



Rural Ontario  
Municipal Association

## 2019 ROMA Conference Exhibitor Information Package and Application

Conference dates: January 27 - 29, 2019

Trade Show dates: January 27 & 28, 2019

Location: Sheraton Centre Hotel, Toronto

### Your Exhibition Checklist

- Register for booth space at the Conference
- Pay in full for booth space at the Conference BEFORE *November 1, 2018*
- Read ROMA exhibition rules and policies
- Book accommodations
- Complete forms for additional services
  - Furniture Rental
  - Material Handling
  - Electrical
  - Internet or Telecommunications
  - Additional AV
  - Vehicle Display
- Submit registration names for the one complimentary registration by *November 1, 2018*
- Submit names for two trade show access badges by *November 1, 2018*

## 1. Hotel and Trade Show Location

The main venue for the ROMA Conference is the Sheraton Centre Hotel located at 123 Queen Street West, Toronto. A group rate of \$217 for a traditional room has been set aside for ROMA attendees. Please contact the hotel directly to book a room at 1-888-627-7175.

The tradeshow will take place on-site in Sheraton Hall A-F.

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## 2. Official Service Suppliers

Order forms will be made available in the Summer of 2018 at [roma.on.ca](http://roma.on.ca)

Each exhibiting company will be identified to the official show suppliers after registration forms and full payment has been received by ROMA. Please ensure that the contact person identified on the forms will be the person coordinating the exhibit space in full. If this person is not also the individual who will be on site for set up or tear down please provide their contact details in the area indicated.

Official carrier and show decorator: Stronco Show Services P: 905.270.6767 F: 905.270.6771 [www.stronco.com](http://www.stronco.com)

Materials coming into Canada require custom clearance. All non-Canadian exhibitors must be cleared. Exhibitors who use courier companies such as FED-Ex, UPS, DHL or others must ensure that the customs, taxes, etc are paid in advance. "Collect" shipments will not be accepted. Freight delivered by companies other than Stronco cannot arrive prior to Saturday, January 20, 2019.

Electrical, Audio Visual and Internet: Please note ROMA does not provide an electrical outlet, audio visual rentals or internet/telecomm lines. Forms for these rentals will be made available shortly.

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## 3. Show Schedule

Exhibitor Move in    Sunday, January 27                    10 a.m. - 12:00 p.m.  
All exhibits must be fully installed by 12:00 p.m.

Exhibitor Tear down    Monday, January 28                    4 p.m. - 6 p.m.

Tear Down: EXHIBITORS WHO LEAVE OR COMMENCE DISMANTLING THEIR EXHIBITS BEFORE 4:00 P.M. ON MONDAY JANUARY 28 WILL BE FINED \$500. Please don't disrupt the exhibition by leaving early.

All exhibit materials must be removed or labelled for removal by no later than 6:00 p.m. on Monday January 28, 2019. Any items not labelled or removed will be subject to force freighting at the expense of the exhibiting company.

## 4. Booth Setup

All booths are 8' deep x 10' wide. With full back drape and side walls provided (drapery colour: black).

Please note: The exhibit hall is carpeted.

The following items are included for each exhibiting company:

- One (1) 8'x 10' booth space;
- One Conference only registrations (access to all sessions, networking functions and more);
- One delegate kit per exhibit space;
- An 8' high back wall, stepping down to 3' high sidewalls;
- Overnight security in the exhibit area for the duration and for move-in/move-out;
- Name tags for all exhibit representatives (maximum two per booth); and
- Your corporate name, booth number as well as contact information, and interactive floor plan on the official app of ROMA.

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## 5. Rules and Regulations

The ROMA Annual Conference its partners, organizing committees, volunteers, staff and contracted staff will hereafter be referred to as 'the Conference'. Sheraton Toronto will be hereafter be referred to as 'the venue'.

**Booth Assignment:** Booth space will be assigned at the discretion of the Conference team on a first-come, first-served basis. The Conference team reserves the right to make any changes to the exhibit hall floor plan for any reason and at any time without advanced notice. Exhibitors may not reassign or sublet any space allotted to them.

**Control of Admissions:** ROMA reserves the right to refuse any application to exhibit. In the event that participation is refused, any sums paid by the party having presented an application of participation will be refunded in full. Despite initial acceptance by ROMA and even after allocation of a booth, an application to exhibit may be denied.

**Booth Construction and Arrangement:** Construction of exhibitor booths is the sole responsibility and expense of the exhibiting company.

**Booth Personnel:** Exhibit booths must be staffed during the stated exhibit hall hours by qualified employees of the Exhibitor.

**Conduct of Exhibitors and Representatives:** The Conference reserves the right to stop any activity on the part of any exhibitor that may cause annoyance to other exhibitors or visitors. Business must be

conducted only from the Exhibitor's own booth.

**Display Rules and Regulations:** For all booth types, an exhibit booth is considered to be contained in the space as contracted. No display material exposing an unfinished surface to nearby booths will be permitted. Displays must be contained within the assigned booth spaces which in the opinion of the Conference does not interfere with other Exhibitor's displays.

Canvassing or distributing advertising materials outside of the Exhibitor's rented space is not permitted and is grounds for removal from the exhibit hall, and the company may be excluded from future events.

**Volatile or Toxic Liquid/Substances etc.:** Volatile or toxic liquids etc. must not be stored in the display areas without permission in writing of the Conference. Exhibitors who obtain such permission must provide at least two fire extinguishers of an approved type and retain these on their stands. Exhibitors using such items will be liable for any damage caused.

**Events, Receptions, Off-site Promotions, etc.:** No Exhibitor events, receptions, promotions, or similar activities may be conducted during the hours of the exhibition or do anything that, in the judgement of the Conference, will in any way interfere with or compete for attendees while the show is in progress

**Early Tear Down Fine:** The exhibit hall will close on January 22 at 4:00 p.m. As tear down during exhibit hours is very disturbing to other exhibitors, tear down will not commence until close of show. Any exhibitor dismantling their exhibit material before close of the show will be charged with a fine of \$500.00

**Storage:** Exhibitors will not be permitted to store boxes or packing crates that are visible to attendees. Boxes and crates that are visible must be placed in storage and must be properly labeled for storage. Boxes/Crates not properly labeled will be removed and destroyed for refuse. Storage is the responsibility of the Exhibitor and is available by contract through Stronco Show Services.

**Collateral/Giveaways/Prize Drawings:** Samples, catalogues, pamphlets, souvenirs, etc. may be distributed by Exhibitors and booth personnel within their booth. Exhibitors interested in conducting prize draws, awards for providing contact information etc. are responsible for complying with all applicable laws. Announcements of prize draws on the exhibit hall floor will be at the sole discretion of the Conference.

**Compliance:** The Exhibitor assumes all responsibility for compliance with, and agrees to comply with all applicable local, provincial and federal laws, including fire safety and health laws, and all applicable rules and regulations for all union and labour organizations and of the operators and/or owners of the property in which the Conference is held. Cloth decorations must be flameproof, all wiring, electrical elements, and plug-ins must comply with the fire department, insurance underwriters' rules and if applicable electrical standards.

**Limitation of Liability:** The Conference, its partners, volunteers or staff are not responsible for any loss, theft or damage to the property of the Exhibitor, his/her or its employees or representatives. Further, the Conference, its partners, volunteers or staff, will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use of occupancy of the booth space or the participation in the Conference by the Exhibitor. The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save the Conference, the venue, and their employees, volunteers,

agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of, or caused by the Exhibitor or Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding and such liability caused by the sole negligence of the Conference or the venue and their employees, volunteers and agents.

The Conference, its partners, volunteers, or staff accepts no liability to any persons or body for any loss, injury or damage howsoever and whether directly from any action or cause whatsoever undertaken, organized or sponsored by the Conference, its partners, volunteers or staff.

**Exhibitor's Liability:** Every exhibitor hereby accepts liability for all acts or omissions of him/herself, contractors, agents and visitors and undertake to indemnify the Conference. To keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Conference or incurred or become payable by them arising out of the supply by the exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Conference on the advice of counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the exhibitor undertakes to arrange appropriate third party liability insurance.

**Insurance:** The Exhibitor acknowledges that the Conference and the Venue do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. It is mandatory for Exhibitors to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others.

Neither the Conference nor the Venue will be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Conference or for any loss or damage occasioned, if by reason of happenings of any such event, the opening of the exhibition is prevented or postponed or delayed or abandoned or the building becomes wholly or partially unavailable for the holdings of the exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value of the contents of her/his stand and all associated equipment and materials.

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## **6. Payment Policy**

Registration payments shall be made to the Rural Ontario Municipal Association (ROMA) 200 University Avenue, Suite 801, Toronto, ON., M5H 3C6.

Specific services not provided by ROMA must be ordered through the official service suppliers and paid to them directly. See page 2, section 2 of this package for details.

Exhibit space: Full payment must accompany the registration form. Registration forms received without payment and/or staff identified will not be processed. **ROMA must receive the total outstanding and the names of the all on-site staff by no later than November 1, 2018.** Exhibit space will NOT be guaranteed until payment is received in full.

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## 7. Cancellation Policy

Requests for cancellation and refunds on exhibit space must be received in writing no later than 4 p.m. on October 31, 2018 to events@roma.on.ca. Cancellations up to and including this date are subject to a \$850 plus HST administration fee. Refunds will NOT be issued after this date.

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## 8. Exhibitor Promotions

Exhibitors will be showcased on ROMA's website and the Mobile app. If you would like your company's products/services to be included in these, please complete the Exhibitor Description form at ROMA.on.ca before November 1, 2018.

Descriptions received after November 1, 2018 may not be included in Mobile App.

If your company is looking to secure additional exposure at the Conference please review the sponsorship package and contact us today at 416.971.9856.

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## 9. Badges

**All exhibit staff, full conference registrations and two complimentary trade show access passes must be pre-registered. Registrations are due by November 1, 2018.**

Exhibiting companies are entitled to:

- One complimentary full Conference registrations
  - These registrations have access to all conference events, presentations and meals
  - Two complimentary trade show access only passes
  - Tradeshow access only passes must be used by employees of the exhibiting company and are entitled to access to only the trade show area.
  - There will be NO on-site registrations for trade show access passes.

**Please note name badges must be worn as provided at all times during the show.**

## Exhibiting Company

Company

Show Contact Name\*

\*The person named here will receive all correspondence leading up to the Conference dates. Please ensure this information is accurate and update as required.

Title

Corporate Address

\*\* If the show contact will not be on-site at the Conference please provide contact information of the person who will be the main point of contact on-site.

City/Province Postal Code

Telephone E-mail

On-Site Contact Name\*\*

On-Site Contact E-mail\*\*

## Exhibit Staff

### Complimentary Full Registrations

Exhibit Staff must be employees of the exhibiting company, or have a direct affiliation (ROMA reserves the right to disqualify applicants if insufficient confirmation is provided).

Name

Title

E-mail Address

Phone Number

**Exhibit staff must ALL be pre-registered before November 1, 2018.**

### Trade Show Access Passes

Staff registered on-site will be subject to on-site rates as full delegates.

Access Pass #1 Name

The one complimentary full registration has access to all presentations, conference events and meals.

Access Pass #1 Title

The (up to) two trade show access passes have access only to the trade show floor.

Access Pass #2 Name

Access Pass #2 Title

## Booth Fees

Full payment must accompany the registration form.

Please send payment and registration forms to:

Rural Ontario Municipal Association  
200 University Avenue,  
Suite 801,  
Toronto, ON., M5H 3C6  
Fax: 416.971.6191  
E-mail: events@roma.on.ca

HST 34087881RT0001

## Single 8' x 10' is \$3,000 plus HST (total \$3.390)

### Payments

Payments must be made in Canadian funds by cheque payable to Rural Ontario Municipal Association or by Credit Card.

Invoice me       Cheque enclosed

NOTE: Full payments must be received prior to November 1, 2018. Booth numbers WILL NOT be assigned without full payment.

VISA       MasterCard

Card #

Expiry Date

Cardholder Name

Signature

## Submission

Submission of this registration form indicates you have read and agree to the terms listed in the rules and regulations outlined in this information package and in the Sheraton Centre Hotel, Toronto (the venue) policies and procedures document found at ROMA.on.ca. By completing this registration form you are providing the Rural Ontario Municipal Association (ROMA) with consent to send information on all activities related to current and future ROMA Annual Conferences. If you wish to no longer receive information from ROMA on this program please contact optout@roma.on.ca to unsubscribe.