

- c) Nature of building
- d) Physical details
 - i) Size and shape (supply floor plan)
 - ii) Height of ceiling
 - iii) Type of floor
 - iv) Floor loading capacity
 - v) Size of door and window openings (to permit entry of exhibit materials)
 - vi) Lighting
 - vii) Location of electrical outlets (show on floor plan)
- e) Technical details
 - i) Electrical power: frequency, single phase voltage, three phase voltage, maximum load,
 - ii) Availability of water, gas, equipment for compressed air
 - f) Need for modest general decoration, e.g. drapes, false ceiling, etc.
 - g) Need for distinctive Canadian decorative materials, e.g. "Canada" signs, coats-of-arms, flags, etc.
 - h) Time available to assemble and dismantle display
 - i) Restrictions on items that might be considered hazardous, e.g. radioactive or inflammable materials and gases
- 3. Description of area for each center
 - a) Accessibility to public
 - i). Location in city
 - ii) Transportation facilities
 - b) Parking facilities at site
 - c) Hotel accommodation in city

F. TIMING

- 1) Best time of year, commenting on temperature, rainfall, winds, road conditions, etc.
- 2) Duration, e.g. number of days, open Saturdays, Sundays, etc.
- 3) Daily hours for
 - a) Public
 - b) Business visitors

G. PUBLICITY AND ADVERTISING

- 1) Language(s) to be used
- 2) Trade literature and catalogues needed for
 - a) Direct mailing
 - b) Handout on site
- 3) Other literature desired
- 4) Paid advertising desired (indicate size of ad and rates for each publication or medium)
 - a) Newspapers
 - b) Popular periodicals
 - c) Trade periodicals
 - d) Radio
 - e) Television
 - f) Cinema