



LGMA100 Showcase

Terms and Conditions Contract

June 11-12, 2019, Vancouver, BC

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)

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'

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

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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.

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 provided through Westin Bayshore Vancouver or Levy Show Services Inc. will be the sole responsibility of the Exhibitors and the management of the respective company.

Exhibitor: _____ Date: _____

Company Name: _____

LGMA: _____ Date: _____

Please ensure you complete the online registration form, noting all representatives attending the LGMA100 Showcase.

For Additional Information:

Feel free to contact Shannon Gustafsson at sgustafsson@lgma.ca or call 250.383.7032 ext 222.