

Trade Show Opportunities

Alberta Municipalities Convention & Trade Show

September 27 - 29, 2023
Edmonton Convention Centre
Edmonton, AB



**Alberta
Municipalities**
Strength
In Members

Over 1,000 delegates ranging from municipal administrators, elected officials, and provincial dignitaries from Alberta attend our Convention & Trade Show. Our members participate in the Annual General Meeting, provide direction on advocacy efforts, attend education sessions and elect next year's Board of Directors.

The Trade Show showcases over 100 exhibitors and exhibitor space is consistently sold out year after year.

There are two main ways in which you can make your company known at this event - as a trade show exhibitor and/or as a sponsor:

Trade Show Exhibitor

The Trade Show offers an excellent opportunity for delegates to familiarize themselves with companies that offer products or services that will help enhance their community. This annual event allows you to capture the attention of these decision makers who attend to learn, network and find new businesses to partner with. There is plenty of time specifically allotted for delegates to visit booths and converse with exhibitors.

This event also provides you with an opportunity to leave a lasting impression with our delegates through distributing promotional items at your booth or by participating in one of our well attended prize draws.exposures.

Sponsor

As a sponsor, your company will be visible to over 1,000 delegates and more than 100 Trade Show exhibitors. Sponsoring is a valuable investment for those interested in the future of Alberta's municipalities. There is time set aside for delegates to network with municipal colleagues and to attend sponsored events such as Coffee Breaks, Education Sessions, the Opening Ceremonies and the Dessert Reception.

If you're interested in becoming a sponsor, please contact us at sponsorship@abmunis.ca to receive a sponsorship package.

Booth rental rates:

Rates vary by booth type
(see floor plan)

MEMBER RATES:

Regular booth: \$1,750/booth
Prime booth: \$2,050/booth

NON-MEMBER RATES:

Regular booth: \$2,720/booth
Prime booth: \$3,020/booth

GST not included

Booth rental includes:

- 10' x 10' draped booth
- 8' backwall (|)
- 3' sidewalls (—)
- One draped table, 2 chairs
- One 800 Watt 120 volt duplex outlet
- Trade show registration for 4 booth personnel
- Additional booth personnel at \$50/person
- Grey booth carpet

Register online & secure your space today!

Connect

Lorraine Hamdon

780.484.7878

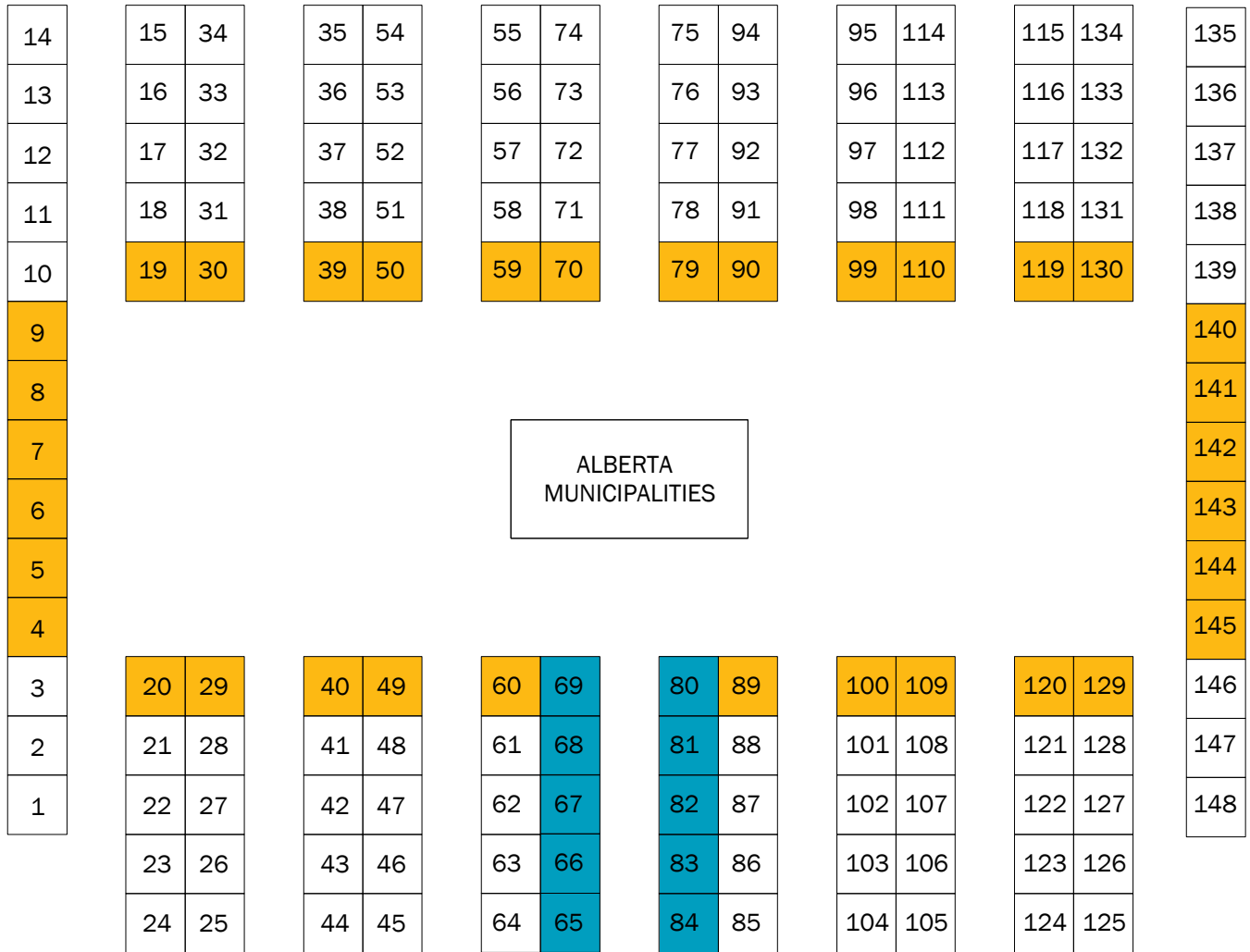
tradeshow@abmunis.ca

abmunis.ca

1000+ 

elected officials and senior administrators representing Alberta's municipalities attend our Convention every year.

Trade Show floor plan:



 Regular booth

 Prime booth

 Partners row

Trade Show schedule & hours:

MOVE IN

Tuesday, September 26
3:00 p.m. – 7:00 p.m.

Wednesday, September 27
9:00 a.m. – 2:00 p.m.

MOVE OUT

Thursday, September 28
1:30 p.m. – 6:00 p.m.

WEDNESDAY, SEPTEMBER 27

Opening and Dessert Reception
3:00 p.m. – 5:30 p.m.

THURSDAY, SEPTEMBER 28

Trade Show open
10:00 a.m. – 1:30 p.m.

Luncheon and prize announcements
11:30 p.m. – 1:30 p.m.

Terms & Conditions

Note: To receive the discounted member booth rate, exhibiting company must have membership dues paid and up to date at the time of the event. Should the current year's membership dues be outstanding, Alberta Municipalities reserves the right to adjust the booth rate from member to non-member and charge the additional fees to the credit card on file.

1. The floor plan may be amended and modified by the Organizer (Alberta Municipalities) at any time.
2. The license given shall be solely for the use and occupation of the space allocated to the Exhibitor and shall be for the period commencing at the appointed move-in time (3:00 - 7:00 pm on Tuesday, September 26 or 9:00 am - 2:00 pm on Wednesday September 27) and ending after move-out at 6:00 pm on Thursday, September 28.
3. In accordance with the Exhibitor Terms and Conditions, the Exhibitor shall be allowed access to the space allocated before and after the show hours to allow for the installation and the removal of exhibits.
4. The Exhibitor shall not sub license, transfer, or apportion any part of its allotted space except as specifically approved by the Organizer, shall not exhibit nor permit to be exhibited in its space any merchandise not a part of its own regular products, and shall not exhibit any advertising material not directly pertaining to the products and/or services exhibited.
5. The Organizer 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 causes beyond its control.
6. If the Exhibitor, whose application has been processed and accepted, wishes to cancel prior to August 11, 2023, a refund less 10% of the total exhibit space cost will be issued upon receipt of written cancellation. No refund will be made for cancellations after August 11, 2023 unless the space can be re-sold. In this case the exhibitor will receive a refund less 10% of the total exhibit space cost. In the event the Trade Show shall not be held for any reason whatsoever, the license of the space to the Exhibitor shall be terminated. In such case, the limit of the claim for damage and/or compensation by the Exhibitor shall be the return to the Exhibitor of the amount received by the Organizer from the Exhibitor for use of the space, provided that if the Exhibition is terminated for any reason during the term of the license, the amount to be refunded to the Exhibitor here under shall be prorated based on the proportion of the term expired up to the termination.
7. The Organizer reserves the right to terminate this contract and to withhold the exhibit space if the Exhibitor fails to perform any terms and conditions of the contract.
8. The Organizer shall not be liable for any damages, whether direct, indirect, general, special, consequential or otherwise to the Exhibitor, its agents and employees or visitors to its exhibit whether occasioned by Organizer, its officers, agents or employees, or by another Exhibitor.
9. The Organizer has the right to make such changes, amendments, and additions to these Exhibitor Terms and Conditions as it deems necessary. The Exhibitor Terms and Conditions and the Operational Rules shall rest with the Organizer and its decision will be final. The Organizer may require Exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's expense.
10. The Organizer will provide to each Exhibitor an Information Package which contains a copy of the Operational Rules and shall provide complete shipping instructions and order forms for all services needed during installation, show period, and removal from the Exhibition. This package shall be forwarded to the Exhibitor's contact person.
11. Exhibit Space Rental Includes: 10' x 10' fully draped booth, 8' back wall and 3' sidewalls, grey carpet, choice of one 4', 6' or 8' draped table with 2 chairs, one 750 Watt, 120 volt duplex outlet, Trade Show registration for 4 booth personnel. (NOTE: Pre or post-show storage is NOT included)
12. Suspending signage or other design items above the booth space is not permitted without written consent my Alberta Municipalities management.
13. GES Ltd. is the official show service contractor. Any pre-shipping and storage of display material, etc. is the responsibility of each exhibitor and is NOT INCLUDED in the booth price. Please note that any other services not included in the booth price, should be requested in advance from GES as on-site charges may be higher. GES order forms are enclosed. Advance shipments, pre-show storage and post show storage are not included and are subject to additional charges.
14. Alberta Municipalities reserves the right to restrict exhibitors which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping in character of the Trade Show as a whole. Alberta Municipalities may forbid installation or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from the design and descriptions of the purposes of the exhibit as indicated on the Trade Show application form. In the event of such restrictions or evictions, Alberta Municipalities is not liable for any refund of rental or other expenses. Advertising, displays, demonstrations, and entertainment in the interest of business are not permitted except by firms that have rented space to exhibit or are overall convention and trade show sponsors.
15. Exhibitors operating any sound creating devices shall do so only at a level which will not interfere with other exhibitors or add unduly to general acoustic inconvenience. No undignified manner of attracting attention will be permitted. Booth attendants shall dress in good taste. The maximum height of your booth is 12 Feet.
16. Distribution of souvenirs and samples in a dignified fashion is permitted provided there is no interference with other exhibits and that the souvenirs or samples pertain to or contribute to the exhibits. Alberta Municipalities may withhold or withdraw permission to distribute souvenirs, advertising or other material considered objectionable. Distribution of food and beverage at individual booths is not permitted, unless approval is obtained by the Edmonton Convention Centre management team.
17. Exhibitors have the option of providing ONE booth prize. To have the prize draw winner listed on monitors in the trade show hall, the exhibitor must complete the form contained in the tradeshow package with the winner's information and provide it to the Trade Show Coordinator at the Trade Show Desk before 11:00 am on Thursday, September 28. The form will be in the package you receive on-site upon check-in. Names of prize winners will be shown on monitors from Noon - 1:30 pm. If the winner doesn't claim their prize, exhibitors are required to connect with the prize winners. Alberta Municipalities is not responsible for ensuring the winner receives their prize.
18. No part of an exhibit, signage or other materials may be pasted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface the Edmonton Convention Centre or rented booth equipment and furnishings. The exhibitor will be held accountable for damage resulting from failure to comply.
19. A representative of the exhibitor must be in attendance throughout the entire period of the Trade Show. Exhibitor badges will be provided for each representative and must be worn at all times while on the trade show floor.
20. Use of the Alberta Municipalities logo by exhibiting companies is strictly prohibited unless company receives written approval by the Alberta Municipalities Senior Director of Marketing and Communications.
21. No move-ins will be allowed after 2:00 pm on Wednesday, September 27. All exhibit set-ups must be completed by 2:00 pm. Tear down cannot commence prior to 1:30 pm on Thursday, September 28. The removal of exhibits must be completed by 6:00 pm on Thursday, September 28.
22. Exhibits will not be permitted by exhibiting companies that:
 - a. Produce, sell or distribute cannabis products, as prescribed in Section 21 of the Cannabis Act (Canada);
 - b. Sell, advertise or promote tobacco products, as prescribed in Section 7.2 and 7.3 of the Tobacco and Smoking Reduction Act (Alberta);
 - c. Manufacture firearms and/or weapons;
 - d. Are dedicated to religious interests; or
 - e. Discriminate on the basis of race, ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or any other characteristic protected by law.