



RMA SPRING 2020 TRADESHOW

March 16, 2020

Edmonton Convention Centre

Booths sell out fast—reserve yours today!

Join the RMA Business Services division, meet RMA members and share how your organization will benefit their municipalities. This year's show will have 170 booths, with bulk display space available.

TRADESHOW HOURS

Setup: 9:00 am – 12:30 pm

Show Hours: 1:00 – 7:30 pm

Takedown: 7:30 – 9:00 pm**

COST

*Prices do not include GST

Approved Supplier Booth 10x10' \$900

(must be on approved supplier list prior to January 1, 2020)

Exhibitor Booth 10x10' \$1,300

Bulk Space 12x30' \$2,200

3 exhibitor passes included (additional passes will be \$25 each)

REGISTRATION

Opens January 6, 2020. To register, visit www.RMAlberta.com.

Registration deadline is February 21, 2020

*The RMA reserves the right to reverse tradeshow registration of an organization at its sole discretion. In the event registration is reversed, RMA will contact the representative listed in the registration details and a full refund will be issued.

INFORMATION & REGULATIONS

Cancellation / Refund Policy

- Cancellation of space must be received by email by the RMA by February 21, 2020. If cancellation notice is not received by the date specified, the exhibitor shall forfeit 100% of booth payment. Cancellation requests can be sent to cindy@RMAAlberta.com.

Show Security

- Exhibitors are responsible for their property at all times. Please ensure exhibitor tags are worn at all times to identify exhibitors. 3 passes are included (additional passes are available for \$25 each)

Display Restrictions and Safety

- As a protection to all exhibitors, RMA reserves the right to restrict / remove exhibits which, in its judgment, because of noise, safety or for any other reason, may be objectionable and / or detract from the character of the tradeshow.
- Good Neighbour Policy - Any items in your display may not be higher than 4 feet at the sides of your booth, nor may any item or articles in your booth be taller than 8 feet. Any carpeting or flooring must remain inside the perimeter of your booth. No changes to the draping layout are permitted. The purpose of this policy is to allow the public to see past a booth to the next booth as they approach. Each booth will be checked for compliance with this policy prior to the show opening. Should you have a display that cannot comply with this policy, please contact the convention coordinator.
- Panels (unfinished wood, cardboard, and etc.) must be painted or otherwise appropriately finished if visible from other booths.
- All booths must be manned during show hours.
- Subletting of exhibit space is prohibited. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by RMA.
- The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering licenses, permits, fire, safety, and health.
- The exhibitor is responsible for all damage caused by the exhibitor to their property, to the facility and to all property owned or leased in connection with the show by RMA.

- Each exhibitor displaying / showcasing equipment and/or products that are combustible must provide a fire extinguisher to be displayed within their booth at all times.
- Exhibitors with vehicles / motorized equipment in the building must comply with the following:
 - Matting and plastic liner must be placed under tires and engine.
 - Disconnect the battery.
 - Less than a ¼ tank of gas
 - Tires / car must be cleaned before entering the hall.
 - Keys must be turned in to security.
- When the show closes to the public at 7:30 pm, exhibitors can remove their displays. No displays can be removed from the show prior to the show closing. ****If booths are taken down before the end of the show, a \$250 fine will be incurred on the following years' registration.**
- Exhibitors must provide their own labour for the unloading of trucks and transportation of equipment and display materials to and from the exhibit area. Should you require assistance, please contact the event service provider listed on page 3.
- All charges for event service providers are the responsibility of the exhibitor.

Wireless Internet

- FREE Wireless internet access will be available throughout the tradeshow area.

Exhibitor Draws

- Exhibitors assume full responsibility of collecting attendee contact information. All draws will be done by the exhibitor and provided by 8:00 pm to the convention coordinator, if you would like the RMA to hand out the prizes.
- Prizes will be given out at the registration desk over the following two days of convention.

Setup and Takedown

General Setup: Monday, March 16, 9:00 am – 12:30 pm

Heavy Equipment Move-in:

Sunday, March 15, 9:00 am – 12:00 pm

Takedown: Monday, March 16, 7:30 – 9:00 pm.**

A map is attached for move in and out purposes. You can access the loading docks and the Assembly lobby doors from Grierson Hill Road. There is a parking lot off that road that you may want to access. Please do not block fire lanes and be courteous to other vendors.

Registration Includes

- 10x10' booth space
- 8' back drape and 3' sidewall drapes
- One 6' skirted table
- Two folding chairs
- One 800W electric outlet
- One 40-word company listing in the Convention Handbook (must be submitted by February 21, 2020)
- 3 exhibitor passes (additional passes are available for purchase at \$25 each)

For Bulk Space

- 15x30' space
- One 6' skirted table
- Two folding chairs
- One 800W electric outlet
- One 40-word company listing in the Convention Handbook (must be submitted by February 21, 2020)
- 3 exhibitor passes (Additional passes are available for purchase at \$25 each)

Registration Packages

Will be available in the Assembly level lobby, Monday, March 16 from 9:00 am – 12:30 pm.

For any extras please call:

Show Service:

Goodkey Show Services Ph: 780.426.2211

Power & Lighting:

SHOWTECH Power & Lighting Ph: 780.429.1162

FOR MORE INFORMATION

Cindy Carstairs

Administrative & Convention Coordinator

Ph: 780.955.4095

E: cindy@RMAAlberta.com