
Why Should You Exhibit at the Conference?

The ROMA Annual Conference is an exclusive opportunity to connect with elected municipal officials from rural communities across Ontario. ROMA members represent over 2.8 million residents living in an estimated 965,000 households. Your place in the Conference Exhibit Hall is ideal for building relationships and making connections with Ontario's rural leaders and decision makers on the value of the services and products your organization has to offer.

ROMA 2023 Trade Show Information

Location:

The ROMA Conference is at the Sheraton Centre Hotel located at 123 Queen Street West, Toronto. A group rate has been set aside for ROMA attendees. Please visit the ROMA website for hotel information.

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

Show Schedule:

Exact timing with scheduled activities to be finalized in December 2022.

- Sunday, January 22:
 - Exhibitors move in: 10:00am – 12:00pm
 - Trade show open: 1:00pm – 6:00pm
- Monday, January 23:
 - Trade show open: 7:30am – 4:00pm
 - Exhibitors tear down: 4:00pm – 6:00pm

Booth Information

- All booths are 8' deep x 10' wide with an 8' high back wall, stepping down to 3' high sidewalls
- Carpeted exhibit hall
- One Conference only registration (access to entire conference)
- Overnight security in the exhibit area for the duration and for move-in/move-out
- Name tags for all exhibit representatives (maximum four per booth); and
- Your corporate name, booth number, logo, and corporate description on the conference app

Official Service Suppliers:

Order forms will be made available following confirmation of participation.

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.

1. Official carrier and show decorator: Stronco Show Services
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 21, 2023.
2. Electrical, Audio Visual and Internet: PSAV
Please note ROMA does not provide an electrical outlet, audio visual rentals or internet/telecom lines.
3. Lead Retrieval: Validar

Payment Policies:

- 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.
- 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 all the on-site staff by no later than November 1, 2022. Exhibit space will NOT be guaranteed until payment is received in full.
- Requests for cancellation and refunds on exhibit space must be received in writing no later than 4 p.m. on October 31, 2022 to events@roma.on.ca. Cancellations up to and



2023 ROMA Conference Exhibitor Information Package and Application

Inquiries P: 416.971.9856 ext. 315 E: events@roma.on.ca

including this date are subject to a \$850 plus HST administration fee. Refunds will NOT be issued after this date.

From Application to Show:

The following walks you through the steps and timelines to confirm your participation.

1. Complete application form by **November 1, 2022** – this includes payment information, coordinating contact information, and on-site contact information.
2. If approved, ROMA will process payment and forward receipt. You will also be provided with supplier information, registration forms, and a mobile app submission form.
3. Booth numbers will be assigned and shared with exhibitors and suppliers by **November 7, 2022**.
4. Registration and mobile app forms must be submitted by **November 30, 2022**.
5. Final show schedule, including list of activities, will be provided by **December 9, 2022**.
6. Exhibitors move in January 22, 2023, and the show closes January 23, 2023.

Contact:

Victoria van Veen, 705-930-5774 Vvanveen@amo.on.ca

Application to Exhibit

Contact Information

Name of Organization (as it should appear in all postings):	
Contact Name (for planning purposes):	Title:
Address:	
City:	Postal Code:
Telephone:	Email:
On-site Contact Name:	Title:
Mobile Number:	Email:

Companies you would like to be near:	Companies you would NOT like to be near:
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Payment Information

Booth Fee (\$3,000)	
Subtotal	
HST (13%) HST # 34087881RT0001	
Total	

	Cheque payable to ROMA
	EFT – contact: AR@amo.on.ca

	VISA		Mastercard
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<input type="checkbox"/>	I have read and understand the cancellation policy
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Card number:	Expiration:
Name on Card:	
Signature:	

Click to submit via Email

Or, submit completed application to: events@ROMA.on.ca