizes
- other facilities on fairgrounds (e.g. meeting rooms, facilities for product demonstrations)
- hotels and other accommodations

## Fees

- for participation
- for renting a booth (rate per unit of area)
- for attending as a visitor

## Travel

- modes of transportation serving the fairgrounds
- connections with Canada (e.g. flights, trucking services)
- how to get products and samples to the fair

## Applications

- lead time required
- how to apply
- any documentation required