

TRADE SHOW & SPONSOR – TERMS & CONDITIONS

Tradeshow Co-ordinator
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The 2019 North Eastern Ontario Recreation Association Educational Forum & Trade Show is scheduled in Sudbury, ON from September 23-26, 2019.

The Trade Show occurs on Tuesday September 24, 2019, with set up and tear down times to be confirmed with all exhibitors closer to the tradeshow date.

Location of Exhibits

All exhibits will be located in the Grand Paris ballroom at the Radisson Hotel Sudbury, 85 Ste. Anne Road, Sudbury.

Exhibit Booths and Tables

Booths will have a Table spaces 6'long. NeORA will provide a 6' draped tablecloth, chair(s) and a wastepaper basket, if requested. Exhibitors must adhere to the terms of their contract which state that no exhibit will obstruct the view of or hide the exhibits of adjacent booths.

Assignment OF Exhibit Space

All assignments of space will be finalized as early as possible in accordance with the wishes and requirements of the exhibitor although North Eastern Ontario Recreation Association reserves the right to determine all assignments and change location assignments at any time as it may, in its sole discretion, deem necessary. Booth assignments are based on the time and date of receipt of application, full payment and on a first-come-first-served basis.

Liability and Insurance

Neither North Eastern Ontario Recreation Association nor the City of Greater Sudbury nor the Hotel will be financially obligated or otherwise committed in the event that the show is cancelled or deferred on account of strikes, fires, casualties, Acts of God or causes beyond its control. The exhibitor will assume the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors displays, equipment, and other property brought upon the premises of the exhibition facility, and will indemnify and hold harmless: North Eastern Ontario Recreation Association, Radisson Hotel Sudbury, and any authorized representative, agent or employee of the foregoing of any and all losses, damages and claims. Every precaution will be taken to safeguard the exhibitor's property, however North Eastern Ontario Recreation Association shall not take responsibility for loss or damage to exhibits or exhibitors' personal belongings, however caused. Exhibitors are advised that the Trade Show is taking place on carpet flooring. North Eastern Ontario Recreation Association cannot take responsibility and remain harmless for any damages done to individuals by exhibitor's products or services, however caused. North Eastern Ontario Recreation Association shall not be held liable for any damage to good and injury to persons.

Security and Safety

The Trade Show area will open one-half hour prior to the official opening time for registered exhibitors who display an exhibitor's badge. All persons entering the exhibit hall must register. Exhibitors attending the Educational Forum will be given registration badges to permit admission to the Trade Show area.

Loading Area and Set Up

All deliveries or unloading must come in through the designated entrance door to be confirmed directly with you by Tradeshow organizer, Ginette Forget-Rose and must check in with same upon arrival. Exhibitors are responsible to provide all necessary man power and carts when unloading and loading equipment.

Other Regulations

Exhibitors shall not use the facilities in any manner that shall cause damage to the premises or equipment.

Exhibitors who are using electricity will provide their own power bars and or extension cords.

Exhibitors who are using interactive displays must produce a certificate of insurance \$5M general liability insurance and property damage insurance. The Trade Show exhibitors are responsible for the replacement and cost of insurance related to participation in the Trade Show. Exhibitors providing an interactive display must indicate it on the following page.

STORAGE AND MATERIALS HANDLING

Exhibitors, that need to ship any displays to and from the Hotel, must contact the Hotel's Shipping and Receiving Department to ensure all waybills and other documents are properly completed. We kindly ask that all displays be brought in the day of The Trade Show Set Up (September 24, 2019), as storage space is limited. If you require storage space prior to September 24, 2019, please contact Ginette Forget-Rose directly.

DELEGATE KIT INSERT

All exhibitors and select sponsors, have the right to provide a "promotional insert" in the delegate bag. Inserts should be sent directly to the City of Greater Sudbury through prior arrangements with Ginette Forget-Rose, Tradeshow Co-ordinator.