

# CHANGING LANDSCAPES

TOGETHER TOWARDS TOMORROW

MFOA's Annual Conference • September 20-22, 2017  
BLUE MOUNTAIN RESORT

**2 DAYS | MAKE CONNECTIONS | GENERATE LEADS | BUILD PARTNERSHIPS**

The Municipal Finance Officers' Association of Ontario (MFOA) invites you to participate in the 2017 Exhibitor Tradeshow at our Annual Conference & AGM, September 20-21. This tradeshow provides an opportunity for organizations to introduce their products and services, build their brand, and network with conference attendees from municipal governments across Ontario.

We are pleased to offer you 2016 rates again for this year's show.

**Exhibitor Package Rate is \$1,900.00 + HST**

### Your Exhibitor Package Includes:

- ✓ One 10' (width) x 8' (depth) booth space, draped & skirted 6 ft. table
- ✓ 2 chairs
- ✓ 15 AMP electrical outlet
- ✓ Wireless Internet Access
- ✓ 2 Exhibitor Badges with Breakfast (x1) + Lunch (x2) & Refreshments
- ✓ Opening Night Networking Reception
- ✓ Free Wireless Internet in Exhibit Hall
- ✓ Company listing and 40-word description in the 2017 Conference Program
- ✓ Company listing on the 2017 Conference Mobile Web
- ✓ One delegate bag insert
- ✓ Option to participate in complimentary Tradeshow Passport Program
- ✓ Delegate Contact List

### 2016 Delegate Feedback:

**300+** delegates in attendance

**96%** said the quality of service providers at the tradeshow met their needs

**96%** said their conference expectations were met or exceeded

### What Our Delegates Have Said...

*"Exhibitors very knowledgeable and high quality."*

*"Excellent show, over 40 vendors. Well done."*

*"Great number of trade show providers."*

### What Our Exhibitors Have Said...

*"Best municipal conference by far."*

*"This was another flawless, cream-of-the-crop trade show and conference."*

*"Our satisfaction is the abundance of traffic we get at this conference."*

Don't miss your opportunity to showcase your organization at this dynamic event!

**Exhibit space is limited and will be assigned on a first come, first serve basis so please confirm your attendance as soon as possible. Register online today at [www.mfoa.on.ca](http://www.mfoa.on.ca)**

## **Exhibitor Rules and Regulations**

Please read and sign the following:

### **EXHIBITOR FLOOR PLAN AND POSITIONING**

The Municipal Finance Officers' Association of Ontario, hereafter referred to as MFOA, reserves the right to alter the floor plan if necessary without notice and to reposition exhibitors with reasonable notice.

### **ADVERTISING MATERIAL**

The Exhibitor may distribute advertising material from his/her booth. In the event of a complaint arising from such distribution, the matter shall be referred to MFOA's Training Coordinator, Abigail Goldberg.

### **DELEGATE BAG INSERT**

The Exhibitor may include a paper handout or small gift to be included in the delegate bags. Inserts must be sent directly to the venue using the proper shipping template (page 6) **no earlier or later than Monday September 18, 2017**. Please remember to label as: ***MFOA Conference Delegate Bag Insert***. **NOTE:** If package arrives before the above date, you will be subjected to additional handling and holding fees from Blue Mountain Resort.

### **PASSPORT PROGRAM**

MFOA has established a complimentary passport program for exhibitors who choose to participate. There is no charge for delegates who choose to participate. This program will allow delegates to tour the trade show floor and have their passport validated at your booth. Once complete, delegates will be entered into a prize draw. Please check the box below if you would like to be a part of this opportunity to further connect with delegates. This program is NOT mandatory.

### **DELEGATE PRIZES**

The exhibitor can donate a prize for delegate draws. Please check the box below if you would like to be part of this opportunity.

### **SUBLETTING PROHIBITED**

The Exhibitor is prohibited from assigning, subletting or apportioning the whole, or any part of the space allotted to them without the consent of Abigail Goldberg, Training Coordinator, MFOA .

### **RULES AND REGULATIONS**

The Exhibitor shall abide by all rules and regulations respecting the exhibits or any matter connected therewith.

### **LIABILITY AND INDEMNIFICATION**

The Exhibitor is responsible for any and all damage to the facilities and equipment of Blue Mountain Resort, whether caused by transportation, installation or dismantling of displays, signs; whether this damage is caused by those in attendance, or the Exhibitor's employees and/or guests.

MFOA will not be responsible for loss and/or damage or injury, no matter how caused, to exhibits, merchandise, or personnel, while such are on the property.

The Exhibitor agrees that he/she will indemnify and save harmless at all times the MFOA from all claims, demands, suits or actions of any kind, including claims or rights created by statute for 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 his/her exhibit, or by reason of the Exhibitor failing to comply with the provisions of this Agreement. The Exhibitor should provide his/her own comprehensive public liability insurance.

### **PROTECTION OF EXHIBITOR'S PROPERTY**

MFOA is not responsible for the protection or security of exhibits, merchandise, or personnel against robbery, theft, damage by fire, accident, or any other cause. In all cases, Exhibitors should provide their own insurance.

**COMPLIANCE WITH LAWS AND INDEMNIFICATION**

The Exhibitor will not do or permit anything to be done in, upon, or about the leased space, or the building, or bring or keep anything therein which will in any way conflict with the regulations of the Fire, Police, or Health Departments, or with the rules, regulations, by-laws or statutes of any government authority having jurisdiction over the premises, or the business conducted herein, all of which the Exhibitor undertakes to abide by and conform to.

The Exhibitor covenants and agrees that he/she will indemnify and hold harmless the MFOA against any penalty imposed, or damage arising from the violation of any rules, regulations, laws or statutes by the Exhibitor, his/her agents, employees, visitors, guests or licensees.

**I understand the above-mentioned rules and regulations and agree to act within these parameters.**

Dated on \_\_\_\_\_ (DD/MM), 2017

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

Title: \_\_\_\_\_

Full Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**YES**, I would like to participate in the MFOA Passport Program

**NO**, I would not like to participate in the MFOA Passport Program

**YES**, I would like to bring a prize for a delegate prize draw.

**NO**, I would not like to bring a prize for a delegate prize draw.

Please complete the Exhibitor Rules and Regulation Form, and return to [abigail@mfoa.on.ca](mailto:abigail@mfoa.on.ca)

## General Information:

### Move In & Set-Up: Blue Mountain Resort–The Village Conference Centre: The Courts

**Tuesday, September 19, 2017**

5:00 pm – 9:00 pm

**Wednesday, September 20, 2017**

8:00 am – 11:00 am

It is the responsibility of the exhibitor to unload their vehicles, transport their displays to the exhibit hall, set up, dismantle and remove the display from the building at the conclusion of the show. In order to avoid damage to the facility flooring, it is the exhibitor's responsibility to take proper care and diligence while moving equipment and materials, etc. Exhibitors will be responsible for any damage incurred to the facility.

### Show Hours:

**Wednesday, September 20, 2017**

12:00 pm – 5:00 pm

**Opening Night Networking Reception**

7:00 pm – 9:00 pm

**Thursday, September 21, 2017**

8:00 am – 3:00 pm

### Move Out & Tear Down: **Thursday, September 21, 2017**

3:00 pm – 5:00 pm

### Security:

The Courts will not be locked so please do not leave valuables behind. MFOA will not be responsible for lost or stolen items. The exhibitor is liable for the safety of their belongings.

### Accommodation:

Reserve your accommodations early as spaces fill up quickly! **Exhibitor registration does not include accommodation.** MFOA has secured preferred rates at Blue Mountain Resort starting at \$114.00. Remember to advise that you are part of the MFOA Annual Conference event when booking in order to receive your preferred rate.

[Click here](#) to book your reservation directly or call the reservations line at 1-877-445-0231.

**Be sure to provide the promo code: GRP126322 and group name MFOA 2017 Vendor Block**

[Download Online Booking Procedure Instructions](#)

### Meals:

Included in your exhibitor package:

Wednesday – Lunch, PM Break, Opening Reception (x2)

Thursday – Breakfast, AM Break & Lunch & PM Break (x2)

If you wish to stay for Thursday evening's Gala Dinner & Entertainment to network and mingle with the delegates, a cost of **\$145.00 + HST** per person will apply. Breakfast, lunch and breaks will be provided on Thursday for two individuals. There is an additional charge of **\$150.00 + HST** per person for additional booth staff.

## SHIPPING OF MATERIALS TO BLUE MOUNTAIN RESORT

**Please follow these procedures to ensure your boxes arrive in the proper meeting room.**

All materials to be shipped to Blue Mountain Resort **MUST** have their shipping template affixed to each parcel. [Click here](#) to download the shipping label or see page 6.

### INBOUND SHIPPING:

We encourage all exhibitors and delegates to make use of the Shipping Template provided. One shipping template must be affixed to each item being shipped to the resort. This will assist our receiving team in ensuring all items are accounted for when they are delivered to the resort. Deliveries will be accepted from 8:30am – 5:00pm, Monday to Friday, and from 9:00am - 2:00pm on Saturdays. Deliveries will not be accepted after hours or on Sundays, unless previously arranged with the Conference Services department.

**Attention:** Blue Mountain will not be held responsible for any lost or misplaced items that have been sent to the resort without a properly completed shipping template.

### STORAGE:

Storage is limited at the resort. Please ensure all shipments are set to arrive no sooner than 72 hours prior to the start of the event. Likewise, items cannot be stored longer than 72 hours past the completion of the event. If storage is required outside of this time frame, additional charges may apply.

### OUTBOUND SHIPPING:

Waybills and packing supplies are the responsibility of the group. Each return box must have a waybill with the company's account number and return address, and boxes must be sealed and ready for shipment. The shipping contact or vendor is required to arrange for pick-up times with their shipping company directly. When all boxes are ready for return shipping, please contact the Banquet Supervisor on duty to have these items taken to our loading dock.

### QUESTIONS:

Should you have any questions about the shipping process, please contact the Conference Services Coordinator at Blue Mountain Resort at 705.445.0231, extension 6460.

### CUSTOMS:

The venue will not authorize its broker to clear any shipment arriving from the United States or Internationally. Please ensure arrangements have been made with a customs broker prior to attempting to ship your materials to the hotel.

### ADDITIONAL BOOTH FURNISHINGS, SHIPPING ARRANGEMENTS & ADVANCED RECEIVING:

Stronco Show Services has a full freight service available to all exhibitors in North America. This service includes the collection & return of your exhibit material from your office, storage warehouse pre & post show, material handling, storage of empty crates during the show (if onsite storage is unavailable, additional charges will apply) and post show service.

For more information, please see "Stronco Show Service" Exhibitor package or contact **Exhibitor Services** – [showstatus@stronco.com](mailto:showstatus@stronco.com) Telephone: 905-270-6767

**MFOA CONTACT:** Please contact Abigail Goldberg, Training Coordinator if you have any questions regarding exhibiting with MFOA. Tel: 416-362-9001 x226 or [abigail@mfoa.on.ca](mailto:abigail@mfoa.on.ca)

Blue Mountain Resort Mailing Label

NOTE: All materials to be shipped to Blue Mountain Resort **MUST** have their shipping template affixed to each parcel.



**Blue Mountain Resorts Ltd.**  
**Village at Blue Mountain Conference Centre**  
**242 Jozo Weider Boulevard**  
**Blue Mountains, Ontario L9Y 3Z2**  
**705.445.0231 ext. 6460**

Conference Name:	MFOA Annual Conference
Company:	Municipal Finance Officers' Association of Ontario (MFOA)
Onsite Contact:	Abigail Goldberg
Date(s) of Conference:	September 20-22, 2017
Conference Room:	The Courts-Blue Mountain Village Conference Centre
Date:	
Time:	
Booth #:	
Conference Event Manager:	Kelley Cookson extension 6460
# of Boxes:	1 of _____ to be Received