



LGMA100 Showcase

Held during LGMA Annual Conference

June 11-12, 2019, Vancouver, BC

Held during the Annual Conference, the LGMA100 Showcase is where ideas and resources meet.

Our members do the research, feasibility studies, Requests for Proposals, and provide the final recommendations to Council regarding the purchase of products and services. The Showcase will attract over 300+ senior municipal officials who make key buying decisions for their municipalities.

As a 2018 participant said, *“The LGMA is an excellent opportunity to meet with CAOs and other decision makers from around the province face-to-face!”*

Take advantage of this prime opportunity to showcase your organization to accessible and energized local government professionals.

Elements of the conference program are built around the showcase ensuring one-on-one time with local government attendees. During the scheduled showcase hours, exhibitors are encouraged to engage delegates by offering product demos or prize draws (subject to LGMA door prize policy). All meals will be served on the showcase floor and open seating will be made available for delegates to eat and visit during meal breaks. Tickets may be purchased separately for additional LGMA100 networking opportunities available outside of the showcase hours.

Showcase Hours:

- Tuesday, June 11, President’s Welcome Reception, 5:00 – 8:00 p.m.
- Wednesday, June 12, 7:30 a.m. – 3:30 p.m. (all meals are served on the Showcase Floor)

Investment:

Early Bird Rate: \$1,900 +GST (register before March 22, 2019)
Regular Rate: \$2,100 + GST (registration deadline is May 28, 2019)

Your LGMA100 Showcase investment includes TWO exhibitor badges, exhibit booth space, 7.5 amp power, and in-house conference wifi. Exhibitors are responsible for any additional booth materials, hard-wired internet connection, and tickets for additional LGMA100 conference opportunities such as the LGMA100 Dinner Gala on Thursday.

Please note: Each additional exhibitor badge is \$250 + GST before March 22, or \$300 + GST after March 22, 2019.

Exhibitor Booth Includes:

- Two Exhibitor Badges
- One 8’x10’ draped space (8’ high back wall and 3’ side wall, black drapery)
- 1 x 6’ Skirted Table (black drapery) and 2 fabric chairs
- Power 7.5 amp, 110 volt with power bar (provided by PSAV)
- Complimentary conference wifi on the showcase floor
- Access for two exhibitors to the President’s Welcome Reception, and meals all day Wednesday
- Name badge with ribbon identifying as ‘Exhibitor’

Exhibitor booth and show management material handling supplied by Levy Show Service Inc.

Registration:

LGMA100 Annual Conference program and registration is separate from the LGMA100 Showcase Registration. As space is limited, we encourage you to reserve early as booth spaces assigned on a first-come, first-served basis.

Registration is provided through [LGMA MyAccount](#). To register, you will need to **create a personal profile with your company**. Once your profile is set-up, under the 'events' tab, select the LGMA100 Showcase Registration link and add this event to your cart. Payment is either made by cheque or credit card and will not be processed until March 22 for early bird rates, or May 28 for regular rates. A confirmation email will be sent to you asking for exhibitor names, booth preferences and company descriptors.

[Register online](#) before May 28, 2019.

Once your registration is confirmed, you will receive an information package with your booth assignment, details on set-up and tear-down times and shipping your display, along with policies for prize draws.

Contracted exhibit booth space does not include shipping, material handling, specialty furniture, or equipment rental. Your information package will include order forms for you to order additional services and equipment through LEVY SHOW SERVICE, and PSAV Audio Visual, LGMA's official showcase contractors.

In addition, all exhibitors will receive the following benefits and recognition:

- Your organization's name and booth number listed on signage at the Showcase entrance
- Your organization promoted under the Exhibitors section of the Conference website and mobile app
- Ability to connect with delegates via the mobile app, and invite them to your booth to share information
- Your organization listed in delegate information packages
- Your organization listed under the Exhibitors section of the Conference website

Take part:

As an exhibitor you have access to attend the 'Hat's Off' President's Welcome Reception on Tuesday, and all meals on Wednesday. Use your exhibitor badge to also attend the keynote speakers and educational sessions occurring outside of the LGMA100 Showcase hours on Wednesday only. Meal tickets for Thursday can be purchased a la carte.

Exhibitors who are also conference sponsors will have varied access to the activities taking place on Thursday as outlined in their personal conference sponsorship package.

To accommodate those exhibitors who may be staffing their booths in shifts, exhibitor delegate passes will be transferable at the conference. Please contact office@lgma.ca to make these arrangements.

LGMA100 Showcase Terms and Conditions

Cancellation Policy

Showcase cancellations should be submitted in writing before **May 28, 2019**. No refunds are provided after **May 28**.

Installation/Dismantling Exhibitor Move-In

All exhibits must be set up and Operational by **4 p.m. on Tuesday, June 11** without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

Dismantling

Official showcase closing time is **3:30 p.m. on Wednesday, June 12**. All exhibit material must be packed and ready for removal from the exhibit floor area no later than **5 p.m. on June 12**. 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 showcase by the LGMA. Delegates may enter this draw by making a personal donation to a registered LGMA charity at the on-site registration desk. 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 the general draw prize. All prizes will be awarded at the exhibitor's booth.

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.

LGMA100 Showcase Terms and Conditions contract will be sent for signature upon registering.