



# Tradeshow Exhibitor Guide



## RMA & Canoe Tradeshow

**Tuesday, November 18, 2025**

*Edmonton Convention Centre (9797 Jasper Ave)*

Join the Rural Municipalities of Alberta and Canoe Procurement Group of Canada at this year's Tradeshow. Engage directly with RMA members and showcase how your organization can support and strengthen their communities. With 170 exhibitor booths and bulk display space available, this is your opportunity to make a lasting impression.

## Tradeshow Hours

**Show hours: 12:00 - 5:00 pm**

*Hall ABC, Assembly Level*

Lunch will be served in the tradeshow hall for all delegates attending the RMA Fall Convention.





# 2025 FALL CONVENTION & TRADESHOW

## Booth Pricing

*\*Prices do not include GST*

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### Approved Supplier Booth: 10x10

\$1,700\*

*\*Must be a Canoe approved supplier as of August 1, 2025.*

### Regular Exhibitor Booth: 10x10

\$2,350\*

### 20 x 30 Bulk Space:

\$4,250\*

### 30 x 30 Bulk Space:

\$5,100\*

### 20 x 50 Bulk Space:

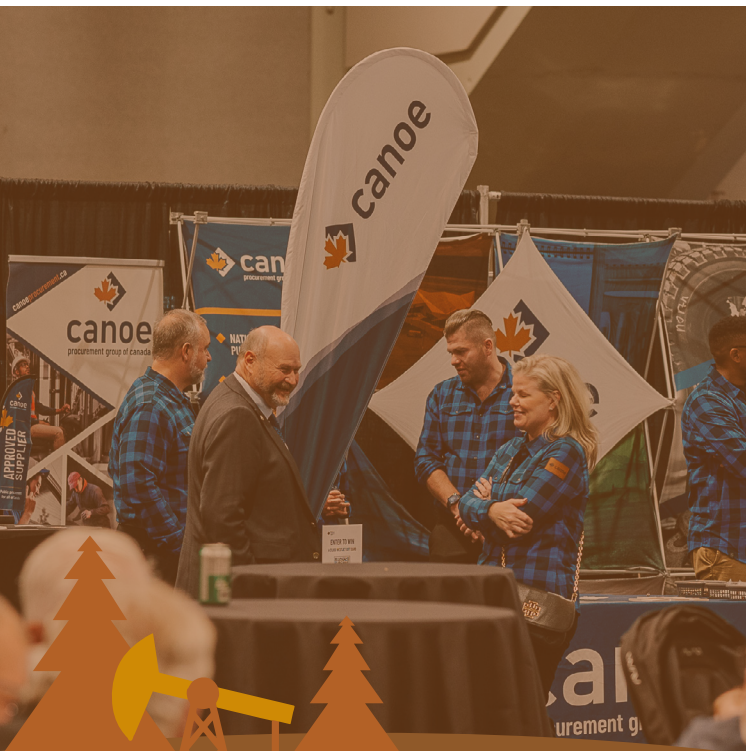
\$5,500\*

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Three exhibitor passes are included with booth or space purchase.

Extra exhibitor passes are available for purchase upon registration for \$40 each.

*If booths are taken down before the end of the show, a \$250 fine will be incurred on the following years' registration. The RMA reserves the right to interpret and make final decisions regarding all tradeshow rules and regulations. The RMA reserves the right to review and approve all tradeshow vendor registrations as it sees fit. Those vendors that are not approved by the RMA will be notified and issued a full refund as soon as possible.*



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

**Registration opens:** Wednesday, August 6, 2025

**Registration deadline:** Wednesday, October 30, 2025

To register, visit [rmaalberta.com/convention](https://rmaalberta.com/convention)





# 2025 FALL CONVENTION & TRADESHOW

## Information and Regulations

### Cancellation/Refund Policy

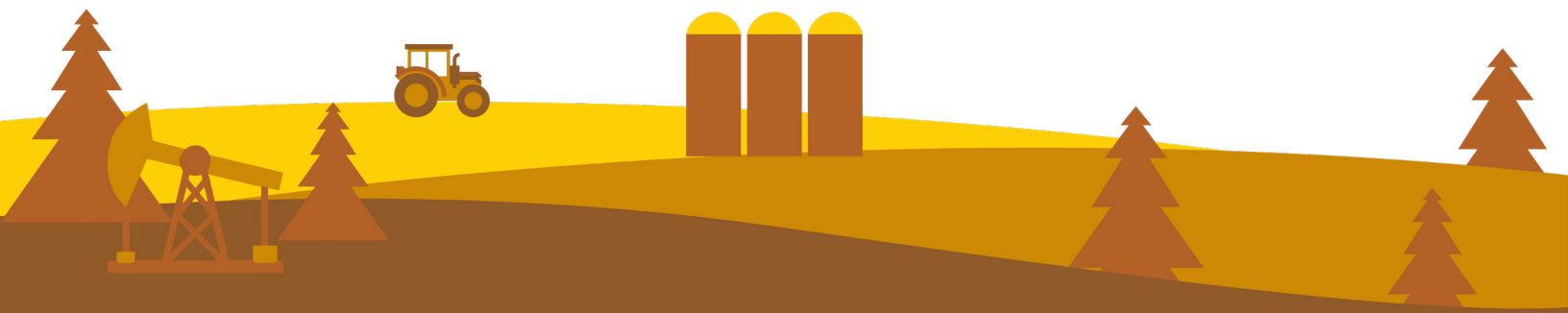
- ◆ Cancellation of space must be received by RMA via email no later than October 30, 2025. If cancellation notice is not received by the date specified, the exhibitor shall forfeit 100% of booth payment. Cancellation requests can be sent to [carolyn@canoeprocurement.ca](mailto:carolyn@canoeprocurement.ca)
- ◆ RMA & Canoe is not responsible for any other expenses, such as travel or hotel.

### Proof of Insurance

- ◆ All exhibitors are required to show evidence of adequate general liability insurance coverage by providing a certificate(s) of insurance.
- ◆ The certificate(s) of insurance must include the following and be in full force for the duration of the show. All certificates of insurance issued must:
  - ◇ Include the name of the insured, insurance provider, and the company affording the coverage
  - ◇ Evidence of general liability in the amount of \$2,000,000
  - ◇ Include policy number and effective and expiration dates of each policy
  - ◇ Provide for thirty days written notice to RMA of cancellation of any of the coverage
  - ◇ Be issued to RMA, 2510 Sparrow Drive, Nisku, AB, T9E 8N5
  - ◇ Please submit proof of coverage to [carolyn@canoeprocurement.ca](mailto:carolyn@canoeprocurement.ca) by November 4, 2025

### Show Security

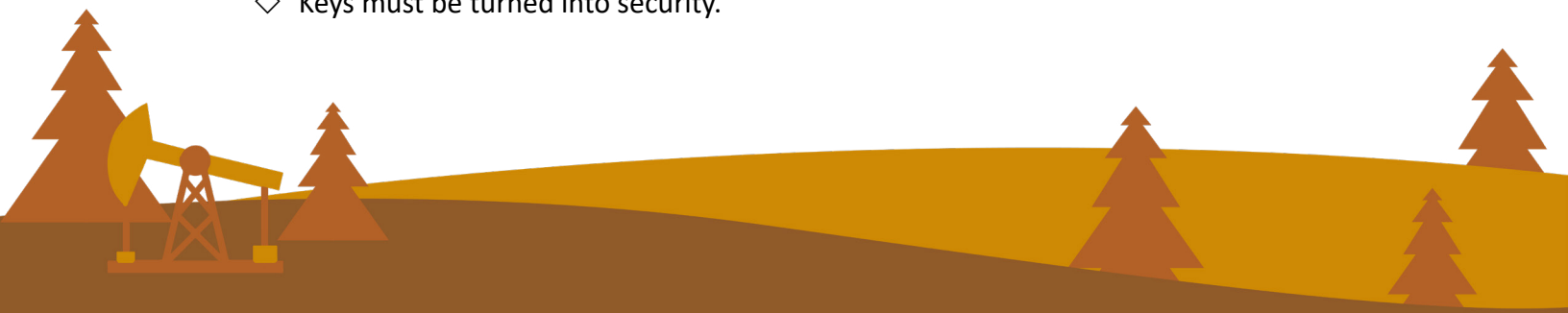
- ◆ Exhibitors are responsible for their property at all times. Exhibitor tags will be provided on site. Please ensure exhibitor tags are worn at all times to identify exhibitors. Three passes are included with registration.





## 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 – The purpose of this policy is to allow the public to see past a booth to the next booth as they approach.
  - ◇ 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. Including signage/pop-ups.
  - ◇ Any carpeting or flooring must remain inside the perimeter of your booth.
  - ◇ No changes to the draping layout are permitted.
  - ◇ 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. This applies to bulk spaces regarding anything other than equipment. Please contact the convention coordinator at [carolyn@canoeprocurement.ca](mailto:carolyn@canoeprocurement.ca)
- ◆ Unfinished wood, cardboard, etc. panels must be painted or otherwise appropriately finished if visible from other booths.
- ◆ All booths must be staffed 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 an appropriate, functional and valid 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 into security.





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- ◆ When the show closes to the public at 5:00 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 GES by visiting <https://ordering.ges.com/CA-00068820>
- ◆ 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. Winner and prize information must be provided by 6:00pm on November 18, 2025 to the Tradeshow Registration Desk, if you would like RMA to hand out the prizes.
- ◆ Prizes will be given out will be given out at the convention registration desk (Hall D) over the following two days of convention.

## Setup and Takedown

- ◆ Heavy equipment ONLY move-in times: Monday, November 17, 9:00 am - 12:00 pm
- ◆ Includes anything that will need to be driven or moved into the hall through other means than a man door.
- ◆ Exhibitors will be assigned a 45-minute scheduled timeslot to assist with move in traffic:
  - ◇ 9:00 am – 9:45 am: Bulk Spaces 1202 – 1222, Booths 803 – 1022
  - ◇ 9:45 am – 10:30 am: Bulk Spaces 1003 – 1032, Booths 602 – 729
  - ◇ 10:30 am – 11:15 am: Bulk Spaces 332 – 925, Booths 302 – 529
  - ◇ 11:15 am – 12:00 pm: Bulk Spaces 102 – 124, Booths 103 – 229

**General set up:** Monday, November 17, 2:00 - 6:00 pm and

Tuesday, November 18, 8:00 am - 11:00 am

**General tear down:** Tuesday, November 18, 5:00 - 8:00 pm\*\*

**Heavy equipment move-out times:** Tuesday, November 18, 7pm - 9pm

- ◆ All heavy equipment will begin move-out starting with Bulk Space 102 and continue in numerical order.





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## Registration Includes

For 10x10 booth space:

- ◆ 8' back drape and 3' sidewall drapes
- ◆ One 6' skirted table
- ◆ Two folding chairs
- ◆ One 750W electric outlet
- ◆ One 40-word company listing on the convention app
- ◆ Three exhibitor passes

For bulk space:

- ◆ One 6' skirted table
- ◆ Two folding chairs
- ◆ One 750W electric outlet
- ◆ One 40-word company listing on the convention app
- ◆ Three exhibitor passes

## Registration Packages

Available in the Tradeshow Office outside Hall A during set up times.

## Ordering Additional Electrical or Lighting Services

The online ordering site for exhibitors is live and ready to begin accepting additional orders and booth layout immediately. If you have never ordered from the online ordering portal, you will need to create a new account with a username and password to log in first.

<https://e.showtechordering.com/ST-00068612>

Please access the direct online ordering link with Google Chrome to view pricing and/or order online. To take advantage of the discount pricing, please order online by October 15, 2025.

*Note: Discount pricing is for online orders only.*







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## Other Products & Services for Your Booth

Other products and services for your booth can be ordered from GES using the link below. To take advantage of discount pricing, please order online by October 15, 2025.

<https://ordering.ges.com/CA-00068820>

## Helpful Links

- ◆ Accommodations:  
<https://rmalberta.com/rma-conventions/convention-accomodations/>
- ◆ Parking:  
<https://www.edmontonconventioncentre.com/our-location/parking/>
- ◆ Edmonton Events Centre Loading Dock Information:  
<https://www.edmontonconventioncentre.com/our-location/getting-here/>

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## For More Information:

**Carolyn Caldwell**

[carolyn@canoeprocurement.ca](mailto:carolyn@canoeprocurement.ca)

780.863.7174

