
Why Should You Exhibit at the Conference?

The Rural Ontario Municipal Association (ROMA) is an exclusive opportunity to connect with elected municipal officials from rural communities across Ontario. ROMA members represent over 2.8 million residents living in about 1,000,000 households. Your participation in the Conference Exhibit Hall is ideal for building relationships and making connections with Ontario's rural leaders and decision makers on the value of the services and products your organization has to offer.

ROMA 2025 Trade Show Information

Location:

The ROMA Conference is at the Sheraton Centre Hotel located at 123 Queen Street West, Toronto. A group rate has been set aside for ROMA attendees. Please visit the ROMA website for hotel information.

The tradeshow will take place in the lower level of the Sheraton Centre.

Show Schedule:

Timing of scheduled activities is subject to change and will be finalized in December 2024

- Sunday, January 19:
 - Exhibitors move in: 9:30am – 12:00pm
 - Trade show open: 1:00pm – 6:00pm
- Monday, January 20:
 - Trade show open: 7:30am – 4:00pm
 - Exhibitors tear down: 4:00pm – 6:00pm

Booth Information

- All booths are 8' deep x 10' wide with an 8' high back wall, stepping down to 3' high sidewalls
- Carpeted exhibit hall
- One Conference only registration (access to entire conference, including lunch)
- Locked exhibit area overnight
- Four booth worker badges; and
- Your corporate name, booth number, logo, and corporate description on the conference app

Official Service Suppliers:

Order forms will be made available following confirmation of participation.

Each exhibiting company will be identified to the official show suppliers after registration forms and full payment has been received by ROMA. Please ensure that the contact person identified on the forms will be the person coordinating the exhibit space. If you will have additional staff on-site for tear down please include their information.

1. Stronco Show Services: Official carrier and show decorator
Materials coming into Canada require custom clearance. All non-Canadian exhibitors must be cleared. Exhibitors who use courier companies such as FED-Ex, UPS, DHL or others must ensure that the customs, taxes, etc are paid in advance. "Collect" shipments will not be accepted. Freight delivered by companies other than Stronco cannot arrive prior to Saturday, January 18, 2025.
2. Electrical, Audio Visual and Internet: Encore
Please note ROMA does not provide an electrical outlet, audio visual rentals or internet/telecom lines.
3. Validar: Lead retrieval provider
Delegate registration lists will not be shared. If you would like to collect delegate data, please order a lead retrieval device this will allow you to scan the badges of consenting delegates.

Payment Policies:

- Registration payments must be made to the Rural Ontario Municipal Association (ROMA), 155 University Avenue, Suite 800, Toronto, ON., M5H 3B7.
- Specific services not provided by ROMA must be ordered through the official service suppliers and paid to them directly.
- Confirmation of Exhibit Space: Full payment must accompany the registration form. Registration forms received without payment and/or staff identified will not be processed. ROMA must receive the total outstanding and the names of all the on-site staff by no later than November 1, 2024. Exhibit space will NOT be guaranteed until payment is received in full.
- Requests for cancellation and refunds on exhibit space must be received in writing no later than 4 p.m. on **October 30, 2024** 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.

From Application to Show:

Following are key requirements and timelines you need to be aware of:

1. Complete application form by **November 25, 2024** – this includes payment information, coordinating contact information, and on-site contact information.
2. If approved, ROMA will process payment and forward receipt. You will also be provided with supplier information, registration forms, and a mobile app submission form.
3. Booth numbers will be assigned and shared with exhibitors and suppliers by **November 30, 2024**. Only booths who have made payment will be assigned a booth.
4. Registration and mobile app forms must be submitted by **November 25, 2024**.
5. Final show schedule, including list of activities, will be provided by **January 9, 2025**.
6. Exhibitors move in January 19, 2025, and the show closes January 20, 2025.

Contact:

Cinzia Dominutti cdominutti@amo.on.ca

Application to Exhibit

Contact Information

Name of Organization (as it should appear in all postings):	
Contact Name (for planning purposes):	Title:
Address:	
City:	Postal Code:
Telephone:	Email:
On-site Contact Name:	Title:
Mobile Number:	Email:
Industry:	Top 3 Booth choices *:
Companies you would like to be near:	Companies you would NOT like to be near:

***Booth space will be assigned at the discretion of the conference organizers. Please see rules and regulations below.**

Payment Information

Booth Fee (\$3,200)	
Corner surcharge (\$500)	
Subtotal	
HST (13%) HST # 34087881RT0001	
Total	

	Cheque payable to ROMA
	EFT – contact: AR@amo.on.ca

A link from ar@amo.on.ca will be emailed to you to process payment.

<input type="checkbox"/>	I have read and understand the cancellation policy
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Submit completed application to: events@roma.on.ca

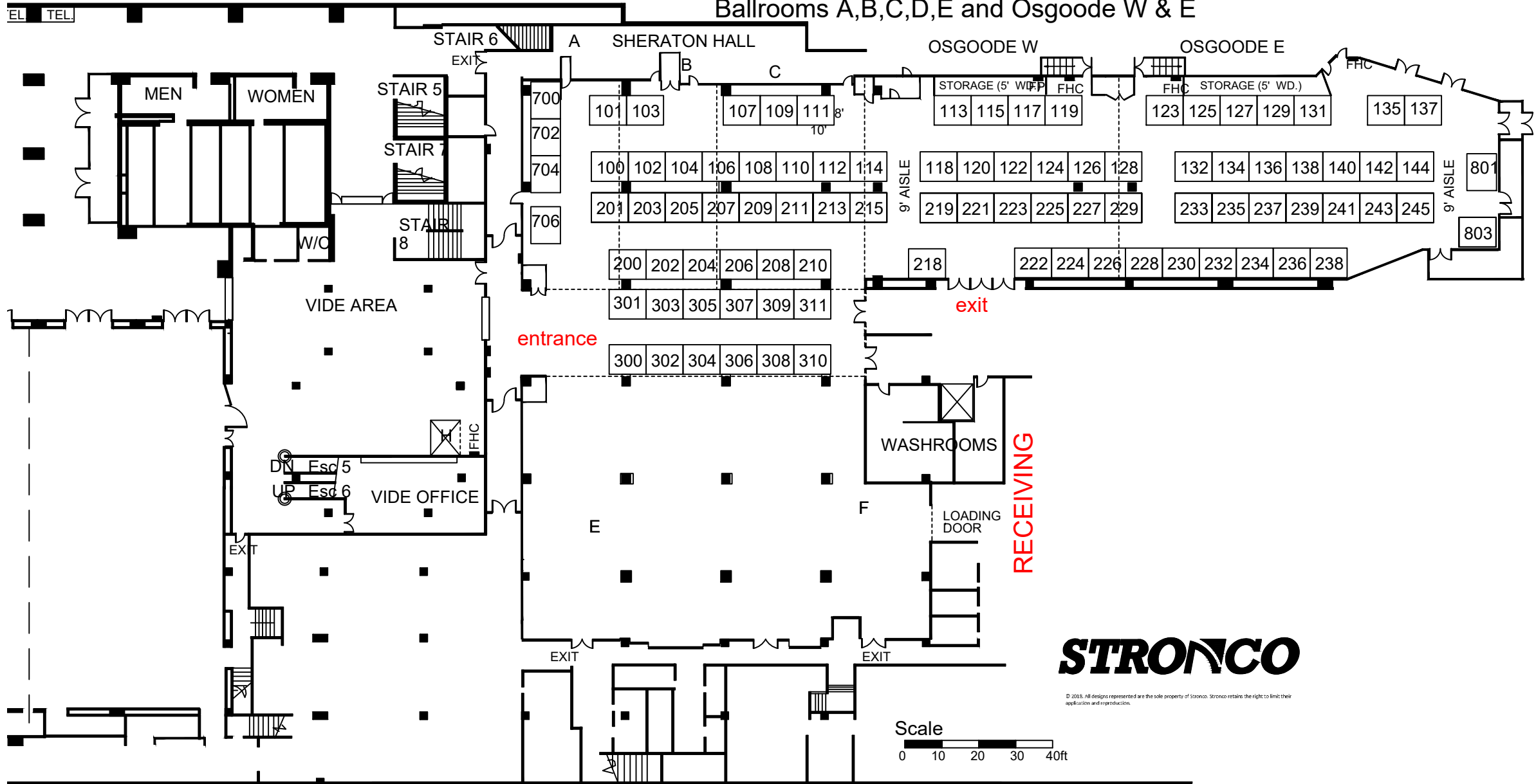
ROMA AGM and Annual Conference

Sheraton Centre

Jan 19-20, 2025

Sheraton Centre - Lower Concourse

Ballrooms A,B,C,D,E and Osgoode W & E



STRONCO

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Scale
0 10 20 30 40ft

Drawn by K.S.
Dated: 18/09/2023.
Rev1: 20/09/2023.

Total No. of Booths: 91
All are arranged as 8'x10' sized booths.
SUBJECT TO ON-SITE VERIFICATION.

2025 Rules and Regulations

The ROMA Annual Conference, its partners, organizing committees, volunteers, staff and contracted staff will hereafter be referred to as 'the Conference'. Sheraton Centre Toronto will be hereafter be referred to as 'the Venue'.

Booth Assignment: Booth space will be assigned at the discretion of the Conference organizers. The Conference organizers reserve the right to make changes to the exhibit hall floor plan at any time and without advanced notice. Exhibitors may not reassign or sublet space allotted to them.

Control of Admissions: ROMA reserves the right to refuse applications to exhibit. In the event that participation is refused, 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: Construction of exhibitor booths is the sole responsibility and expense of the exhibiting company.

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 organizers reserve the right to stop activity on the part of an exhibitor that may cause concern to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own booth.

Display Rules and Regulations: For all booth types, an exhibit booth must be contained in the space as contracted. Display material exposing an unfinished surface to nearby booths will be not permitted. Displays must be contained within the assigned booth spaces which in the opinion of the Conference organizers does not interfere with other Exhibitor's displays.

Canvassing or distributing advertising materials outside of the Exhibitor's designated space is not permitted and is grounds for removal from the exhibit hall, and the company may be excluded from future events.

Volatile or Toxic Substances: Volatile or toxic substances are not permitted in the display areas without permission in writing of the Conference organizers. Exhibitors who obtain such permission must ensure all safety precautions have been put in place and provide at least two fire extinguishers of an approved type and retain these on their stands. Exhibitors using such items will be liable for any damage caused.

Events, Receptions, Off-site Promotions, etc.: No Exhibitor events, receptions, promotions, or similar activities may be conducted during the hours of the exhibition or do anything that, in the judgement

of the Conference organizers, will in any way interfere with or compete for attendees while the show is in progress.

Early Tear Down Fine: The exhibit hall will close on January 20 at 4:00pm. As tear down during exhibit hours is very disturbing to other exhibitors, tear down will not commence until close of show. Any exhibitor dismantling their exhibit material before close of the show will be charged with a fine of \$500.00.

Storage: Exhibitors will not be permitted to store boxes or packing crates that are visible to attendees. Boxes and crates must be placed in storage and be properly labeled for storage. Boxes/Crates not properly labeled will be removed and destroyed. Storage is the responsibility of the Exhibitor and is available by contract through Stronco Show Services. Costs may apply.

Collateral/Giveaways/Prize Drawings: Samples, catalogues, pamphlets, souvenirs, etc. may be distributed by Exhibitors and booth personnel within their booth. Exhibitors interested in conducting prize draws, awards for providing contact information etc. are responsible for complying with all applicable laws. Announcements of prize draws on the exhibit hall floor will be at the sole discretion of the Conference organizer.

Compliance: The Exhibitor assumes all responsibility for compliance with, and agrees to comply with all applicable local, provincial and federal laws, including fire safety and health laws, and all applicable rules and regulations for all union and labour organizations and of the operators and/or owners of the property in which the Conference is held. Cloth decorations must be flameproof, all wiring, electrical elements, and plug-ins must comply with the fire department, insurance underwriters' rules and if applicable electrical standards.

Limitation of Liability: The Conference organizers, its partners, volunteers or staff are not responsible for any loss, theft or damage to the property of the Exhibitor, his/her or its employees or representatives. Further, the Conference organizers, its partners, volunteers or staff, will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use of occupancy of the booth space or the participation in the Conference by the Exhibitor. The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save the Conference, the venue, and their employees, volunteers, agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of, or caused by the Exhibitor or Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding and such liability caused by the sole negligence of the Conference or the venue and their employees, volunteers and agents.

The Conference organizers, its partners, volunteers, or staff accepts no liability to any persons or body for any loss, injury or damage howsoever and whether directly from any action or cause whatsoever undertaken, organized or sponsored by the Conference, its partners, volunteers or staff.

Exhibitor's Liability: Every exhibitor hereby accepts liability for all acts or omissions of contractors, agents and visitors and others and undertakes to indemnify the Conference organizers. To keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Conference organizers or incurred or become payable by them arising out of the supply by the exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Conference organizers on the advice of counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the exhibitor undertakes to arrange appropriate third-party liability insurance.

Insurance: The Exhibitor acknowledges that the Conference organizers and the Venue do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. It is mandatory for Exhibitors to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others.

Neither the Conference organizers nor the Venue will be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Conference or for any loss or damage occasioned, if by reason of happenings of any such event, the opening of the exhibition is prevented or postponed or delayed or abandoned or the building becomes wholly or partially unavailable for the holdings of the exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value of the contents of her/his stand and all associated equipment and materials.

I have read and understood the rules and regulations

Signature:

Date:

Company Name:

Submit completed application to: events@roma.on.ca