



Northwestern Ontario Municipal Association 2025 Annual Meeting & Conference April 23 to April 25, 2025 Superior Inn Hotel, Thunder Bay, ON

EXHIBITOR INFORMATION

Hours of Operation

Exhibit booths will be located in the Recency room at the Superior Inn Hotel. You may set up your booth any time between 10:00am and 3:00pm on Wednesday, April 23 and must be set up by 3:00pm. You may tear down your booth on Thursday, April 24 after 7:30pm. All booths must be removed Thursday evening.

Trade Show hours are as follows:

Wednesday, April 23	10:00am - 3:00pm	Trade Show set up
	3:25pm – 4:00pm (Time may vary)	Health Break with Exhibitors
	5:45pm – 6:45pm (Pre-Gala Dinner)	Appetizers with Exhibitors with cash bar
Thursday, April 24	7:45am - 7:30pm	Trade Show
	5:30pm - 7:30pm	Exhibitor Reception – Apps & Cash bar (Prizes before and during reception)

Exhibit Staff and Fees

Each booth purchase includes registration for one person to staff the exhibit. The fee is \$1000 for booth space. Additional exhibit staff registration is available at an additional cost of \$350/person (max. 2 people). Exhibit staff registration includes nametags and participation in all meals (including Gala dinner/refreshments on Wednesday, Thursday & Friday. You will be provided a code to register on Eventbrite upon once form received.

Booth Information

Each booth space is approximately 10 feet wide and supplied with an 8' table and 2 chairs (subject to availability). Booth numbers will be assigned and provided prior to April 23rd. A map of the space with booth numbers will be provided. Backdrop draping will be set up for each booth. If you require special draping, or other items, your organization is responsible to make the arrangements. Any extra charges are the responsibility of the trade show participant.

Prize Draws

If your booth is giving away a prize using a draw box at your booth, a draw time will be set aside Thursday evening during the exhibitor reception. Please bring the winning card to the registration table with the prize by 4:00 pm on Thursday. It is the responsibility of the exhibitor to ensure prizes are at the prize table to be given away or the exhibitor must arrange to have their prize provided to the winner.

Shipping

If you need to ship your display or other materials prior to the event, please mark them as:

“Re: NOMA Conference”

Superior Inn Hotel

555 Arthur St W

Thunder Bay, ON, P7E 5R5

You may ship materials up to 2 weeks prior to the event. If shipping items back, you must leave your items with the front desk accompanied by a way slip prior to leaving. Please note exhibitors are responsible for moving their own materials to and from the exhibitor space through the front doors.

Exhibitor Rules/Regulations/Waiver

Exhibitor's Floor Plan & Positioning

NOMA reserves the right to alter the floor plan, if necessary, without notice. NOMA will determine exhibitor's location for display.

Advertising Material

Exhibitors may distribute advertising material from their booth space. In the event of a complaint arising from such distribution, the matter shall be referred to the AGM Committee for final resolution. Although give-aways are permitted, direct sales of products or services are not. We do not accept advertising materials for swag bags but swag such as pens, notepads etc. are accepted.

Assigning Space

Exhibitors are not permitted to assign, sublet, or apportion the whole, or any part of the booth space without prior consent from the NOMA AGM Committee.

Facility

Exhibitors shall abide by all rules and regulations of the NOMA AGM Committee respecting the exhibits or any matter connected herewith.

Liability

The Exhibitor is responsible for obtaining insurance related to their participation in the Exhibition. All of the Exhibitor's property at the Exhibition shall be at the sole risk of the Exhibitor. Neither NOMA nor the Superior Inn Hotel will assume any responsibility for loss or damage to Exhibitor's property.

Protection of Exhibitors' Property

Neither NOMA nor the Superior Inn Hotel are responsible for the protection or security of exhibits, merchandise, or personnel against robbery, theft, fire damage, accident, or any other cause. In all cases, Exhibitors should provide their own insurance.

This form must be provided to the Executive Director to secure spot and receive special code to register for the conference. All exhibitors will be invoiced. Payment may be made by cheque, e-transfer, or EFT. EFT subject to \$15 charge for non-Canadian companies. Credit card and money/wire transfers are not accepted. Payment for all exhibitor costs is due by April 22nd, 2025. Swag donations due April 16, 2025.

I have read and understand the above rules and regulations and, as an exhibitor, shall comply.

Dated this _____ day of _____, 202__.

Company Name:

Print name: _____ Authorized Signature: _____

Indicate requirements including size and style of booth (ex. floor stand expo system, power etc.):

Please contact Andrea Strawson, Executive Director at (807) 683-6662 or email admin@noma.on.ca should you have any questions or concerns.

If you wish to donate an item to be included in the swag bag or a prize for the draw, please indicate below:

Swag Bag Donation: YES NO Prize Draw Donation: YES NO

Extra Exhibitor Registrations: YES NO If yes, how many? 1 2 (max 2)