



2024 AMO Conference Exhibitor Information Package and Application

Conference: August 18 - 21, 2024

Trade Show: August 18 - 19, 2024

Conference Location: Shaw Centre, Ottawa

Take Advantage of Exhibit Opportunities at AMO 2024

The Association of Municipalities of Ontario (AMO) invites you to participate in the 2024 AMO AGM and Conference in Ottawa, August 18 - 21, 2024. This Conference is the premier event for Ontario's municipal sector, attracting over 2,500 delegates from Ontario's 444 municipalities. For AMO industry partners and related organizations, the event is an unparalleled opportunity to make and solidify relationships with the sector through face-to-face communications, promotion, and marketing. We encourage you to reserve your booth today as space is limited.

AMO 2024 Trade Show Information

Location:

The AMO conference takes place at the Shaw Centre and Westin Hotel in Ottawa. The trade show is held at the Shaw Centre.

Show Schedule:

Timing of scheduled activities may be subject to change and will be finalized in July 2024.

- Saturday, August 17: Vehicle load-in
- Sunday, August 18:
 - Exhibitors move in: 7:30am – 12:00pm
 - Trade show open: 2:00pm – 7:00pm
- Monday, August 19:
 - Trade show open: 7:30am – 6:00pm
 - Exhibitors tear down: 6:00pm – 8:00pm*

*Exhibitors are prohibited from dismantling exhibits before 6:00pm on Monday, August 19. Those who do not adhere to this timeline will be fined \$500. Please respect the AMO Conference and delegates and do not leave the exhibition before the designated time.

Booth Fees

- Single: \$4,600
- Double: \$7,600
- Triple: \$11,100
- Corner: \$600 per open corner
- Table and two chairs: \$60
- Boxed lunch: \$40

Note: additional fees may apply for vehicles, which will be determined once your application form is submitted.

Included in Booth:

- All booths are 10' deep and 10' wide, with 8' draped back and 3' draped side rail
- Carpeted trade show hall
- Waste basket and Booth ID sign
- Locked room overnight
- Listing on the AMO website
- Corporate name, booth number, logo and corporate description on the conference app
- One full conference registration Package B (access to all scheduled programming Sunday through Wednesday, Monday Lunch Ticket, Tuesday Lunch Ticket, Access to the Tuesday and Wednesday Breakfasts)
- Five trade show access only passes

Official Service Providers

Each exhibiting company will be identified to the official show suppliers and order forms will be made available to following confirmation of participation.

Please ensure that the contact person identified on the forms will be the person coordinating the exhibit space.

1. Stronco Show Services: Official carrier and show decorator
Materials coming into Canada require custom clearance. All non-Canadian exhibitors must be cleared. Exhibitors who use courier companies such as FED-Ex, UPS, DHL or others must ensure that the customs, taxes, etc are paid in advance. "Collect" shipments will not be accepted. Freight delivered by companies other than Stronco cannot arrive prior to Saturday, August 17, 2024.
2. Electrical, Audio Visual and Internet: Encore
AMO does not provide an electrical outlet, audio visual rentals or internet/telecom lines.
3. Validar: Lead retrieval provider

Delegate registration lists will not be shared. If you would like to collect delegate data, please order a lead retrieval device this will allow you to scan the badges of consenting delegates.

4. Shaw Centre

Review their [Operational Guide](#). It includes information that may be pertinent to your participation, in particular: booth cleaning services, vehicle display regulations, and food and beverage samples.

Separate charges and billing will apply. AMO assumes no responsibility or liability for the use of these companies. All arrangements must be made directly with the supplier.

Payment Policies

- Registration payments must be made to the Association of Municipalities of Ontario (AMO), 155 University Avenue, Suite 800, Toronto, ON., M5H 3B7.
- Specific services not provided by AMO must be ordered through the official service suppliers and paid to them directly.
- Full payment must accompany the registration form. Registration forms received without payment and/or staff identified will not be processed.
- Requests for cancellation and refunds on exhibit space must be received in writing no later than 4 p.m. on **July 5, 2024** to events@AMO.on.ca. Cancellations up to and including this date are subject to a \$1,000 plus HST administration fee. Refunds will NOT be issued after this date.

From Application to Show

Following are key requirements and timelines you need to be aware of:

1. Complete application form, signed Rules and Regulations, and payment deadline: **June 14, 2024**
2. If approved, AMO will process payment and forward receipt
3. Registration and mobile app forms due: **June 21, 2024**
4. Booth numbers will be assigned and shared with exhibitors and suppliers by **June 28, 2024**.
5. **Payment deadline: July 19, 2024**. If not received, we will open your space to those on the waiting list.
6. Final show schedule will be provided by **August 2, 2024**.

APPLICATION TO EXHIBIT

2024 AMO AGM & ANNUAL CONFERENCE
August 18 - 21, 2024

CONTACT INFORMATION

Name of Organization:	
Contact Person:	Title:
Address:	
City:	Postal Code:
Telephone:	Fax:
E-mail:	Website:

Preferred booth assignments:

Companies you would NOT like to be near:

Preferred assignments will be taken into consideration, however, booth space will be assigned at the discretion of the Conference organizers.

Booth Selection

Size of booth required

Single Double Triple

I have read and understand the cancellation policy.

Cheque payable to the Association of Municipalities of Ontario

EFT - Contact ar@amo.on.ca

Credit card- payment link will be sent by ar@amo.on.ca

Payment Information

Booth fee:	Single \$4,600 Double \$7,600 Triple \$11,100	
Corner Surcharge:	\$600 per open corner Number: _____	
6' table and 2 chairs:	\$60	
Boxed Lunch:	\$40 Mon, August 19 only Number: _____	
Subtotal		
HST (13%) HST # 10673 2944 RT001		
Total		

Submit completed application to:
E-mail: events@amo.on.ca

Rules and Regulations

The AMO Annual Conference, its partners, organizing committees, volunteers, staff and contracted staff will hereafter be referred to as 'the Conference'. Shaw Centre Ottawa will be hereafter be referred to as 'the Venue'.

Booth Assignment: Booth space will be assigned at the discretion of the Conference organizers. The Conference organizers reserve the right to make changes to the exhibit hall floor plan at any time and without advanced notice. Exhibitors may not reassign or sublet space allotted to them.

Control of Admissions: AMO reserves the right to refuse applications to exhibit. In the event that participation is refused, sums paid by the party having presented an application of participation will be refunded in full. Despite initial acceptance by AMO and even after allocation of a booth, an application to exhibit may be denied.

Booth Construction and Arrangement: Construction of exhibitor booths is the sole responsibility and expense of the exhibiting company.

Booth Personnel: Exhibit booths must be staffed during the stated exhibit hall hours by qualified employees of the Exhibitor.

Conduct of Exhibitors and Representatives: The Conference organizers reserve the right to stop activity on the part of an exhibitor that may cause concern to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own booth.

Display Rules and Regulations: For all booth types, an exhibit booth must be contained in the space as contracted. Display material exposing an unfinished surface to nearby booths will be not permitted. Displays must be contained within the assigned booth spaces which in the opinion of the Conference organizers does not interfere with other Exhibitor's displays.

Canvassing or distributing advertising materials outside of the Exhibitor's designated space is not permitted and is grounds for removal from the exhibit hall, and the company may be excluded from future events.

Volatile or Toxic Substances: Volatile or toxic substances are not permitted in the display areas without permission in writing of the Conference organizers. Exhibitors who obtain such permission must ensure all safety precautions have been put in place and provide at least two fire extinguishers of an approved type and retain these on their stands. Exhibitors using such items will be liable for any damage caused.

Events, Receptions, Off-site Promotions, etc.: No Exhibitor events, receptions, promotions, or similar activities may be conducted during the hours of the exhibition or do anything that, in the judgement

of the Conference organizers, will in any way interfere with or compete for attendees while the show is in progress.

Early Tear Down Fine: The exhibit hall will close on August 21 at 6:00pm. As tear down during exhibit hours is very disturbing to other exhibitors, tear down will not commence until close of show. Any exhibitor dismantling their exhibit material before close of the show will be charged with a fine of \$500.00.

Storage: Exhibitors will not be permitted to store boxes or packing crates that are visible to attendees. Boxes and crates must be placed in storage and be properly labeled for storage. Boxes/Crates not properly labeled will be removed and destroyed. Storage is the responsibility of the Exhibitor and is available by contract through Stronco Show Services. Costs may apply.

Collateral/Giveaways/Prize Drawings: Samples, catalogues, pamphlets, souvenirs, etc. may be distributed by Exhibitors and booth personnel within their booth. Exhibitors interested in conducting prize draws, awards for providing contact information etc. are responsible for complying with all applicable laws. Announcements of prize draws on the exhibit hall floor will be at the sole discretion of the Conference organizer.

Compliance: The Exhibitor assumes all responsibility for compliance with, and agrees to comply with all applicable local, provincial and federal laws, including fire safety and health laws, and all applicable rules and regulations for all union and labour organizations and of the operators and/or owners of the property in which the Conference is held. Cloth decorations must be flameproof, all wiring, electrical elements, and plug-ins must comply with the fire department, insurance underwriters' rules and if applicable electrical standards.

Limitation of Liability: The Conference organizers, its partners, volunteers or staff are not responsible for any loss, theft or damage to the property of the Exhibitor, his/her or its employees or representatives. Further, the Conference organizers, its partners, volunteers or staff, will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use of occupancy of the booth space or the participation in the Conference by the Exhibitor. The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save the Conference, the venue, and their employees, volunteers, agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of, or caused by the Exhibitor or Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding and such liability caused by the sole negligence of the Conference or the venue and their employees, volunteers and agents.

The Conference organizers, its partners, volunteers, or staff accepts no liability to any persons or body for any loss, injury or damage howsoever and whether directly from any action or cause whatsoever undertaken, organized or sponsored by the Conference, its partners, volunteers or staff.



Exhibitor's Liability: Every exhibitor hereby accepts liability for all acts or omissions of contractors, agents and visitors and others and undertakes to indemnify the Conference organizers. To keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Conference organizers or incurred or become payable by them arising out of the supply by the exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Conference organizers on the advice of counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the exhibitor undertakes to arrange appropriate third-party liability insurance.

Insurance: The Exhibitor acknowledges that the Conference organizers and the Venue do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. It is mandatory for Exhibitors to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others.

Neither the Conference organizers nor the Venue will be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Conference or for any loss or damage occasioned, if by reason of happenings of any such event, the opening of the exhibition is prevented or postponed or delayed or abandoned or the building becomes wholly or partially unavailable for the holdings of the exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value of the contents of her/his stand and all associated equipment and materials.

Signature:

Date:

Company Name:

Colonel By Drive

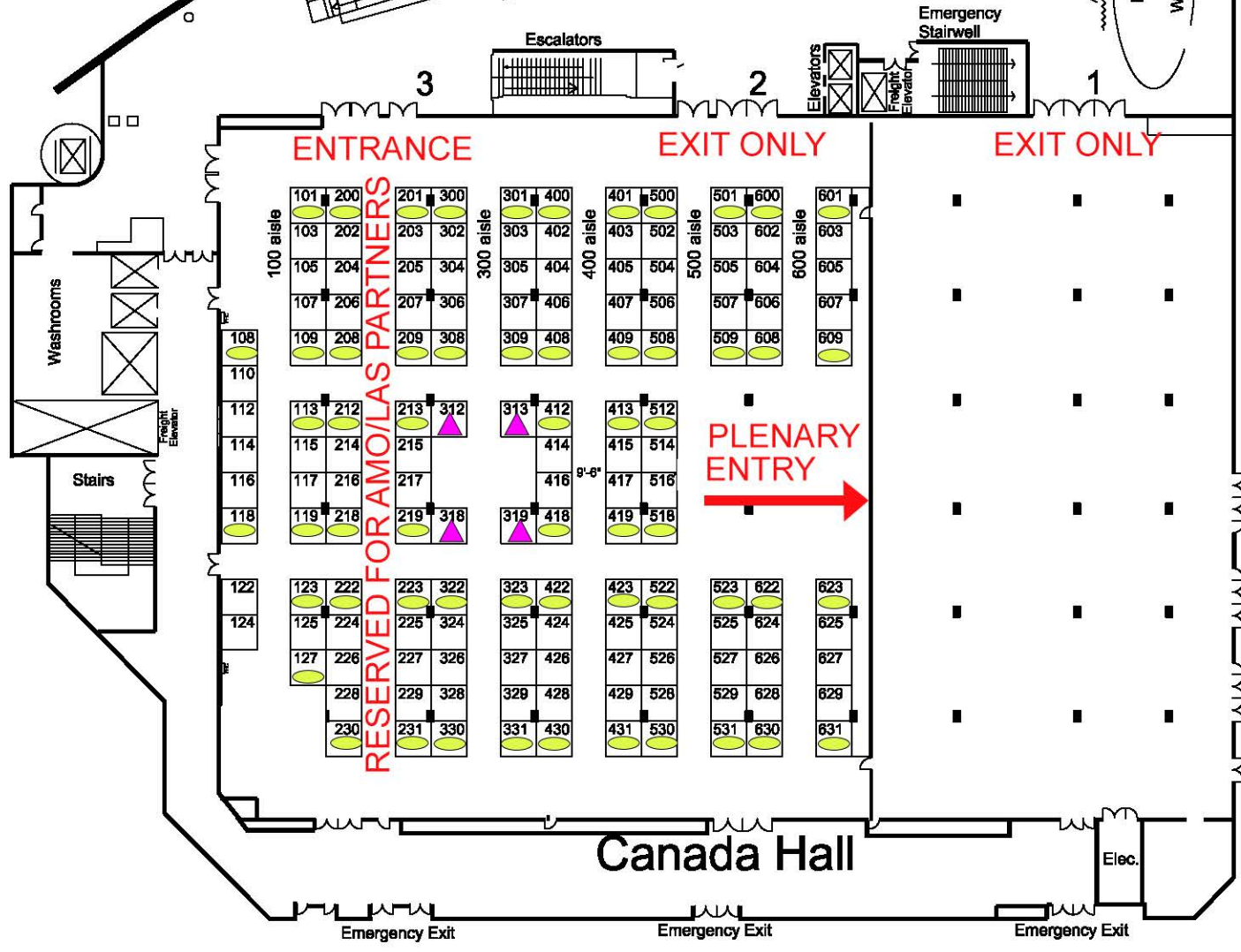
DELEGATES LOUNGE
3' Drape - 50' Total

REGISTRATION COUNTERS

Parliament Foyer

Elections Washrooms

AMO 2024
August 18-19, 2024
Ottawa Convention Centre - Level 3
Canada Hall & Parliament Foyer



ENTRANCE

EXIT ONLY

EXIT ONLY

RESERVED FOR AMO/LAS PARTNERS

PLENARY ENTRY

Legend:

- Floorport
- ▲ double corner
- single corner

Inventory as of 2024/01/29

Dimension	Qty
10'x10'	148

Totals: 148
SUBJECT TO ON-SITE VERIFICATION.

Scale
0 10' 20' 30'

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