

We are excited about the upcoming CAMA Conference in Fredericton, NB. Below is the information you will need to know about the Conference.

CHECKLIST SUMMARY:

- ☐ One page promotional piece (in a PDF) for the Information Library to admin@camacam.ca
- ☐ Coordinate any rentals, additional electrical, AV, and material handlings
- ☐ Coordinate delivery of your Exhibitor Trade Show Materials (if applicable) by May 18, 2018
- ☐ Coordinate Customs Declaration (if applicable)
- ☐ Purchase any additional lunch or evening event tickets (if applicable)
- ☐ Book hotel accommodations (if applicable)

1. **Promotional material:** Your company's promotional material (limited to one 8½" x 11" page) will be posted on the CAMA website – Information Library. Please send electronic file to admin@camacam.ca
2. What is **included** with your draped booth per 10' x 8'
 - 8' high back drape, 3' high side drape,
 - Trade show floor is carpeted – additional carpet is not required.
 - One 1,500 watt duplex (120 volt) electrical receptacle.
3. What is **not included** with your booth: Tables, chairs and other furniture.
This year, CAMA is pleased to offer a conference furniture rental special – one 6' skirted table, two folding chairs - \$50 additional with registration until Monday April 30, 2018. **Access the link in your exhibitor portal.** <https://www.civicinfo.bc.ca/event/2018/Portal/?id=5734>
4. **Customs Information:** Groups arriving from outside of Canada need to contact Canadian customs to declare their attendance at the conference in order to make shipping and entry of goods easy and timely. It is recommended that contact with Canada Customs is made at least one month prior to arrival. CAMA uses the services of Beyond Borders Logistics & Consulting Inc. T - [905.808.1006](tel:905.808.1006) E - brian@beyond-borderslc.com
5. **Exhibitor Portals:** You will be able to access your information through the Exhibitor portal. Use the portal to make changes to name tags and order extra tickets or name. **The Exhibitor Portal password and link will be on the invoice that is sent to the primary contact.** The primary contact email address will access the portal.
Portal link: <https://www.civicinfo.bc.ca/event/2018/Portal/?id=5734>
6. **CAMA Golf Tournament – Kingswood Golf Club**
Only 10 minutes from downtown Fredericton, the 18-hole Signature Kingswood Golf Course has over 7,000 yards of the most outstanding golf scenery in Canada. This course was designed and developed on a brilliant piece of topography unique to Atlantic Canada and offers a 30 foot waterfall on the Signature 14th hole as a backdrop, rock croppings, pot bunkers and marshland. Every golfer will experience a dramatic visual stimulation and an exciting inner challenge. Masterfully bunkered, with wide-open fairways, Kingswood focuses on the natural surroundings

EXHIBITOR CHECKLIST

and presents a challenge for the expert players without being overly taxing on the novice. Start your day early by departing the Fredericton Convention Centre at 6:30 a.m., enjoy a hot breakfast buffet, and drive away in your shared power cart at 8:00 a.m. with a shot-gun start. End your day with a BBQ lunch at the clubhouse that also houses Sam Snead's Oak Grill & Tavern where you can roam from room to room, savoring the memorabilia collected by Sam himself as he made his way into golf history. Golfers will be arriving back at the Convention Centre by 3:00 p.m. The cost per participant includes transportation to the course, green fees, the use of a shared power cart, a hot breakfast buffet and a BBQ lunch. Players will also have complimentary use of the driving range.

Affiliate CAMA Members (Non-Municipal)

\$155.00 + HST

Non-Members (Non-Municipal)

\$165.00 + HST

Golf club rentals will be available for \$30.00 (plus HST) and can be reserved on the on-line registration form and paid for at the course the day of the tournament.

For more information and to register, please go to <http://www.camacam.ca/conference>

Registration will open end of February 2018.

7. No meal or Event Tickets are included with your booth registration.

All meal and events require tickets. The following tickets are available at an additional cost.

Tickets are non-refundable.

Choose from the following Full Conference Pass or individual ticket options:

Exhibitor Full Conference Pass:

\$420.00/person

- Breakfasts (Tuesday and Wednesday)
- Lunches (Tuesday and Wednesday)
- Casual Night Out (Tuesday)
- President's Dinner (Wednesday)
- Hospitality Suites (Monday and Tuesday)

Individual Tickets –

purchase only what you need!

- Breakfast - \$30
- Lunch - \$35
- Casual Night Out - \$115
- President's Dinner - \$125

The above-noted pricing for individual tickets will be effect until May 18th, 2018.

NO MEAL OR EVENT TICKETS WILL BE SOLD ON-SITE

Access the link : <https://www.civicinfo.bc.ca/event/2018/Portal/?id=5734>

8. Name Tags: Two (2) name tags are provided with your booth. Additional Exhibitor name tags available at \$75 each. Any changes to name tags will be made in the Exhibitor portal.

There is no refund on any Additional exhibitor Name Tag purchases.

Access the link <https://www.civicinfo.bc.ca/event/2018/Portal/?id=5734>

9. **Delivery of Trade Show booth materials:** Exhibitors are responsible for the arrangements and related costs for off-site storage before, during and after the show.

Beyond Borders Logistics & Consulting Inc. is the official carrier for the CAMA Tradeshow.

EXHIBITOR CHECKLIST

For Shipping prior to Monday May 28, 2018: Please coordinate advance warehousing arrangements with Global Convention Services by providing them with the **Material Handling Forms** and **Method of Payment** provided in the Exhibitor Kit. Labels for your freight are included in the kit as well. Any additional costs will be at Exhibitor's expense.

NOTE: Fredericton Convention Centre will not accept anything prior to May 28 2018
Please note that upon move out all exhibitor materials must be removed from the show floor by Wednesday, May 30 at 6:00 PM or further charges for Forced Stranded Freight will be incurred. To ensure that your freight does not have to be forced sent back with Beyond Borders Logistics & Consulting Inc. please advise your carrier to pick-up your freight from the venue before the end of Exhibitor Move-Out Wednesday, May 30 by 6:00 PM.

Exhibitors can also carry in their exhibit materials on the day of Exhibitor Move In Monday May 28, 2018 from 9:00AM – 1:00PM. Loading bay is ground supported (not tail gate) and there is no fork lift onsite. Tradeshow room is located on 2nd floor.

10. **Hotel Accommodations:**

Please note that CAMA does not work with any third party housing vendors. We would suggest that you reserve your hotel room directly under the CAMA block

CAMA has secured a block of rooms at three hotels however the Hilton Garden Inn (connected to the Convention Centre) and the Crowne Plaza Hotel (located directly across the street from the Convention Centre) are **SOLD OUT**. There is still availability at the Delta Fredericton Hotel (the overflow hotel) which is a 15-minute picturesque walk on the river trail (from the Convention Centre) or a five minute drive. A shuttle service will be provided during the peak periods.

All hotels are offering the same special Conference rate:

Type of Room	Single and Double Rate
Standard Room	\$189.00

****Please note that the above rate is subject to 15% applicable taxes. There will be a \$10.00 charge for an additional person beyond double occupancy.**

A deposit equal to the first night's stay will be charged at the time of booking for the Crowne Plaza Hotel and the Delta Fredericton Hotel. The deposit for the Hilton Garden Inn will not be processed until March 2018 however your credit card information is required at the time of booking. If the reservation is cancelled by April 26th, 2018 the deposit will be refunded. If it is cancelled after April 26th, 2018 the first night's deposit will be forfeited.

To make a room reservation, see the instructions below:

Hotel	Instructions for Booking
Hilton Garden Inn (connected to the Convention Centre)	<ul style="list-style-type: none"> Reservations can only be made on-line using this link. Choose Attendee. If you have any problems, please contact the Crowne Plaza at 506-455-3371 or toll-free at 1-866-444-1946 and ask for

EXHIBITOR CHECKLIST

SOLD OUT	<p>Joanne Barkhouse.</p> <ul style="list-style-type: none"> The room block will be open until April 26, 2018 or until the group block is sold out – whichever comes first.
<p>Crowne Plaza Hotel (directly across from the Convention Centre)</p> <p>SOLD OUT</p>	<ul style="list-style-type: none"> Contact the Reservations Department at 1-506-455-3371 or toll-free at 1-866-444-1946. To ensure the special rate quoted above, please identify yourself as attending the CAMA Conference and quote the “CAMA Room Block”. Reservations can also be made on-line using this link. The room block will be open until April 26, 2018 or until the group block is sold out – whichever comes first.
<p>Delta Fredericton Hotel (15 minute walk or 5 minute drive from the Convention Centre). Shuttle service will be provided during the peak times.</p>	<ul style="list-style-type: none"> Contact the Reservations Department at 1-888-890-3222 or 506-457-7000 and identify yourself as attending the CAMA Conference. Reservations can also be made on-line using this link. Riverview Guest rooms are available for \$209.00/night. Club Room Guest rooms are also available for \$239.00/night. The room block will be open until February 13, 2018.

Additional Uptown Conference Hotel – Rooms Still Available

An additional room block has been secured at the Hampton Inn & Suites by Hilton Fredericton located in the uptown region (470 Bishop Drive) for \$165.00 + tax/night. A shuttle service will also be provided during the peak periods. To make a room reservation at the Hampton Inn & Suites or check the other three hotels for availability, see the instructions below:

<p>Hampton Inn & Suites by Hilton Fredericton (10 minutes drive to the Convention Centre). Shuttle service will be provided during the peak times.</p> <p>AVAILABLE</p>	<ul style="list-style-type: none"> \$165.00 + HST (includes a hot breakfast) for Two Queen or King Standard room. Contact the hotel directly at 1-844-565-3939 (toll free) or 1-506-300-1818 (local) and ask for the CAMA group rate. Reservations can also be made on-line using this link. The room block will be open until April 28, 2018 or until the room block is sold out – which comes first.
--	--

EXHIBITOR CHECKLIST

11. **Electrical** – Provided and coordinated by Freeman AV. Each booth comes with one 120 volt electrical receptacle. If you have additional electrical requirements, please contact:
Craig MacPherson Technical Services Manager
Phone: 506-460-2778 Mobile: 506-478-8076
Email: Craig.MacPherson@freemanco.com
12. **Wired and Wireless Internet:** Complimentary wireless high speed internet is available throughout the facility (FCC-Visitor).
For wired connections please contact the facility directly at 506-461-2770
13. **Audio Visual** – Provided and coordinated by Freeman AV. If you have any AV requirements, please contact: Craig MacPherson Technical Services Manager
Phone: 506-460-2778 Mobile: 506-478-8076
Email: Craig.MacPherson@freemanco.com
14. **Delegate List Distribution:** Final Delegate list will be sent to all Exhibitor primary contacts by Friday May 19, 2017. Please forward this list to your representatives prior to the conference. Please be advised that due to privacy policy delegates may choose not to provide their email address.
15. **CAMA/FCM Conference Review** CAMA/FCM Conference Review: Back by popular demand! At CAMA's annual conference, we are pleased to offer sponsors and exhibitors the opportunity to reach our membership and the broader municipal sector. In partnership with the Public Sector Digest (PSD) we will be putting together an official Conference Review for the CAMA Conference. This document will include:
 - Highlights of the keynotes and plenary sessions
 - Interviews with speakers and delegates
 - Selected case studies & ads featuring projects, programs, services or products from our
 - Policy notes & further reading for delegates
 - Insights from municipal and industry leaders

By providing our members with a document that highlights their ROI on attending the CAMA Conference, we are giving them the tools they need to show value in their attendance. With the Review going out a week after the conference ends, your current and potential clients will be able to use the Review to speak to the benefits of the connections they made at the conference and what they have learned. As an added bonus, PSD will be covering the FCM (Federation of Canadian Municipalities) Conference in Halifax directly after the CAMA Conference. The Conference Review will go out to CAMA delegates, FCM delegates, and PSD's entire readership of 140,000 municipal decision-makers, providing an exceptional opportunity for industry leaders to highlight their expertise and service offerings. Please click [here](#) for more details on how your organization can participate in the 2018 CAMA/FCM Conference Review. If you have any questions or to book your space in the Review, contact:
Tyler Tiffin at ttiffin@publicsectordigest.com or call 519-690-2565 ext.2728

16. **CAMA Lead Tracking System and Prize Giveaways:** This year at the CAMA 2018 Trade Show all exhibitors will have access to use the CAMA Lead Tracking System. This system not only tracks leads but will permit event organizers to coordinate and communicate the prize drawing at the end of the trade show. The system is setup to work on mobile devices or laptops, either of which the exhibitor is required to provide to access the Lead Tracking System. Exhibitors and delegates will be able to log into the system using a special link. Under separate cover, additional information will be provided. Brief overview of the program:
- The username will be the email address the primary contact used to register.
 - The password will be emailed to each primary contact and the booth password will also be provided.
 - Once an exhibitor is logged in, they are presented with a simple interface which will permit the exhibitor to Scan a Delegate, Download the Delegate List, Add a Prize, Manage Prizes, and View Scans.
 - To scan a delegate, the exhibitor simply needs to enter the delegates ID number into the system. This will bring up the delegates details. The exhibitor must assign a star rating to the delegate based on their booth engagement. Comments can also be added at this time. Once these details are captured, the exhibitor will either hit the save button or hit the scan another delegate button.
 - If the exhibitor is giving away a door prize, the exhibitor simply clicks on Add a New Prize and enters in the relevant details. More than one prize can be given away per booth
 - At the Closing Ceremonies, Exhibitors will have the option to electronically draw all of the booth door prizes.

EXHIBITOR CHECKLIST

Program at a Glance: Highlighted times – Exhibitor Tradeshow hours

Pre-Conference Day: Monday, May 28th, 2018

6:30 a.m. – 3:00 p.m.	Golf Tournament at Kingswood Golf Club
8:00 a.m. – 4:30 p.m.	Day in St. Andrews By The Sea
9:00 a.m. – 11:00 a.m.	Bike Tour
9:00 a.m. – 3:00 p.m.	Exhibitor Registration & Tradeshow set up
11:00 a.m. – 8:00 p.m.	Delegate Conference Registration
12:00 Noon – 3:30 p.m.	Microbrewery Tour & Tastings
1:00 p.m. – 5:00 p.m.	Provincial/Territorial Association Meeting
5:30 p.m. – 6:00 p.m.	President's Reception for Sponsors and Exhibitors
6:00 p.m. – 7:00 p.m.	First Time Delegates Reception
6:00 p.m. – 9:30 p.m.	Opening Reception at Tradeshow
9:30 p.m. – 11:30 p.m.	Hospitality Suite - <i>Exhibitor Full Conference Pass access only</i>

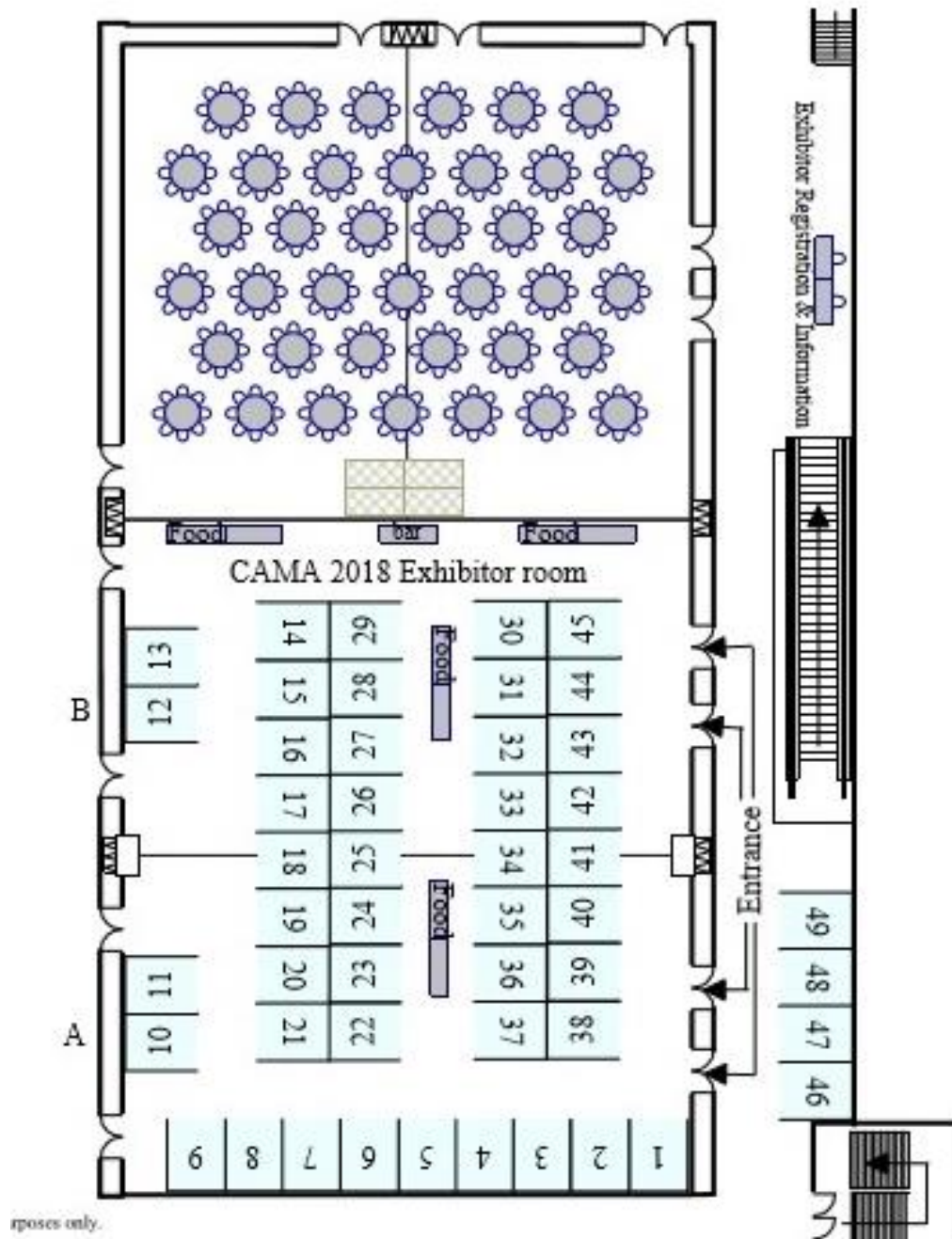
Day One: Tuesday, May 29, 2018

6:00 a.m. to 7:00 a.m.	Morning Run
6:00 a.m. to 7:00 a.m.	Morning Yoga
7:00 a.m. to 4:30 p.m.	Delegate Conference Registration
7:30 a.m. to 8:15 a.m.	Breakfast
8:15 a.m. to 9:00 a.m.	Annual General Meeting
9:00 a.m. to 9:15 a.m.	Opening Ceremonies
9:15 a.m. to 10:30 a.m.	Opening Keynote
10:30 a.m. to 11:00 a.m.	Tradeshow Refreshment Break
11:00 a.m. to 12:00 Noon	Plenary Session – Brady Wilson
12:00 Noon to 1:00 p.m.	Long Service Awards Luncheon
1:00 p.m. to 1:30 p.m.	Dessert and Coffee in the Tradeshow Area
1:30 p.m. to 2:30 p.m.	Concurrent Sessions
2:30 p.m. to 3:00 p.m.	Tradeshow Refreshment Break
3:00 p.m. to 4:00 p.m.	Concurrent Sessions
4:00 p.m. to 4:45 p.m.	Speed Coaching Session
5:30 p.m. to 6:30 p.m.	Young Professionals Reception
6:30 p.m. to 9:30 p.m.	Maritime Kitchen Party at the Delta Fredericton Hotel
9:30 p.m. to 11:30 p.m.	Hospitality Suite– <i>Exhibitor Full Conference Pass access only</i>

Day Two: Wednesday, May 30, 2018

6:00 a.m. to 7:00 a.m.	Morning Run
6:00 a.m. to 7:00 a.m.	Morning Yoga
7:00 a.m. to 3:00 p.m.	Delegate Conference Registration
7:30 a.m. to 8:15 a.m.	Breakfast
8:15 a.m. to 9:45 a.m.	Plenary Session
9:45 a.m. to 10:15 a.m.	Tradeshow Refreshment Break
10:15 a.m. to 11:15 a.m.	Plenary Session
11:15 a.m. to 12:15 p.m.	Closing Keynote
12:15 p.m. to 1:15 p.m.	CAMA Awards of Excellence Luncheon
1:15 p.m. to 1:45 p.m.	Closing Ceremonies and Tradeshow Draws
2:30 p.m. to 4:30 p.m.	Study Tours
6:00 p.m. to 7:00 p.m.	President's Reception at the Beaverbrook Art Gallery
7:00 p.m. to 1:00 a.m.	President's Dinner at the Fredericton Convention Centre

Floor Plan:



EXHIBITOR CHECKLIST

KEY EXHIBITOR CONTACTS:

SERVICE/COMPANY	CONTACT	PHONE/EMAIL/FAX
Exhibitor Services: <i>Global Convention Services Ltd.</i> <ul style="list-style-type: none"> Advanced Materials Warehousing Furniture rentals 	Greg Condon Operations Manager for NB & NL	Phone: 506 658 0506 Fax: 506 658 0509 Email: GCondon@globalconvention.ca
Transportation services <i>Beyond Borders Logistics & Consulting Inc.</i> <ul style="list-style-type: none"> Shipping/Freight 	Brian Moore President Rob Parr Operations Manager	Phone: 905.808.1006 Email: brian@beyond-borderslc.com Phone : 416.771.4065 Email: rob@beyond-borderslc.com
Electrical (Additional) <i>Freeman AV</i>	Craig MacPherson Technical Services Manager	Phone: 506-460-2778 Mobile: 506-478-8076 Email: Craig.MacPherson@freemanco.com
Canadian Customs: <i>Beyond Borders Logistics & Consulting Inc.</i>	Brian Moore President Rob Parr Operations Manager	Phone: 905.808.1006 Email: brian@beyond-borderslc.com Phone : 416.771.4065 Email: rob@beyond-borderslc.com
Wired Internet	Fredericton Convention Centre	Phone: 506-461-2770
Audio Visual: <i>Freeman AV</i>	Craig MacPherson Technical Services Manager	Phone: 506-460-2778 Mobile: 506-478-8076 Email: Craig.MacPherson@freemanco.com
CAMA/FCM Conference Review: <i>Public Sector Digest</i>	Tyler Tiffin	Phone: 519.690.2565 x2728 Email: ttiffin@publicsectordigest.com
CAMA Lead Tracking System MISA Canada	Cory Halford	Email: president@misa.ca