



RMA / Canoe 2021 Tradeshow

November 23, 2021

Edmonton EXPO Centre (7515 118 Ave)



Join the RMA and Canoe Procurement Group of Canada, 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

Set up: 9:00 am - 12:30 pm

Show hours: 1:00 pm - 7:00 p.m.

Tear down: 7:00 pm - 9:00 pm**

**Booths sell out
fast.**

**Be sure to get
yours now!**

Cost *Prices do not include GST

Approved Supplier Booth 10x10 (must be on approved supplier list prior to September 1, 2021)	\$1000
Regular Exhibitor Booth 10x10	\$1,500
Bulk Space approx. 500 sq. ft.	\$2,500
Large Bulk Space approx. 1200sq. ft	\$3,500

3 exhibitor passes included

**Booths sell out fast.
Be sure to get yours now!**

Registration

Opens **September 20**. To register, visit www.RMAAlberta.com

Registration deadline is **Friday, October 29**

****If booths are taken down before the end of the show, a \$250 fine will be incurred on the following years' registration.**

Information & Regulations

CANCELLATION/REFUND POLICY

- Cancellation of space must be received by email by the RMA by October 29,2021. 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.

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 Neighbor 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.
- Unfinished wood, cardboard, etc. panels 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 7:00 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 below.
- All charges for event service providers are the responsibility of the exhibitor.

WIRELESS INTERNET

- Complimentary 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 & TAKEDOWN:

Heavy equipment move-in times: Monday, November 22, 9:00 am - 12:00 pm

General set-up times: Tuesday, November 23, 9:00 am – 12:30 pm

Takedown/removal Time: Tuesday, November 23, 7:00 pm – 9:00 pm.**

REGISTRATION INCLUDES:

10x10 booth space

8' Back Drape & 3' Sidewall Drapes

One 6' Skirted Table

Two Folding Chairs

One 800W Electric Outlet

One 40-word company listing in the Handbook (October 29,2021)

3 exhibitor passes

For Bulk space:

One 6' Skirted Table

Two Folding Chairs

One 800W Electric Outlet

One 40-word company listing in the Handbook (submitted by October 29, 2021)

3 exhibitor passes

REGISTRATION PACKAGES:

Will be available in the Tradeshow Office outside Hall E, Tuesday, November 23 from 9:00 am – 12:30 pm.

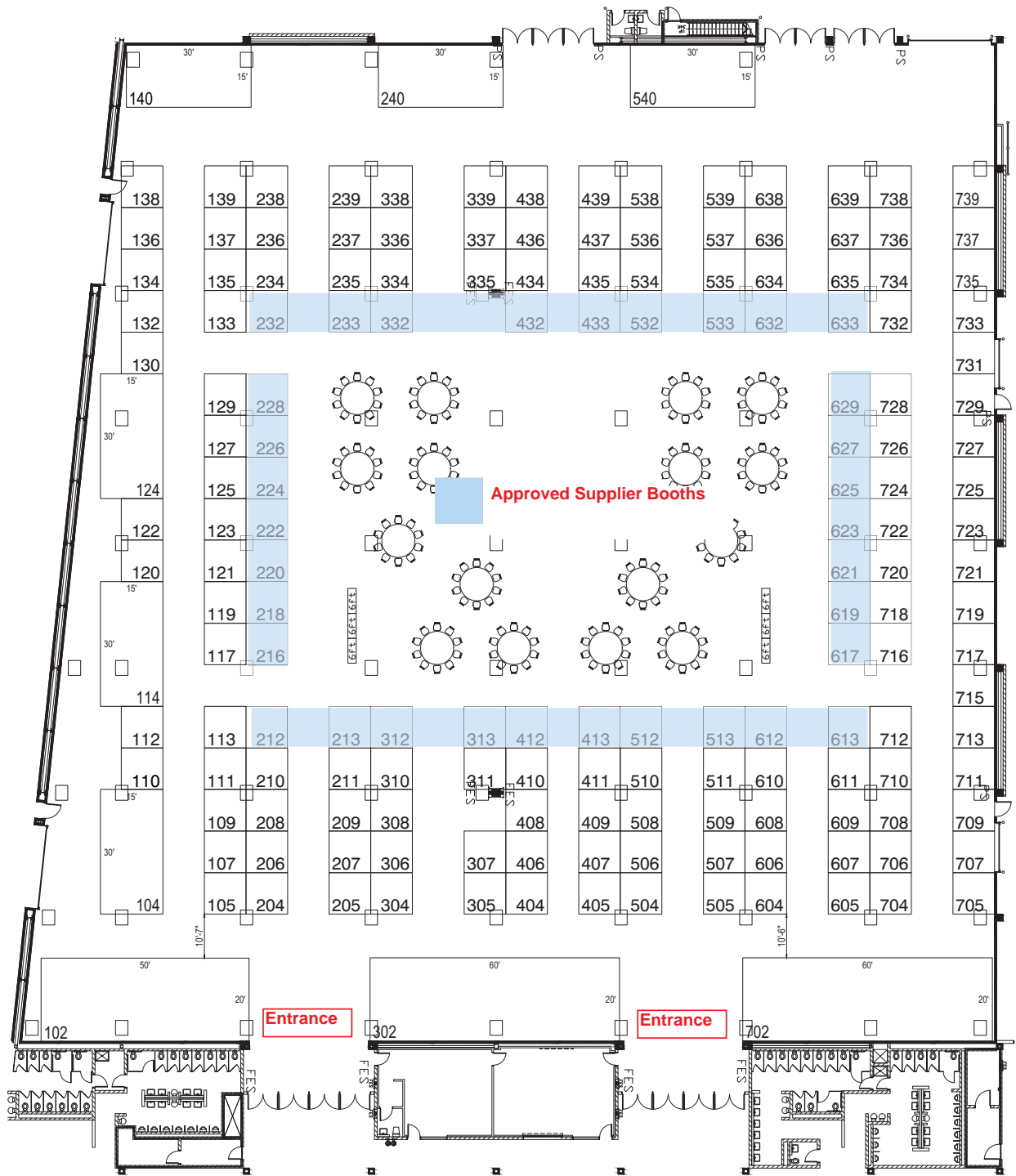
Show service packages will be available shortly.

For more information:

Cindy Carstairs, Administrative & Convention Coordinator

cindy@rmalberta.com 780.955.4095

*** RMA reserves the right to interpret and make final decisions regarding all rules and regulations, and registrations. ***



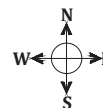
Inventory as of 08/31/2021

Dimension	Size	Qty	SqFt	Rented	Available
10'x10'	100	161	16,100	0	161
10'x20'	200	1	200	0	1
15'x30'	450	6	2,700	0	6
20'x50'	1,000	1	1,000	0	1
20'x60'	1,200	2	2,400	0	2
Totals:		171	22,400	0	171



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RURAL MUNICIPALITIES OF ALBERTA 2020-FLOOR PLAN
Edmonton Expo Centre
Hall E



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File: RURAL MUNICIPALITIES OF ALBERTA_8-1-2
Layout: Ledger P
Plotted: August 31, 2021, 4:01:14 PM
By: Warcup, Dan