



CAMARADERIE
EMBRACING CHANGE



**CAMA ANNUAL CONFERENCE &
EXHIBITOR TRADESHOW
EXHIBITOR PROSPECTUS**

June 3-5, 2024 | Fairmont Banff Springs Hotel, Alberta



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2024 CAMA CONFERENCE

The Canadian Association of Municipal Administrators (CAMA) is pleased to present the following Exhibitor opportunities for the 50th Annual CAMA Conference being held on June 3-5, 2024 at the Fairmont Banff Springs Hotel in Banff, Alberta.

A partnership with CAMA is a partnership with municipal managers across Canada. For all Conference information including the hotel room block visit the [CAMA Conference website](#).



QUICK REFERENCES

For current exhibitor information including the hotel room block, click [here](#)

Exhibitor Rates

Type of Exhibitor Booth/Exhibitor Category	Price
10' Wide x 8' Deep	
Regular Price	\$2850.00 + GST
Business Partner Price	\$2750.00 + GST
8' Wide x 8' Deep	
Regular Price	\$2550.00 + GST
Business Partner Price	\$2450.00 + GST

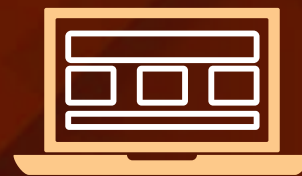
To qualify for the Business Partner rate, you must be a Business Partner at the time the space is reserved. For more details on the Business Partner Program, visit the [CAMA website](#).

To see what is included in your booth rental please visit [page 13](#).

How to Secure Exhibit Space



Complete the on-line [2024 Exhibitor Tradeshow registration link](#) which includes a copy of the Floorplan, however it can also be found [here](#). Payment is due at the time of registration.



Each exhibitor will have access to a portal where they can add/edit name tags, order meal/event tickets until **May 10, 2024**.

Exhibit Hours

Monday, June 3	
10:00 a.m. to 3:00 p.m.	Exhibitor Move-in
6:30 p.m. to 9:00 p.m.	Opening Reception in the Exhibitor Tradeshow
Tuesday, June 4	
10:30 a.m. to 11:00 a.m.	Refreshment Break in the Exhibitor Tradeshow
1:00 p.m. to 1:30 p.m.	Dessert in the Exhibitor Tradeshow
2:30 p.m. to 3:00 p.m.	Refreshment Break in the Exhibitor Tradeshow
Wednesday, June 5	
10:15 a.m. to 10:45 a.m.	Refreshment Break in the Exhibitor Tradeshow
1:00 p.m. to 1:30 p.m.	Closing Ceremonies/Prize Draws
1:30 p.m. to 4:00 p.m.	Exhibitor Move-out

*Exhibitors must be fully set up by 3:00 p.m. on Monday, June 3 (and if golfing by 4:30 p.m.), and remain intact until 1:30 p.m. on Wednesday, June 5. Booth dismantling begins at 1:30 p.m. on Wednesday. Exhibitors will be notified in writing of any schedule changes.

Your Exhibit Sales Team & Key Contacts



Exhibit Sales, Sponsorship and Advertising

Please contact Jennifer Goodine,
CAMA Executive Director
admin@camacam.ca or 506-460-2135



Exhibit Logistics

Please contact Alisha Bainbridge Trites
CAMA Exhibits Manager
alisha.bainbridge@camacam.ca

FACTS ABOUT CAMA MEMBERSHIP & ANNUAL CONFERENCE

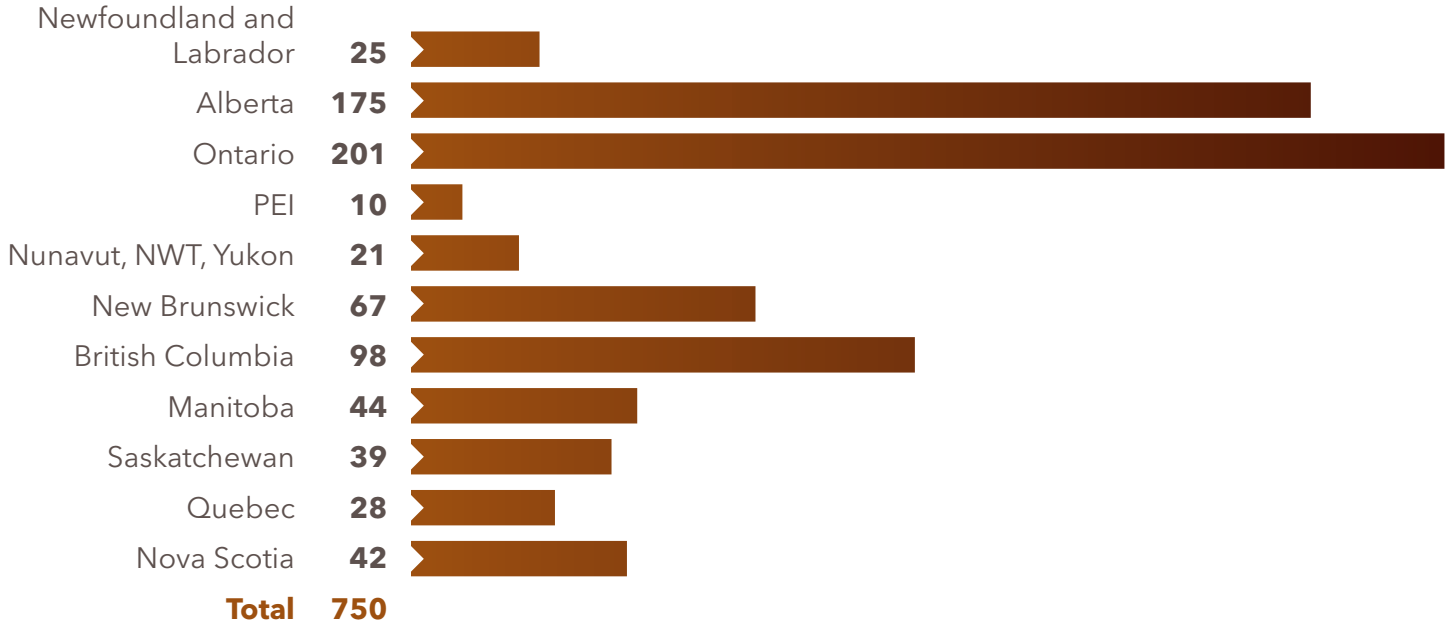
As a national association, the CAMA membership offers a wide geographical appeal to potential business partners and has a membership of over 750 local government professionals. The Annual Conference typically has 275 members attend each year representing 240 Canadian communities.

Canadian municipalities spend in excess of \$40-billion annually and CAMA members represent over 85% of the nation's population. CAMA members are the most senior appointed officials in their municipalities including Chief Administrative Officers (CAO)/City Managers and any person employed in a senior management position that reports directly to the CAO (Deputy CAOs, Directors, Departments Heads, Chief Commissioners, General Managers, City Clerks, etc.). Other delegates include retired or honorary members, emerging managers and decision makers in municipalities, private sector consultants, and product or service providers.

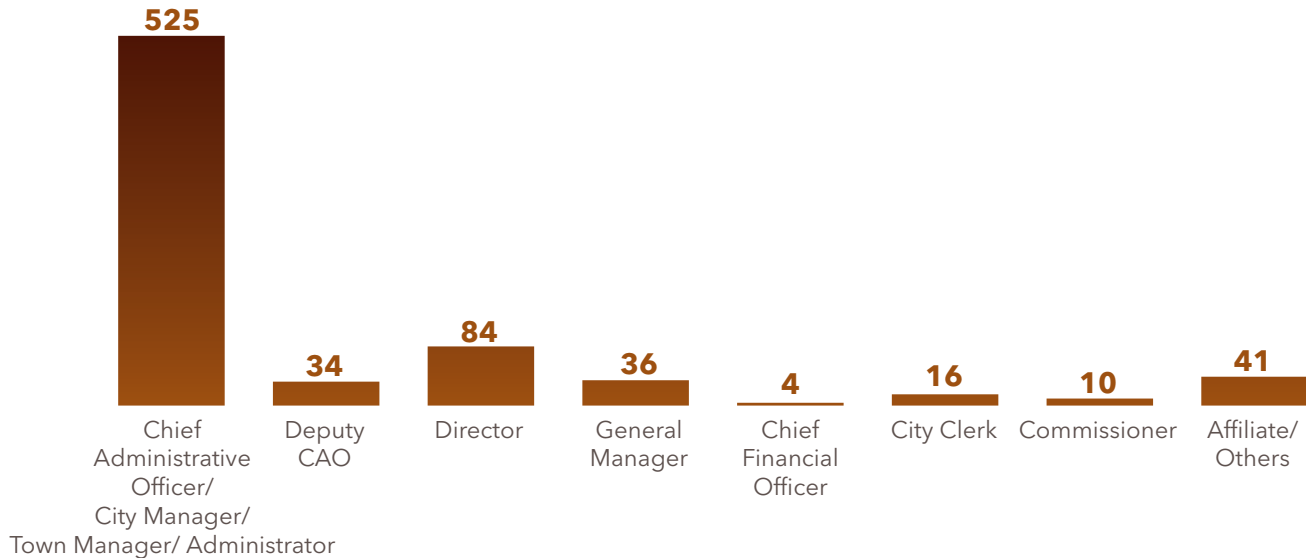


WHO ATTENDS?

CAMA Membership - Province/Territory



CAMA Membership - Title



THANK YOU TO OUR 2023 EXHIBITORS

- AccessE11
- August Digital - 311AI
- Bciti+ Solutions
- Calix
- Canadian Ramp Company
- Canoe Benefits
- Canoe Procurement Group of Canada
- Civia
- Classic Displays
- Cocoflo Innovations
- Commercial Truck Equipment Co.
- Commissionaires
- CSA Group
- Custom Ice Inc.
- DataVisual Marketing Inc.
- Deloitte LLP
- Enduraquip
- Entandem
- Epson Canada
- eSCRIBE
- FlashVote
- Food Cycle Science
- Fountain Tire
- FuseForward Solutions Group
- GovDeals Canada
- Grainger Canada
- Granicus
- Greatario Engineered Storage Systems
- Health Canada
- Honeywell
- HotSpot Parking Inc.
- HSB Canada
- Intellera Inc.
- Intelligent Communities Summit
- isiLIVE
- Johnson Controls
- KTI Limited
- Legacy Executive Search Partners
- Matrix Video
- MCG Consulting Solutions
- Mitacs
- Mitel
- Napa Canada
- National Bank of Canada
- Neptune Technology Group
- Northern Mat and Bridge
- OECM
- Ontario Municipal Leadership Institute
- PEMAC Asset Management Association of Canada
- PlayPower Canada
- Ravenhill Group Inc.
- School of Policy Studies, Queen's University
- Service Line Warranties of Canada (SLWC)
- Ship-source Oil Pollution Fund & Fund for Railway Accidents Involving Designated Goods
- Smart Energy Water
- Techni+Contact Canada Ltd.
- The Hub @ Sutherland
- ThinkDox Inc.
- Trane Canada
- Transitional Solutions Inc.
- United Rentals of Canada, Inc.
- Vayle Inc.
- Vortex Aquatic Structures International
- WhistleBlower Security Inc.
- ZenCity

WHY EXHIBIT?

The Power of Face-to-Face Engagement

Meet with a diverse array of CAMA conference delegates from over 240 communities across Canada. Unveil your newest products and services, enjoy golf with colleagues, and come network in the many other event opportunities CAMA 2024 has to offer!

Why Exhibit?

- Meet face-to-face with CAOs/City Managers and key decision-makers to discuss, and answer questions about your products and services.
- Enjoy **five hours** of dedicated exhibit time.
- To support booth traffic and exposure to the tradeshow, CAMA holds many of our events inside the exhibit hall with food and beverage concessions (welcome reception, refreshment breaks, dessert, and the closing ceremonies). With these events spread over three days, you have many opportunities to meet customers and generate leads.
- Have the opportunity to attend the professional development/speaker sessions with the delegates.
- Purchase a full delegate pass or individual tickets to attend the meals and social activities with the attendees.
- Reconnect and strengthen existing relationships and build new ones.
- Leave with new customers, fresh leads and newfound respect for what CAMA can enable your company to accomplish.

How is CAMA Promoting the Tradeshow?

Pre-Conference

- Encouraging attendees to check out the companies that will be in attendance on our website and mobile app. This also allows them to know you are exhibiting and they can plan ahead on who they want to engage with once they arrive.
- Dedicated social media posts promoting the Exhibitor Tradeshow.
- Promotion of Passport Game, which encourages attendees to visit your booth to collect stamps.

On Site at Conference

- Daily e-mails to delegates promoting the Exhibitor Tradeshow and interaction opportunities.
- Exhibitor Tradeshow hours included on mobile app and Conference Program.
- Encouraging attendees to participate in the Passport Game.
- Dedicated reminders on the mobile app during the Conference.

HERE'S WHAT OUR EXHIBITORS ARE SAYING...

99% of 2023 exhibitors said they would exhibit again and it is a "must attend" event.

95% of 2023 exhibitors agreed that the event offered valuable networking opportunities and leads.

"Attendees were engaged and willing to spend time discussing their needs."

- Exhibitor

"I was blown away by the organization and detail of this Conference. We've had great success in exposing our brand and connecting with potential clients, increasing our reach in markets where we are looking to expand. That is in no small part due to the outstanding overall management, hospitality, and communication provided by the CAMA team leading up to the event and on site. I can't wait for the next one!"

- Exhibitor

"The CAMA Conference is our number one source of getting qualified leads across the country. The CAMA team are dedicated and it shows in the first class event they put on."

- Exhibitor

"Every year we participate in the CAMA Conference because it continues to expand our market across Canada. The team continues to go the extra mile to ensure that our needs are met to make the show a success. This is one of the most effective shows that we invest in."

- Exhibitor



EXHIBIT HOURS

Monday, June 3

10:00 a.m. to 3:00 p.m.

Exhibitor Move-in

6:30 p.m. to 9:00 p.m.

Opening Reception in the Exhibitor Tradeshow

Tuesday, June 4

10:30 a.m. to 11:00 a.m.

Refreshment Break in the Exhibitor Tradeshow

1:00 p.m. to 1:30 p.m.

Dessert in the Exhibitor Tradeshow

2:30 p.m. to 3:00 p.m.

Refreshment Break in the Exhibitor Tradeshow

Wednesday, June 5

10:15 a.m. to 10:45 a.m.

Refreshment Break in the Exhibitor Tradeshow

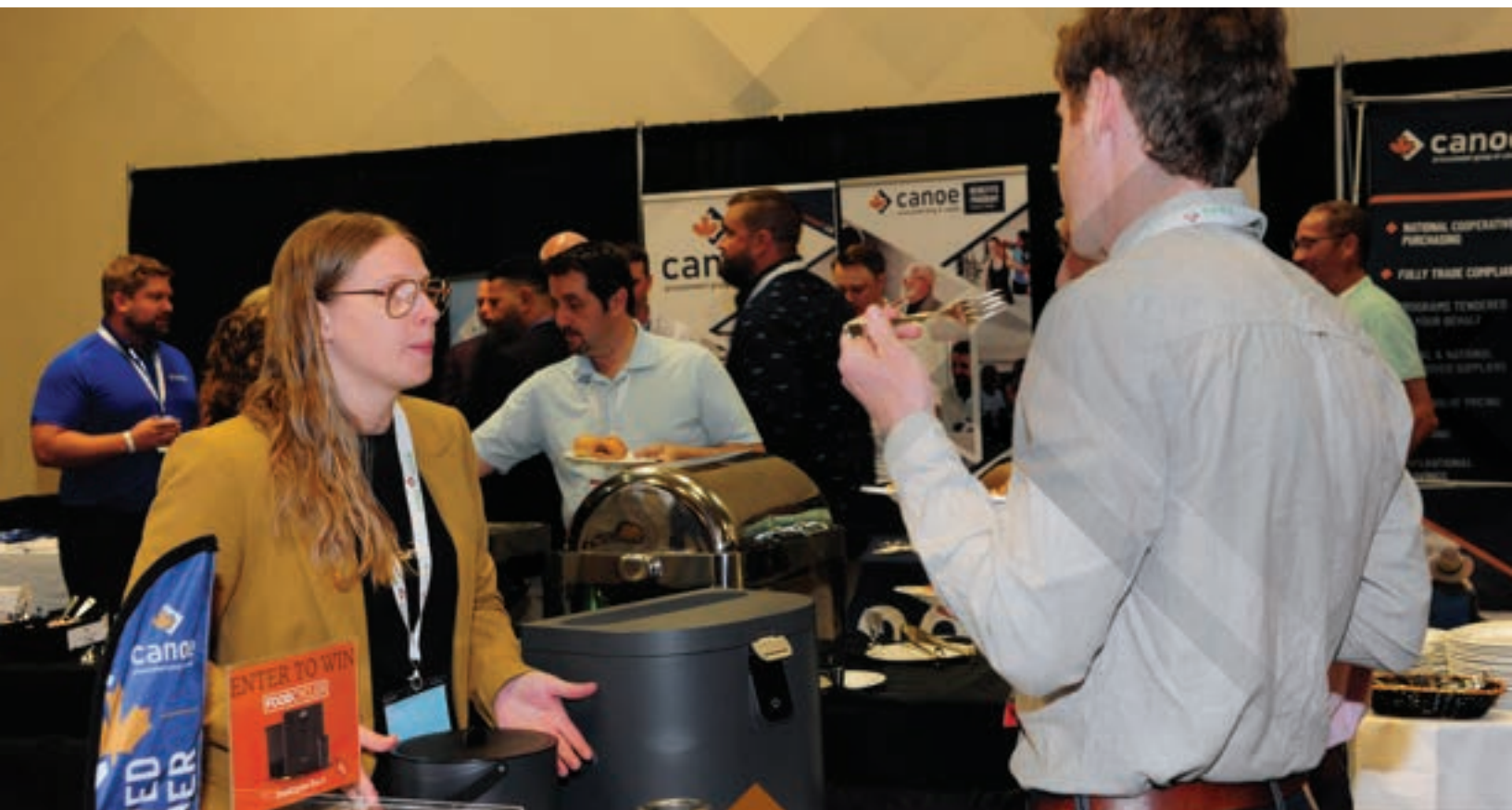
1:00 p.m. to 1:30 p.m.

Closing Ceremonies/Prize Draws

1:30 p.m. to 4:00 p.m.

Exhibitor Move-out

*Exhibitors must be fully set up by 3:00 p.m. on Monday, June 3 (and if golfing by 4:30 p.m.), and remain intact until 1:30 p.m. on Wednesday, June 5. Booth dismantling begins at 1:30 p.m. on Wednesday. Exhibitors will be notified in writing of any schedule changes.



PRELIMINARY CONFERENCE SCHEDULE*

Monday, June 3, 2024	
10:00 a.m. to 3:00 p.m.	Regular Tradeshow Exhibitor Set Up (if golfing you must be set up by 4:30 p.m.)
7:30 a.m. to 2:30 p.m.	Golf Tournament
Morning/Afternoon	Pre-Conference Activities
6:30 p.m. to 9:00 p.m.	Opening Reception in Exhibitor Tradeshow
9:00 p.m. to 10:30 p.m.	Hospitality Suite
Tuesday, June 4, 2024	
6:00 a.m. to 7:00 a.m.	Morning Run
7:30 a.m. to 8:15 a.m.	Breakfast
8:15 a.m. to 9:15 a.m.	Annual General Meeting
9:15 a.m. to 9:30 a.m.	Opening Ceremonies
9:30 a.m. to 10:30 a.m.	Opening Keynote Speaker
10:30 a.m. to 11:00 a.m.	Refreshment Break in Exhibitor Tradeshow
11:00 a.m. to 12:00 Noon	Plenary Session
12:00 Noon to 1:00 p.m.	Long Service Awards Luncheon
1:00 p.m. to 1:30 p.m.	Dessert in Exhibitor Tradeshow for Delegates
1:30 p.m. to 2:30 p.m.	Breakout Sessions
2:30 p.m. to 3:00 p.m.	Refreshment Break in Exhibitor Tradeshow
3:00 p.m. to 4:00 p.m.	Breakout Sessions
6:30 p.m. to 9:00 p.m.	Casual Night Out
9:00 p.m. to 10:30 p.m.	Hospitality Suite

*Schedule is preliminary and is subject to change.

- Tradeshow Hours
- Additional Cost to Attend

Wednesday, June 5, 2024

6:00 a.m. to 7:00 a.m.	Morning Run
7:30 a.m. to 8:15 a.m.	Breakfast
8:15 a.m. to 9:15 a.m.	Plenary Session
9:15 a.m. to 10:15 a.m.	Plenary Session
10:15 a.m. to 10:45 a.m.	Refreshment Break in Exhibitor Tradeshow
10:45 a.m. to 11:45 a.m.	Closing Keynote
12:00 Noon to 1:00 p.m.	CAMA Awards of Excellence Lunch
1:00 p.m. to 1:30 p.m.	Closing Ceremonies in Exhibitor Tradeshow
2:00 p.m. to 4:00 p.m.	Study Tours/Workshops
6:30 p.m. to 7:00 p.m.	President's Dinner Reception
7:00 p.m. to 11:00 p.m.	President's Dinner

Tradeshow Hours

Additional Cost to Attend

2024 Key Dates for Exhibitors

Wednesday, November 1, 2023	Exhibitor registration opens for CAMA Business Partners.
Friday, December 1, 2023	Exhibitor registration opens to the public.
Wednesday, January 31, 2024	Deadline for requesting exhibitor booth cancellation with a refund (minus \$250.00 administration fee).
Wednesday, February 28, 2024	Deadline for requesting exhibitor booth cancellation with a refund (minus \$500.00 administration fee).
Friday, May 10, 2024	Deadline to purchase any additional name badges, delegate passes, lunch or evening event tickets, etc.
Wednesday, May 15, 2024	Deadline to coordinate: <ul style="list-style-type: none">• Delivery of your Exhibitor Tradeshow materials (if applicable).• Any rentals, additional electricity, AV, and materials handling.• Customs Declaration (if applicable).
Monday, June 3, 2024 (10:00 a.m. to 3:00 p.m.)	Exhibitor registration and move-in. If you are participating in the Golf Tournament, please make sure you are set up no later than 4:30 p.m.
Wednesday, June 5, 2024 (1:30 p.m. to 4:00 p.m.)	Exhibitor move-out.

ABOUT THE EXHIBITOR TRADESHOW

The floor plan can be found on [page 20](#) of this prospectus.

Application Procedure

- Booths will be sold on a first-come, first reserved basis with priority going to Business Partners first followed by exhibitors who have participated in CAMA events in the past.
- Exhibitor fees must be paid in full with your on-line registration to secure exhibit space.
- Please read the Exhibitor Terms and Conditions on [page 21](#) before submitting your application. CAMA reserves the right to deny exhibit space.

Rates for Standard Exhibitor Booth Packages

- Booths 1-15 and 49-54 are 10' Wide x 8' Deep
- Booths 16-48 are 8' Wide x 8' Deep

Type of Exhibitor Booth/Exhibitor Category	Price
10' Wide x 8' Deep	
Regular Price	\$2850.00 + GST
Business Partner Price	\$2750.00 + GST
8' Wide x 8' Deep	
Regular Price	\$2550.00 + GST
Business Partner Price	\$2450.00 + GST

To qualify for the Business Partner rate, you must be a Business Partner at the time the space is reserved. For more details on the Business Partner Program, visit the [CAMA website](#).



What's Included with your Booth Rental?

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

- Draped booth in the exhibit area (8-foot-high back drapes and 36-inch high draped side divider).
- One 6' skirted table and two padded chairs.
- **Electricity:** Each booth includes one 700-watt duplex outlet. If additional power is required, please consider purchasing extra electricity capacity to meet your needs through GES. **Please note that while we are thrilled to offer this amenity this year, this inclusion may not be guaranteed at future events.**
- Delegate list (with delegate title, municipality and Province) will be available mid-May 2024.
- An "Exhibitor" name badge for two representatives staffing your booth. Additional name badges can be purchased for \$75.00 each up to a maximum of five per booth. Name tags must be worn to all events. Entry may be denied if your name tag is not visible.
- Company logo and web hot link from the CAMA website to exhibiting organizations.
- Exhibitor logo, name and booth number for the tradeshow on the mobile app. This allows delegates to find the booth from the mobile show guide.
- Highlights from the Conference, with special recognition to exhibitors, will be featured on the CAMA website, in e-Brief and through social media tools.

What IS NOT included in your Booth Rental?

- **Additional Name Badges.** Additional name badges are required beyond the initial two provided with your booth purchase and are \$75.00 each.
- **Meal and Event Tickets.** Meal and event tickets are not included in the exhibitor registration package noted above. All meals and events require the purchase of additional tickets which are non-refundable (see below for options).

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

Exhibitor Full Conference Pass: \$450.00 + GST/person

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

Individual Tickets:

Event	Cost Per Ticket + GST
Breakfast	\$45.00
Lunch	\$55.00
Casual Night Out	\$120.00
President's Dinner	\$130.00
Additional Exhibitor Name Tag (up to five/booth)	\$75.00

Note: Hospitality Suite access is not available with individual ticket purchase

The above-noted pricing for individual tickets will be in effect until May 10th, 2024. No tickets will be available for purchase on site.

Exhibit Hall Door Prizes

CAMA would like each exhibitor to contribute at least one item for the door prize draws held at the Closing Ceremonies on Wednesday, June 5 at 1:00 p.m. Please contact alisha.bainbridge@camacam.ca with questions or to contribute a prize.

THINK OUTSIDE THE BOOTH!

Build Your Brand Beyond Your Booth!

Increase your exposure at the 2024 CAMA Conference and Exhibitor Tradeshow. A wide range of branding, sponsorship and advertising opportunities are offered to help you make an impact on attendees and some are included below.

Contact Jennifer Goodine, CAMA Executive Director to discuss your strategy for making the most of your presence at the Conference - admin@camacam.ca or 506-460-2135.

Drink Tickets - \$500.00 (pack of 25)

Purchase drink tickets to hand out to delegates for use at the Welcome Reception on Monday, June 3 (6:30 p.m. to 9:00 p.m.). Tickets will be good for beer, wine and soft drinks and will include your company logo. Must be purchased in advance no later than May 1. Price: \$500.00 for a pack of 25 drink tickets.

Pillar Partnership: Elevate Your Brand at the Tradeshow - \$1000.00 for all four sides of one pillar (two available).

Are you looking for an extraordinary way to make your brand shine at the Tradeshow? Our exclusive Pillar Sponsorship opportunity is the answer. Be a pillar of support for the event and gain unparalleled visibility and recognition among the attendees.

You will receive prime exposure with your company's branding and messaging on one of the prominent pillars (on all four sides) throughout the trade show venue, ensuring maximum visibility from all corners of the space. Pillar sponsorships are highly sought after and available on a first-come, first-served basis and we only have two available. You will be responsible for the graphic design to be submitted by May 1st, 2024 with approval by May 16, 2024.

Visibility

- Logo and link on sponsor page on CAMA's website.
- Corporate branding featured on the pillars.

Marketing & Engagement

- Social Media posts acknowledging your organization from CAMA.
- Announcement of your partnership with company logo and description in the CAMA e-Brief newsletter.

Charging Station Partnership: Energize Your Brand at CAMA - \$1000.00 each (two available).

Power up your brand's visibility and make a lasting impact at CAMA by becoming a Charging Station Partner. Join us in keeping attendees connected, charged up and engaged throughout the Conference. In today's digital age, the attendees will thank you for providing a convenient and invaluable service.

Your company's branding will take center stage at our strategically located charging stations located in high-traffic areas, ensuring your brand remains top-of-mind as attendees recharge their devices. There are only two Charging Station Partnerships available so reserve your station early to secure your spot. You will be responsible for the graphic design to be submitted by May 1st, 2024 with approval by May 16, 2024.

Visibility

- Logo and link on sponsor page on CAMA's website.
- Corporate branding featured on the charging station.

Marketing & Engagement

- Social Media posts acknowledging your organization from CAMA.
- Announcement of your partnership with company logo and description in the CAMA e-Brief newsletter.

Registration Desk Partnership - \$5000.00

Be the Registration Desk partner and your company can be positioned at a table in this high-traffic area (from Sunday to Wednesday) which is a perfect way to communicate your message, brand and products to delegates as they arrive in Banff.

The hours of operation of the registration desk are as follows and an individual from your team must always attend:

Sunday, June 2 nd	2:00 p.m. to 6:00 p.m.
Monday, June 3 rd	11:00 a.m. to 8:00 p.m.
Tuesday, June 4 th	7:00 a.m. to 4:30 p.m.
Wednesday, June 5 th	7:00 a.m. to 3:00 p.m.

There is only one partnership available and would be exclusive to your company.

Visibility

- Logo and link on sponsor page on CAMA's website.
- Logo, link, and company description in Conference Program.
- Signage as a partner at the partner registration desk.
- Opportunity to set up banners at the partner registration desk.

Networking

- Opportunity for two representatives from your organization to attend the Conference, however one representative must be at the partner registration desk at all times.

Marketing & Engagement

- Social Media posts acknowledging your organization from CAMA.
- Announcement of your partnership with company logo and description in the CAMA e-Brief newsletter.

Conference Mobile App Partnership - Elevate Your Brand (\$3,000 for one year and \$5,000 for a commitment of two years) (One Exclusive Opportunity)

Elevate your brand's presence and digital reach at CAMA by becoming the official mobile app partner. Your brand can play a pivotal role in enhancing connectivity, engagement, and convenience for all attendees. The app will be available to those on-site at the Fairmont Banff Springs Hotel, but also to those who cannot attend. The app provides access to event information from agenda to speaker bios, and maps right from your smartphone, and in one place. Link to other delegates, and view exhibitors right from your phone, tablet or laptop, and provide real-time feedback, ask questions and participate in discussions. Participants can access information on changes, announcements, and time sensitive content. The app is provided for free by CAMA, and is presented by EventMobi.

The Conference Mobile App will allow your company to be prominently featured on the official mobile app, ensuring a strong digital footprint throughout the event where you will stand out as a tech-savvy industry leader. **CAMA's 2023 Conference Mobile App had 338 unique visitors, and over 16,998 page views.**

Visibility

- Logo and link on sponsor page on CAMA's website.
- Logo, link, and company description in Conference Program.
- Your logo or graphical ad will be prominently displayed on the opening page that will be viewed by all visitors. Graphics will be on the top and bottom. When clicked users will be directed to your enhanced listing page.

Networking

- Work with CAMA's Social Media Coordinator to create a survey questionnaire for attendees to collect market research or to create buzz and generate leads.

Marketing & Engagement

- Social Media posts acknowledging your organization from CAMA.
- Announcement of your partnership with company logo and description in the CAMA e-Brief newsletter.

Golf Hole Partnership

CAMA's Golf Tournament is a popular event with approximately 80 delegates taking place on Monday, June 3, 2024. This is a great opportunity to maximize your company's visibility.

Option #1: Hole Sponsor

Cost: \$250.00/each

- Company name on the sign at one hole on the course.
- Verbal mention of sponsor during Golf Luncheon and on signage at the clubhouse.

Option #2: Hole Sponsor

Cost: \$500.00/each

- Company name on sign at one hole on the course.
- Opportunity to set up product sampling, demonstrations, etc. at the hole and be staffed by sponsors/company employee(s).
- Verbal mention of sponsor during Golf Luncheon and on signage at the clubhouse.
- One ticket to attend Golf Luncheon with players.

Looking for something different?

Please reach out to Jennifer Goodine, CAMA Executive Director at the CAMA National Office (admin@camacam.ca) if you are interested in other forms of recognition and a customized package can be prepared for you.

YEAR ROUND EXHIBITOR OPPORTUNITIES

The CAMA Conference is a perfect place for you to communicate with our members, however why not keep in touch year-round?

CAMA E-Brief Newsletter

e-Brief

We have created several options that will allow you to deliver your information to our members through our website and e-Brief. e-Brief is CAMA's electronic newsletter that is distributed to all current members on a regular basis. To view samples [click here](#).

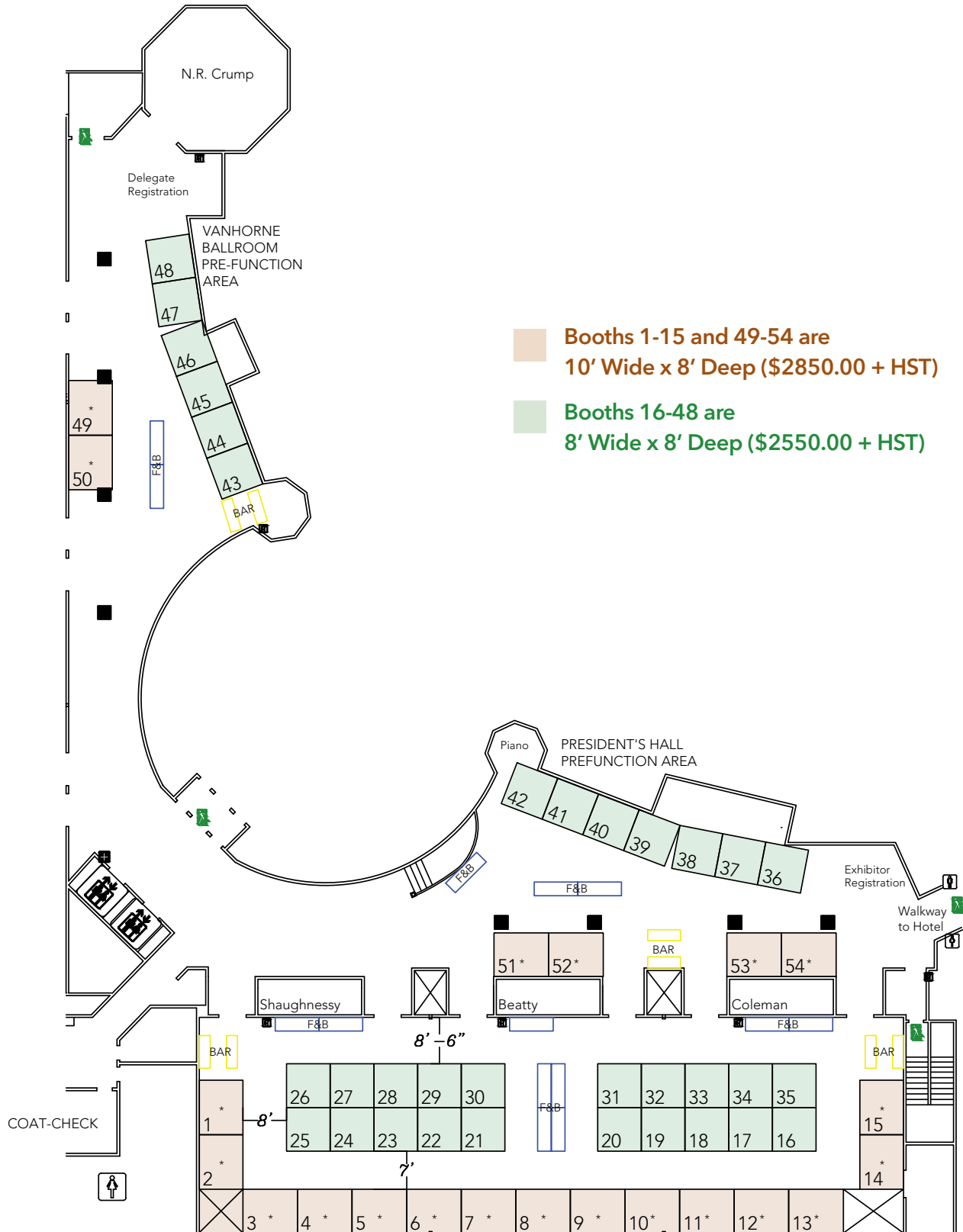
Special Edition e-Brief Newsletter:

- Reach the entire CAMA membership with a personalized issue of CAMA's e-Brief newsletter that highlights only your company, information package, and logo.
- At least four to five articles can be included in this Special Edition which will be designed by CAMA and will receive your final approval before being circulated.
- This one-time edition will stay on the CAMA website.
- Regular Rate: \$1600.00
- Business Partner Rate: \$1350.00

E-Brief Newsletter Insert

- Reach the entire CAMA membership by providing a brief article, no more than 100 words, in an executive summary format that will have a website link and one logo for a one-time insertion.
- All e-Brief newsletters are on the CAMA Website.
- Regular Rate: \$600.00
- Business Partner Rate: \$450.00

TRADESHOW FLOORPLAN



TERMS AND CONDITIONS FOR EXHIBITORS

1. Contract

- The application for space shall constitute a contract between the Exhibitor and CAMA. The terms include the terms and conditions included in this package.
- CAMA will honour location requests but reserves the right, if necessary, to amend and modify up to and including the day of the Tradeshow.
- Booths will be sold on a first-come, first reserved basis with priority going to Business Partners first followed by exhibitors who have participated in CAMA Events in the past.
- CAMA may delegate the organization of the Conference Exhibit/Tradeshow to a third party organizer who shall act on CAMA's behalf.

2. Qualifications to Exhibit

The purpose of the Tradeshow is to provide a showcase 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. Exhibitor Obligations

- The Exhibitor shall refrain from any conduct that would detract from the image of integrity or professionalism of the Canadian Association of Municipal Administrators.
- The Exhibitor shall maintain the confidentiality of privileged information entrusted by the Canadian Association of Municipal Administrators.
- The Exhibitor shall make reasonable effort to minimize conflicts between events which may be hosted by the Exhibitor and the Annual Conference's scheduled activities.

4. 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 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.

5. 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.

6. Payments and Refunds

To be accepted as an Exhibitor, on-line registration must be completed and **payment received in full by CAMA**. On-line payment with credit card is the only way to secure a booth. If payment is not received at the time of registration, the booth will be released.

- If an Exhibitor withdraws from its commitment, an administration fee of \$250.00 will be charged for the cancellation, if notification of withdrawal is given in writing on or before January 31, 2024.
- If an Exhibitor withdraws from its commitment, an administration fee of \$500.00 will be charged for the cancellation, if notification of withdrawal is given in writing on or before February 28, 2024.
- The full fee will be charged if notification of withdrawal is given after this date.
- No refunds or credits will be given for any additional meal/event tickets or name tags purchased.

7. 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.

8. 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.

9. Liability Insurance

Exhibitors must carry liability insurance on their exhibits at their own expense.

10. 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.

11. Removal of Booth Display and Exhibit Materials

All exhibit materials and display structures must be removed from the area by 4:00 p.m., Wednesday, June 5, 2024. Booth materials not removed by the deadline imposed shall be removed and stored by the official Tradeshow staging company at the exhibitor's expense.

12. Code of Conduct for Exhibitors

The Canadian Association of Municipal Administrators (CAMA) is committed to the highest standard of respect and dignity at all of its events. All exhibitors, delegates, speakers, sponsors, volunteers and staff at the 2024 Annual Conference and Tradeshow must comply with CAMA's Code of Conduct. The code mandates that attendees conduct themselves in a safe and welcoming manner—free from harassment or discrimination. This core ethical standard applies to all facets of the conference, including social events, study tours, workshops, plenaries, meetings, exhibitor tradeshow and social gatherings where delegates, exhibitors, sponsors, speakers, volunteers and staff are in attendance.

CAMA does not tolerate harassment of any kind. Should you be subject to—or witness any—inappropriate behaviour or threatening behaviour or language, please notify a CAMA staff member. Anyone found to be acting in such a manner will have their registration revoked and asked to leave the premises immediately.

Name badges must be worn at all times.