



2017 LGMA Annual Conference and Tradeshow

May 16-18, 2017

Penticton Trade & Convention Centre, Penticton, BC

Tradeshow Terms and Conditions

Exhibit Booth Fees

- Exhibit booth space including one exhibitor delegate pass: \$1,570 plus GST
- Exhibit booth space purchased after March 17, 2017 is \$1625 plus GST
- Additional Exhibitor Delegate Passes are \$645 plus GST; \$700 plus GST after March 17, 2017.

Exhibit Booth Space

The purchase of a booth space includes:

- One exhibitor delegate pass
- One 8'x10' draped space (8' high drape back wall and 3' high side wall)
- One 6' skirted table and two chairs
- A standard 960 Watt electrical outlet (10 amp service)
- A listing of your organization in delegate information packages
- The option to place a one page insert in the delegate packages
- The option to place a small promotional give-away in delegate packages

With the purchase of an exhibitor delegate pass, you are welcome to attend all meals and receptions, including the President's Reception on May 16 and the Annual Banquet on May 18. The opening President's Reception is held on the tradeshow floor, as well as all delegate coffee breaks, in order to provide the greatest exposure to all tradeshow exhibitors.

To accommodate exhibitors who may be staffing their booths in shifts, exhibitor delegate passes are transferable at the conference for the tradeshow floor only. **Please note: a single delegate pass entitles one representative admittance to one meal function only.** Additional exhibitor delegate's passes are encouraged if extra meal tickets are required. These can be purchased on the registration form.

Installation/Dismantling

Exhibitor Move-In

All exhibits must be set up and Operational by **4 p.m. on May 16** without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

Dismantling

Official tradeshow closing time is **3:30 p.m. on May 18**. All exhibit material must be packed and ready for removal from the exhibit area no later than **4:30 p.m. on May 18**. No packing of equipment or literature or dismantling of the exhibits is permitted until closing time.

Insuring Exhibits

Exhibitors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc. at their own expense. Neither the exhibit facility nor LGMA will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the exhibit building for any loss of income as a result of any reduced sales due to loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit hall.

Liability for Damages or Loss of Property

The Exhibitor indemnifies and agrees to hold harmless, LGMA their Officers, Directors, Employees and Agents, from and against any actions, losses, cost, damages, claims, and expenses (including Attorney's fees) arising from any damage to property or bodily injury to Exhibitor, his Agent's Representatives, or employees by reason of the Exhibitor's occupancy or use of the exhibition facilities.

Shipping Instructions

Shipping methods will be the responsibility of each exhibitor. The exhibitor will ship, at his own risk and expense, all articles to be exhibited. Drayage and shipping expenses are not included in the booth cost. Exhibitors are responsible for all shipping and drayage cost.

Fire Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other material used shall be flameproof.

Exhibit Space Floor Plan

Every effort will be made to maintain the general configuration of the floor plan for this conference. However, LGMA reserves the right to modify the plan, if necessary, as determined solely by LGMA.

Door Prize Policy

The LGMA has a policy whereby if an exhibitor wishes to provide a door prize that has a value greater than \$50 it must be awarded through a draw at the tradeshow by LGMA. Delegates may enter the draw by making a personal donation to a registered charity. This is to avoid conflicts and taxable benefit consequences for delegates receiving a high value prize if the only reason they are obtaining it was because their local government paid their registration fees. Door prizes with a value less than \$50 may be awarded directly by an exhibitor through a business card draw or given to the LGMA for general draw prize.

Miscellaneous

The exhibitor expressly agrees to be bound by all terms, conditions, and specifications herein listed and by the rules and regulations established by Local Government Management Association (LGMA) from time to time thereafter modified, and expressly agree that this contract and such rules and regulations contain the entire agreement between the parties hereto and supersede any prior agreement, written or oral.

I the undersigned have read and agree to abide by the rules and regulations as set forth by LGMA. Acceptance of this application for exhibit space by LGMA shall constitute a contract. All other services through Penticton Trade & Convention Centre will be the sole responsibility of the Exhibitors and the management of Penticton Trade & Convention Centre.

Exhibitor: _____ Date: _____

LGMA: _____ Date: _____

Please ensure you complete the online registration form, noting all representatives attending the Trade Show.

For Additional Information:

Feel free to contact Shannon Gustafsson at sgustafsson@lgma.ca or by calling 250.383.7032