



# Northwestern Ontario Municipal Association 2012 Annual Meeting & Conference

## April 25, 26 & 27

Best Western Lakeside Inn & Conference Centre, Kenora, ON

### EXHIBITOR INFORMATION

#### Hours of Operation

Exhibit booths will be located in the Best Western Lakeside Inn Cascade Ballroom. You may set up your booth anytime after 5:00 p.m. on Wednesday, April 25. You may tear down your booth after 1 pm on Friday, April 27. Trade Show hours are as follows:

<b>Wednesday, April 25</b>	5:00 pm - 7:00 pm	Trade Show set up (optional)
<b>Thursday, April 26</b>	7:00 am - 8:00 am	Trade Show set up
	8:00 am - 4:00 pm	Trade Show Open to delegates
<b>Friday, April 27</b>	8:00 am - 1:00 pm	Trade Show Open to delegates
	1:00 pm	Trade Show Closes/ Tear Down

#### Exhibit Staff

Each booth purchase includes registration for one person to staff the exhibit. Additional exhibit staff registration is available at an additional cost (as per registration form). Exhibit staff registration includes nametag, as well as participation in all meals/refreshments on Wednesday, Thursday & Friday.

#### Booth Information

Each booth space is approximately 10 feet wide and supplied with a skirted 6' or 8' table and chairs. Booths will be assigned on a first-come, first-served basis.

If you require special draping, or other items, arrangements need to be made directly with the Best Western Lakeside Inn Catering Department. Any extra charges are the responsibility of the trade show participant.

#### Prize Draws

If your booth is giving away a prize using a draw box at your booth, a draw time will be set aside prior to Friday lunch for this purpose. Please bring your prize and the winning card to the registration table by 11:00am on Friday. It is the responsibility of the exhibitor to distribute prizes.

#### Shipping

If you need to ship your display or other materials prior to the event please mark them as "Re: NOMA Conference"

Please send to:  
Linda Biggar, Catering Department  
Best Western Lakeside Inn & Conference Centre  
470 1st Avenue  
Kenora, ON P9N 1W5

#### Questions? Concerns?

Call Charla Robinson at (807) 683-6662

## Exhibitor Rules/Regulations/Waiver

### Exhibitor's Floor Plan & Positioning

NOMA reserves the right to alter the floor plan, if necessary, without notice. NOMA will determine exhibitor's location for display.

### Advertising Material

Exhibitors may distribute advertising material from their booth space. In the event of a complaint arising from such distribution, the matter shall be referred to the AGM Committee for final resolution. Although give-aways are permitted, direct sales of products or services are not.

### Assigning Space

Exhibitors are not permitted to assign, sublet or apportion the whole, or any part of the booth space without prior consent from the NOMA AGM Committee.

### Facility

Exhibitors shall abide by all rules and regulations of the NOMA AGM Committee respecting the exhibits or any matter connected herewith.

### Liability & Indemnification

Exhibitors are responsible for any and all damages to the facility's property and equipment, whether caused by transportation, installation or dismantling of displays, posters, signs and whether caused by those in attendance or the exhibitor's employees and/or guests.

Neither NOMA nor Best Western Lakeside Inn & Conference Centre shall be responsible for loss and/or damage or injury, no matter how caused to exhibits, merchandise or personnel, during the course of the conference.

The exhibitor agrees that he/she shall indemnify and save harmless at all times NOMA, and Best Western Lakeside Inn & Conference Centre from all claims, demands, suits or actions of any kind, including claims, or rights created by statute of loss, expense, damage or injury (including death) to persons or property, caused or contributed to by reason of the Exhibitor's occupation of the exhibit space, or by an act or omission of the Exhibitor in connection with his/her delivery, setting up, or dismantling of his/her exhibit, or by reason of the Exhibitor failing to comply with the provisions of this agreement. The Exhibitor shall provide his/her own comprehensive public liability insurance.

### Protection of Exhibitors' Property

Neither NOMA nor the Best Western Lakeside Inn & Conference Centre are responsible for the protection or security of exhibits, merchandise, or personnel against robbery, theft, fire damage, accident, or any other cause. In all cases, Exhibitors should provide their own insurance.

**\*This form must accompany the Registration Form.**

I have read and understand the above rules and regulations and, as an exhibitor, shall comply.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Company Name: \_\_\_\_\_

Print name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Indicate special requirements: \_\_\_\_\_

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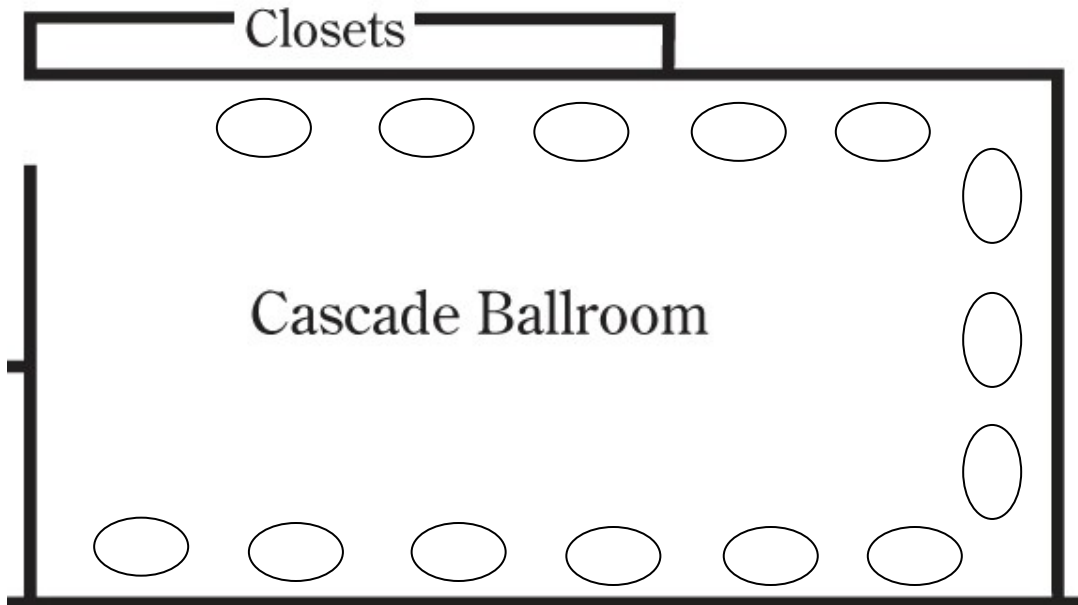


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## EXHIBITOR MAP



Not to scale - 4 additional booth spots are available in the lobby area.

Breakfast & Coffee breaks will be served in the Cascade Ballroom  
Meetings & Lunch will be in Rosewood Terrace

## MAIN FLOOR

First Avenue South

