



2012 EXHIBITOR PROSPECTUS

41ST Annual CAMA Conference

May 28 to May 30, 2012

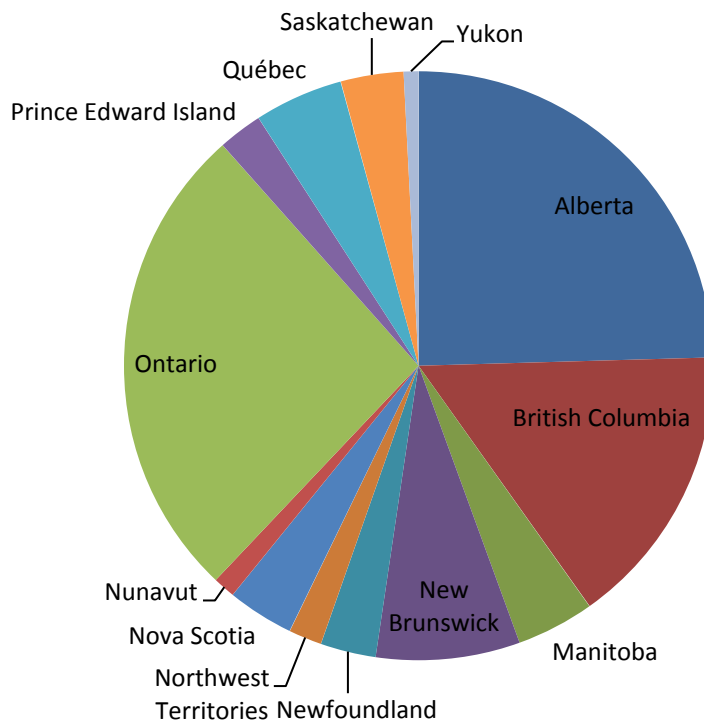
TCU Place, Saskatoon, Saskatchewan



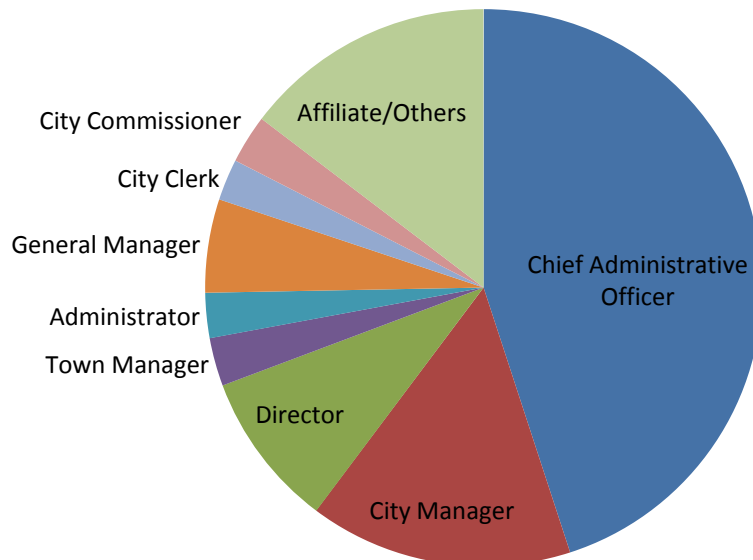
The Canadian Association of Municipal Administrators – CAMA is pleased to present the following Exhibitor opportunities for the 41st Annual CAMA Conference being held at TCU Place in Saskatoon, Saskatchewan.

A partnership with CAMA is a partnership with municipal managers across Canada.

CAMA Membership - By Province



CAMA Membership - By Title



- Year after year, CAMA members meet to review the latest innovations to assist them in effective local government.
- CAMA members are from all provinces and territories and collectively represent more than 70% of the nation's population.
- The local governments under their administration spend in excess of \$40 billion annually.
- More than 75% of CAMA conference delegates are the most senior appointed officials in their local governments. Generically called CAO's, they include City and town managers, administrators, directors general or chief commissioners.
- Other delegates include retired or honorary members, emerging managers and decision makers in municipalities, private sector consultants, product or service providers.
- CAMA membership is growing. A partnership with CAMA is seen as a partnership in enhancing excellence in local government management.



AFFILIATE MEMBERSHIP

A CAMA Affiliate membership is available to individuals not employed in municipal administration but that work closely with municipal administrators in either the government or non-profit sector, or who work in the private sector, for a cost of \$500.00 plus tax. For more details on the advantages of being a CAMA member visit <http://www.camacam.ca/en/advantages.asp>

EXHIBITORS

CONFERENCE EXHIBITORS ARE RECOGNIZED FROM MAY 2012 TO NOVEMBER 2012

FEE: \$2,250 + GST
EARLY BIRD FEE: \$2,100 + GST *

The Trade Show promotional program has been developed to include an opening reception, conference refreshment breaks, door prize draws and a passport program designed to encourage delegates to visit the Trade Show on multiple occasions. Your participation as an Exhibitor includes:

- 10' x 8' draped booth in the exhibit area
- One 1,500 watt duplex (120 volt) electrical receptacle.
- No furniture for the booth is provided.
- Full height (8') back drapes and 3' 11" side drapes.
- Two (2) Luncheon Passes granting access to Conference luncheons on Tuesday and Wednesday.
- Appropriate signage and recognition throughout the Conference.
- An "Exhibitor" ribbon and Name Badge for each representative staffing your booth (maximum four). This name badge allows the bearer to attend all Conference sessions. If a session is full, delegates have priority in seating.
- Your company logo to be included in the Tradeshow Passport.
- To have your logo included on promotional pieces, the deadline for submission is March 31, 2012.
- Your company contact information and promotional material (limited to one 8½" x 11" page) may be transferred to a Conference delegate memory stick or posted in the Information Library on the CAMA website. Please send copies of your insert to Rose Fernandes at rose.fernandes@camacam.ca no later than April 30th, 2012.
- Highlights from the Conference, with special recognition to exhibitors, will be featured on the CAMA web site, in e-Brief and through social media tools.
- Web hot link from the CAMA web site to exhibiting organizations until November 1, 2012.
- Trade Show times will be announced and are clearly a portion of the scheduled conference activities.
- One (1) ticket to all evening functions (Tuesday's Casual Night Out and Wednesday's President's Dinner).

*** To qualify for the Early Bird Fee, full payment must be received by February 1, 2012.**



TERMS AND CONDITIONS FOR EXHIBITORS

1. Contract

- a. The application for space, when and if accepted by the Canadian Association of Municipal Administrators (CAMA) shall constitute a contract between the Exhibitor and CAMA. The terms include the terms and conditions included in this package.
- b. CAMA will honour location requests but reserves the right, if necessary, to amend and modify up to and including the day of the Trade Show.
- c. Booths will be sold on a first come, first served basis with priority going to exhibitors who have participated in CAMA Events in the past.
- d. CAMA may delegate the organization of the Conference Exhibit/Trade to a third party organizer who shall act on CAMA's behalf.

2. Qualifications to Exhibit

The purpose of the Trade Show is to provide a show-case for products and services of interest to the attendees of the Conference. CAMA reserves the right to remove, decline, or prohibit any exhibit which, in its opinion is not suitable to or in keeping with the character of the exhibition. The Exhibitor shall use no public address system.

3. Sub-License of Space

The Exhibitor shall not sub-license transfer, or apportion any part of its allotted space unless specifically approved by CAMA, shall not exhibit or permit to be exhibited or permit to be exhibited in its space any merchandise nor part of its own regular products, and shall not exhibit any advertising material not directly pertaining to the products or services being exhibited.

4. Non-delivery of the Building

CAMA will not be liable for failure to deliver the space in the event of the building becoming unavailable through fire, act of God, public enemy, strikes, the authority of the law or any other cause beyond its control.

5. Payments and Refunds

To be accepted as an Exhibitor, on-line registration must be completed and payment received by CAMA prior to March 31, 2012. Priority in booth selection is based on receipt of payment. If an Exhibitor withdraws from its commitment, an administration fee of \$500 will be charged for the cancellation, if notification of withdrawal is given in writing on or before March 31, 2012. The full fee will be charged if notification of withdrawal is given after this date.



6. Cancellation of contract

CAMA reserves the right to terminate this contract and to withhold from the Exhibitor possession of the exhibit space if the Exhibitor fails to comply with the terms and conditions described herein.

7. Damages

CAMA is not and shall not be liable for any damages, whether direct, indirect, general, special, consequential or other-wise, to the Exhibitor, its agents and employees or visitors to its exhibits.

8. Security

The premises are securely locked after hours. This is not an insurance policy. Exhibitors are advised to contact their business insurance agent for appropriate coverage. CAMA assumes no responsibility or liability for theft, losses or damages, however caused.

9. Removal of Booth display and Exhibit Materials

All exhibit materials and display structures must be removed from the area by 3:00 p.m., Wednesday, May 30, 2012. Booth materials not removed by the deadline imposed shall be removed and stored by the official trade show staging company at the exhibitor's expense.

TRADESHOW FLOOR PLAN

