



# 2021 ROMA Conference Exhibitor Information Package and Application

Conference dates: January 25 - 26, 2021  
Virtual Conference

The Rural Ontario Municipal Association (ROMA) invites you to participate in the 2021 ROMA AGM and Annual Conference. Recognising the restrictions on gathering as well as the need for municipalities to continue to connect with product and service providers, this conference will be held virtually. This event remains an important opportunity to make and solidify relationships with the sector through networking, promotions and marketing. Reserve your booth today!

## Pricing Guide

All prices are subject to 13% HST.

Gold Level \$ 2,000

- One exhibitor booth with the following:
  - Logo
  - Weblink to external sites and resources of your choice (this can include links to your corporate video chat platform)
  - Introductory paragraph
  - Embedded video
  - Gold booths receive two of the following, and Platinum will receive all three connection functions:
    - Contact Form
    - Meeting Scheduler
    - Chat
- Two Conference registrations (access to all sessions, networking functions and more);
- Listed on ROMA website
- featured in 30 day archive on the conference platform

Platinum \$ 2,500

- All Gold Level benefits
- PLUS:
  - all three of the connection functions
  - rotating banner
  - image gallery

Zoom Meeting Room \$400 per day  
with available tech support

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## 1. Show Schedule

Delegates will be able to access the trade show all day Monday, January 25 and Tuesday, January 26. You will have the ability to set your own chat availability to accommodate your staff schedules.

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## 2. Exhibitor Booth Set Up

Once registered, you will be connected with FMAV staff who will assist you with setting up your page. Depending on the level selected, they will request the required information to complete your booth.

**Exhibitor Set Up:** Once your registration and payment are received, you will receive information that will walk you through the set up process. It should take you no longer than 30 minutes.

All exhibits must be fully installed by **December 18, 2020**.

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## 3. Rules and Regulations

*Exhibitor Listing:* Booth space will be assigned at the discretion of the Conference team on a first-come, first-served basis. The Conference team reserves the right to make any changes for any reason and at any time without advanced notice.

*Control of Admissions:* ROMA reserves the right to refuse any application. In the event that participation is refused, any sums paid by the party having presented an application of participation will be refunded in full. Despite initial acceptance by ROMA and even after allocation of a booth, an application to exhibit may be denied.

*Booth Construction and Arrangement:* All pages must be designed with FMAV staff and meet deadlines.

*Booth Personnel:* Exhibit booths must be staffed during the stated exhibit hall hours by qualified employees of the Exhibitor.

*Conduct of Exhibitors and Representatives:* The Conference reserves the right to stop any activity on the part of any exhibitor that may cause annoyance to other exhibitors or visitors.

*Un sanctioned Events:* No Exhibitor events or similar activities may be conducted during conference hours or do anything that, in the judgement of the Conference, will in any way interfere with or compete for attendees while the conference is in progress, or is a sponsorable event.

*Prize Drawings:* Exhibitors interested in conducting prize draws, awards for providing contact information etc. are responsible for complying with all applicable laws. Each exhibitor will be responsible for making draws, contacting the winner, and shipping any prizes.

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#### 4. **Payment Policy**

Registration payments shall be made to the Rural Ontario Municipal Association (ROMA), 200 University Avenue, Suite 801, Toronto, ON., M5H 3C6.

**Payment is due by December 15, 2020** in order to meet the December 18 booth set up deadline.

Full payment must accompany the registration form. Registration forms received without payment and/or staff identified will not be processed. Exhibit space will NOT be guaranteed until payment is received in full.

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#### 5. **Cancellation Policy**

Requests for cancellation and refunds on exhibit space must be received in writing no later than 4 p.m. on November 30 to events@roma.on.ca. Cancellations up to and including this date are subject to a \$850 plus HST administration fee. Refunds will NOT be issued after this date.

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#### 6. **Exhibitor Promotions**

Exhibitors will be showcased on ROMA's website and the conference platform. If you would like your company's products/services to be included in these, please complete the Exhibitor Description form as part of your application.

Descriptions received after December 18, 2020 may not be included.

If your company is looking to secure additional exposure at the Conference please review the sponsorship package and contact Victoria van Veen at 416.971.9856, ext.315.

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#### 7. **Conference Access**

Registrations are due by December 18, 2020.

Exhibiting companies are entitled to:

- Two complimentary full Conference registration
  - These registrations have access to all conference events, presentations and meals

**Please note that without registration with unique email addresses, conference access cannot be provided.**

## Contacts

Exhibit Hall Questions  
Victoria van Veen  
Conference Coordinator  
P: (416) 971.9856 ext. 315  
E: Vvanveen@amo.on.ca

To Make Payments or Request Invoicing  
Anita Surujdeo  
Accounts Receivable Clerk  
P: (416) 971.9856 ext. 344  
E: events@roma.on.ca

## Exhibiting Company

Company \_\_\_\_\_

Contact Name\* \_\_\_\_\_

\* The person named here will receive all correspondence leading up to the Conference dates. Please ensure this information is accurate and update as required.

Title \_\_\_\_\_

Corporate Address \_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

\*\* If the show contact will not be on-site at the Conference please provide contact information of the person who will be the main point of contact during conference hours

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Conference Hours Contact Name\*\* \_\_\_\_\_

## Exhibit Staff

### Complimentary Full Registration #1

Exhibit Staff must be employees of the exhibiting company, or have a direct affiliation (ROMA reserves the right to disqualify applicants if insufficient confirmation is provided).

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Exhibit staff must ALL be pre-registered before December 18, 2020**

Staff registered on-site will be subject to on-site rates as full delegates.

### Complimentary Full Registration #2

The complimentary full registrations has access to all presentations, conference events and meals.

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

### Company Information

Company Name (as will be listed within conference)

Contact Name

Address

City Province Postal Code

Phone Fax

Website Twitter

E-mail

### Booth Selection

See page 1 for pricing.

- Gold  Platinum

Company Description. No more than 50 words.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Payment Information

Price for preferred booth:	
Gold \$,2000	
Platinum \$2,500	
Zoom Meeting Room \$400	
Subtotal	
HST (13%) 10673 2944 RT001	
Total	

- Cheque payable to Rural Ontario Municipal Association  
 EFT - Contact events@amo.on.ca to set up  
 VISA  MasterCard

Card Number EXP

Name on Card

Signature

- I have read and agree to abide by the rules and regulations.  
 I have read and understand the cancellation policy.

Submit completed application to:

Mail:  
200 University Avenue, Suite 801, Toronto, ON., M5H 3C6

E-mail:  
events@roma.on.ca