

2020 ATLANTIC RECREATION & FACILITIES CONFERENCE

May 27 -29, 2020

St. John's, NL



Join us on the
ROCK!



**Trade Show
Exhibitor Package**

Conference & Trade Show Overview

About the Conference

Please join us for the 4th semi-annual Atlantic Recreation and Facilities Conference & Trade Show to be held at the Sheraton Hotel between May 27 and May 29, 2020 in St. John's, NL. The conference — themed, "**Focused on the Future**" — is brought to you in partnership with Recreation Newfoundland and Labrador, Recreation PEI, Recreation Nova Scotia, Recreation Facility Association of Nova Scotia and Recreation New Brunswick.

The conference will feature multiple keynote speakers, over 20 breakout sessions, panels and workshops, social networking opportunities, local facility tours, social events and more.

There will also be a Trade Show with over 45 booths. We look forward to having you join us for this dynamic event.

About the Trade Show

With 45+ exhibitors from across North America, the 2020 ARFC Trade Show will showcase and demonstrate the latest products, services, and market trends affecting recreation and facilities. The trade show will be held on-site at the Sheraton Hotel on Thursday, May 28th.

Who Will Attend?

The Conference and Trade Show are expected to attract over 200 rural and urban delegates, presenters and trade show exhibitors. Delegates will consist of facility managers, owners and decision makers, program planners, instructors and leaders, equipment operators, decision makers, staff, students and volunteers. They will represent the fields of; recreation, parks, trails, sport, health, health promotion, wellness, provincial and municipal governments, non-profit organizations, communities and municipalities from across Atlantic Canada, and further.

Contact Information

If you have any questions about the Trade Show, please contact the Trade Show Committee office:

Name: **Jamie Gosbee**

Phone: **902-368-5930**

E-mail: **projects@recreationpei.ca**

Trade Show Information



SHERATON
EST. 1937

Trade Show Facility

Sheraton Hotel

115 Cavendish Square

St. John's, NL

A1C 3K2

Trade Show Schedule

The Trade Show takes place **May 28th, 2020**

8:00am - 11:30am Exhibitor Booth Set-up

12:00pm - 4:00pm Trade Show, Food Tables, Cash Bar

4:00pm - 5:00pm Exhibitor Booth Tear-down

Booth Spaces and Assignments

Included: All **booth spaces are 8' wide by 6' deep** and are equipped with a 6' wide by 2.5' deep table, 2 chairs, a tablecloth and coordinating skirt. Pipe and drapery provided by an outside Audio/Visual Company. **Electricity can be made available at your booth for an extra charge of \$20 (+HST).**

Not Included: Shipping and handling of exhibit equipment, electronics such as a computer or audio-visual equipment, special furnishings, extension cords or power bars (see above).

Shipping and Handling of Exhibit Equipment: Please contact the Trade Show Committee for more info.

Booth Assignments: Assigned at the discretion of the Trade Show Committee. The committee will attempt to honor the exhibitor's requests; however, space placement cannot be guaranteed. The committee reserves the right to assign the exhibitor to an alternative space. Assignment of space will be considered in the order in which contracts are received.

Registration Fees *

Member: **\$575.00 +HST**

Non-Member: **\$675.00 +HST**

* Fees include lunch for up to 2 exhibitors.

* Payment due at time of registration.

Payment Options

Online Payment: www.ARFC.ca

Cheque / Money Order: **Recreation NL**

P.O. Box 8700

St. John's, NL

A1B 4J6

Cancellation / Refund Policy

Cancellation up to and including **April 24, 2020** - a **\$50** administration fee will be charged.

Cancellation after April 24, 2020 - a **50%** refund if space can be filled.

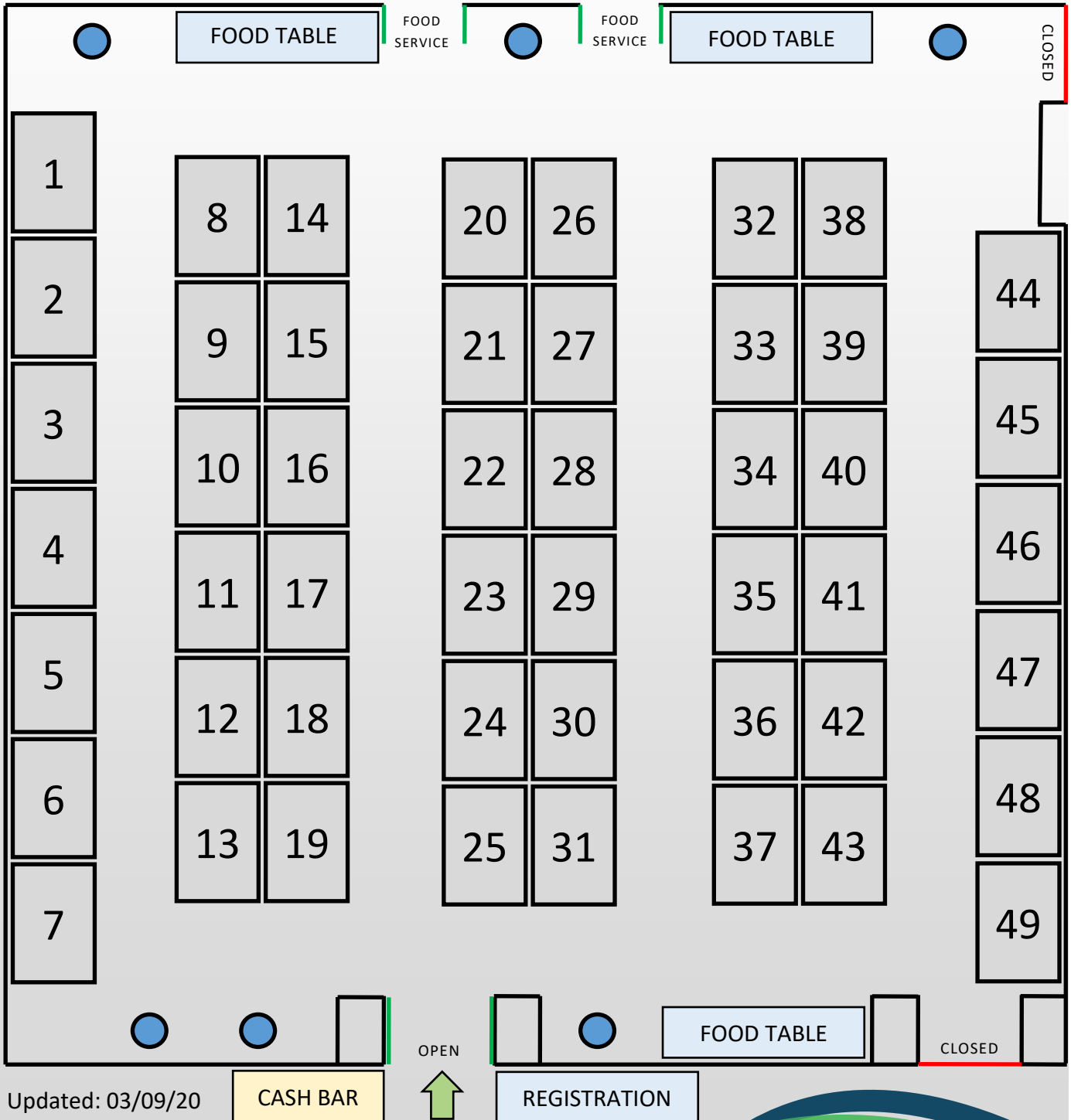
No refunds will be issued after April 24, 2020 if space can not be filled.

Any online payment surcharges & processing fees can not be refunded and are not part of the above mentioned \$50 administration fee.

Trade Show Information

Booth Layout

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Trade Show Information

Delegate Contact Information / Prize Draws.

During the Trade Show we will be encouraging delegates to enter their name and contact info at as many vendor booths as possible in order to enter random prize draws. (Ballots, baskets and prizes all provided by ARFC.) The more baskets the delegate puts their ballot in, the better chance of winning a prize. Following the draws, your organization may keep and use this contact information.

We also encourage each exhibitor to bring along any item(s) that can be awarded as a prize. We will have a portable microphone and can assist you in making the draw if needed. When selecting a prize, please consider the fact that many delegates will be traveling long distances and may need to make shipment arrangements for larger items.

Contract & Liability

The ARFC Committee is not liable for any damages whether direct, indirect, general, special, consequential or otherwise to the exhibitor, its agent and employers or visitors to its exhibits. The ARFC Committee is not responsible for any lost, damaged or stolen property.

Protection of Building Property

Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair such damage which they may cause.

Regulation Enforcement

The ARFC Committee shall have full power in the interpretation and enforcement of the violation of proper conduct of an exhibit and all connected personal items. Such decisions shall be binding upon all exhibitors. Failure by exhibitors to comply with these or any other regulations or amendment may be sufficient cause for the committee to require immediate removal of the exhibit from the offending exhibitor, who forfeits all further rights at the trade show and all the fees and rentals paid. The Committee shall reserve the right to reject any or all applications.

Exhibitors

By signing the Trade Show Registration Form, the signer agrees to:

- Have your exhibit setup by **11:30am** and removed by **5:00pm** on Thursday, May 28th, 2020.
- Maintain your exhibit and present yourself in a professional manner.

Membership and Sponsorship

Membership Opportunities

All businesses are permitted to attend the Atlantic Recreation & Facilities Conference and Trade Show; however, exhibitors are encouraged to be a member of one of the partnering provincial associations to purchase a booth at the discounted 'Member' rate. If you are not already a member of one of the following organizations please visit their websites for membership opportunities and prices;

Recreation Newfoundland & Labrador: www.recreationnl.com

Recreation PEI: www.recreationpei.ca

Recreation Nova Scotia: www.recreationns.ns.ca

Recreation Facility Association of Nova Scotia: www.rfans.com

Recreation New Brunswick: www.recreationnb.ca

Sponsorship Opportunities

If you are interested in spotlighting your company in a unique way, why not consider one of our many available Sponsorship Opportunities? Sponsorships will give your company an increased presence during the entirety of the conference and some levels include a complimentary Trade Show booth.

For a complete Sponsorship Package that includes levels, benefits and prices, please contact the Sponsorship Committee by email: programs@recreationnb.ca or phone: **506-459-1929**.

Sponsorship opportunities are limited, so make contact early!

Contact Information

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