



# 2022 ROMA Conference Exhibitor Information Package and Application

Conference dates: January 24 - 25, 2022  
Virtual Conference

The Rural Ontario Municipal Association (ROMA) invites you to participate in the 2022 ROMA AGM and Annual Conference. Recognising the restrictions on gathering as well as the need for municipalities to continue to connect with product and service providers, this conference will be held virtually. This event remains an important opportunity to make and solidify relationships with the sector through networking, promotions and marketing. Reserve your booth today!

## Pricing Guide

All prices are subject to 13% HST.

Gold Level \$ 2,000

- One exhibitor booth with the following:
  - Logo
  - Weblink to external sites and resources of your choice (this can include links to your corporate video chat platform)
  - Introductory paragraph
  - Embedded video
  - Gold booths receive two of the following, and Platinum will receive all three connection functions:
    - Contact Form
    - Meeting Scheduler
    - Chat
- Two Conference registrations (access to all sessions, networking functions and more)
- Listed on ROMA website
- Extended profile on the conference platform until February 25

Platinum \$ 2,500

- All Gold Level benefits
- PLUS:
  - All three of the connection functions
  - Rotating banner
  - Image gallery

Zoom Meeting Room \$400 per day  
(with available tech support)



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## 1. Show Schedule

Delegates will be able to access the trade show all day Monday, January 24 - Tuesday, January 25. There will be scheduled booth meetings as follows that will require staffing:

Monday: 9:30-10:00am and 2:00-2:30pm

Tuesday: 7:30-8:00am and 2:00-2:30pm

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## 2. Exhibitor Booth Set Up

Once registered, you will be connected with Encore staff who will assist you with setting up your page. They will request the required information to complete your booth.

**Exhibitor Set Up:** Once your registration and payment are received, you will receive information that will walk you through the set up process. It should take you no longer than 30 minutes.

All exhibits must be fully installed by **December 17, 2021**.

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## 3. Rules and Regulations

*Exhibitor Listing:* 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 for any reason and at any time without advanced notice.

*Control of Admissions:* ROMA reserves the right to refuse any application. 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:* All pages must be designed with Encore staff and meet deadlines.

*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.

*Unsanctioned Events:* No Exhibitor events or similar activities may be conducted during conference hours or do anything that, in the judgement of the Conference, will in any way interfere with or compete for attendees while the conference is in progress, or is a sponsorable event.

*Prize Drawings:* Exhibitors interested in conducting prize draws, awards for providing contact information etc. are responsible for complying with all applicable laws. Each exhibitor will be responsible for making draws, contacting the winner, and shipping any prizes.



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## 4. Payment Policy

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

**Payment is due by December 13, 2021** in order to meet the December 17 booth set up deadline.

Full payment must accompany the registration form. Registration forms received without payment and/or staff identified will not be processed. Exhibit space will NOT be guaranteed until payment is received in full.

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## 5. Cancellation Policy

Requests for cancellation and refunds on exhibit space must be received in writing no later than 4 p.m. on November 30, 2021 to [events@roma.on.ca](mailto: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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## 6. Exhibitor Promotions

Exhibitors will be showcased on ROMA's website and the conference platform. If you would like your company's products/services to be included in these, please complete the Exhibitor Description form as part of your application.

Descriptions received after December 17, 2021 may not be included.

If your company is looking to secure additional exposure at the Conference please review the sponsorship package and contact Victoria van Veen (see below).

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## 7. Conference Access

Registrations are due by December 13, 2021.

Exhibiting companies are entitled to:

- Two complimentary full Conference registrations
  - These registrations have access to all conference events and presentations

**Please note that registrations without a unique email address will prevent access to the conference website.**

## Contacts

Exhibit Hall Questions  
Victoria van Veen  
Conference Coordinator  
P: (416) 971.9856 ext. 315  
E: [Vvanveen@amo.on.ca](mailto:Vvanveen@amo.on.ca)

To Make Payments or Request Invoicing  
Anita Surujdeo  
Accounts Receivable Clerk  
P: (416) 971.9856 ext. 344  
E: [events@roma.on.ca](mailto:events@roma.on.ca)



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## Exhibiting Company

Company

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

City/Province

Postal Code

\*\* If the show contact will not be available during the Conference please provide contact information of the person who will be the main point of contact during conference hours.

Telephone

E-mail

Conference Hours Contact Name\*\*

## Exhibit Staff

### Complimentary Full Registration #1

Name

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).

Title

E-mail Address

Phone Number

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

### Complimentary Full Registration #2

The complimentary full registrations have access to all conference presentations and events.

Name

Title

E-mail Address

Phone Number



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## Company Information

Company Name (as will be listed within conference)

Contact Name

Address

City Province Postal Code

Phone Fax

Website Twitter

E-mail

## Booth Selection

See page 1 for pricing.

- Gold  Platinum

## Payment Information

Price for preferred booth:	
Gold \$,2000	
Platinum \$2,500	
Zoom Meeting Room \$400	
Subtotal	
HST (13%) 10673 2944 RT001	
Total	

- Cheque payable to Rural Ontario Municipal Association
- EFT - Contact events@amo.on.ca to set up
- VISA  MasterCard

Card Number EXP

Name on Card

Signature

- I have read and agree to abide by the rules and regulations.
- I have read and understand the cancellation policy.

Submit completed application to:

Mail:  
200 University Avenue, Suite 801  
Toronto, Ontario  
M5H 3C6

Click here to submit form via email to  
events@roma.on.ca