



ATLANTIC RECREATION & FACILITIES CONFERENCE

TRADE SHOW EXHIBITOR PACKAGE

May 29 - 31, 2024

Delta Hotel Fredericton

Fredericton, NB



Atlantic Recreation & Facilities Conference

www.arfc.ca

Conference and Trade Show Overview

About the Conference

Please join us for the 5th semi-annual Atlantic Recreation and Facilities Conference & Trade Show to be held at the **Delta Hotel Fredericton, May 29 – 31, 2024**, in **Fredericton, NB**. The conference is brought to you in partnership with Recreation New Brunswick, Recreation Newfoundland and Labrador, Recreation PEI, Recreation Nova Scotia and Recreation Facility Association of Nova Scotia.

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

There will also be an interactive Trade Show with 48 booths, local foods and prize draws. We look forward to having you join us for this dynamic event.

About the Trade Show

With 49 exhibitors from across North America, the 2024 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 Delta Hotel Fredericton on **Thursday, May 30th, 2024**.

Who Will Attend?

The Conference and Trade Show are expected to attract up to 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.



Trade Show Information

Trade Show Schedule

The Trade Show takes place **May 30th, 2024**

| | |
|-------------------|--|
| 10:00am – 11:30am | Exhibitor Booth Setup in Grand Ballroom AB and Foyer |
| 12:00pm – 3:00pm | Trade Show, Food Service, Cash Bar, Prize Draws |
| 3:00pm – 4:00pm | Exhibitor Booth Tear-down |

Trade Show Facility

Delta Hotel Fredericton
225 Woodstock Road
Fredericton, NB
E3B 2H8

Booth Spaces, Additional Options and Assignments

Included: Booth spaces are **8' wide by 6' deep** and are equipped with a 6' wide table, a tablecloth and coordinating skirting, and 2 chairs.

Additional Options Available: Electricity can be made available at your booth for an additional charge - see online registration form for details. If you need to ship booth contents to Delta Hotel Fredericton, ship to arrive 2 days prior to event.

Contact information:

Attention Devin Crocco-Dunham, 225 Woodstock Road, Fredericton, NB E3B 2H8

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. **Booth Layout and Food/Bar Service may be subject to change at Hotel's request — any vendors affected will be contacted.**

Registration Fees

Member: \$775.00 + HST

Non-member: \$875.00 + HST

Electricity: \$100.00 + HST

**Includes lunch for up to 2 exhibitors during Trade Show*

**Payments due at time of registration*

Payment Options

Online Payment: www.arfc.ca

Cheque/Money Order: Recreation NB
70 Melissa Street
Fredericton, NB
E3A 6W1

Online Registration

A Trade Show Registration Form will be made available online at www.ARFC.ca.

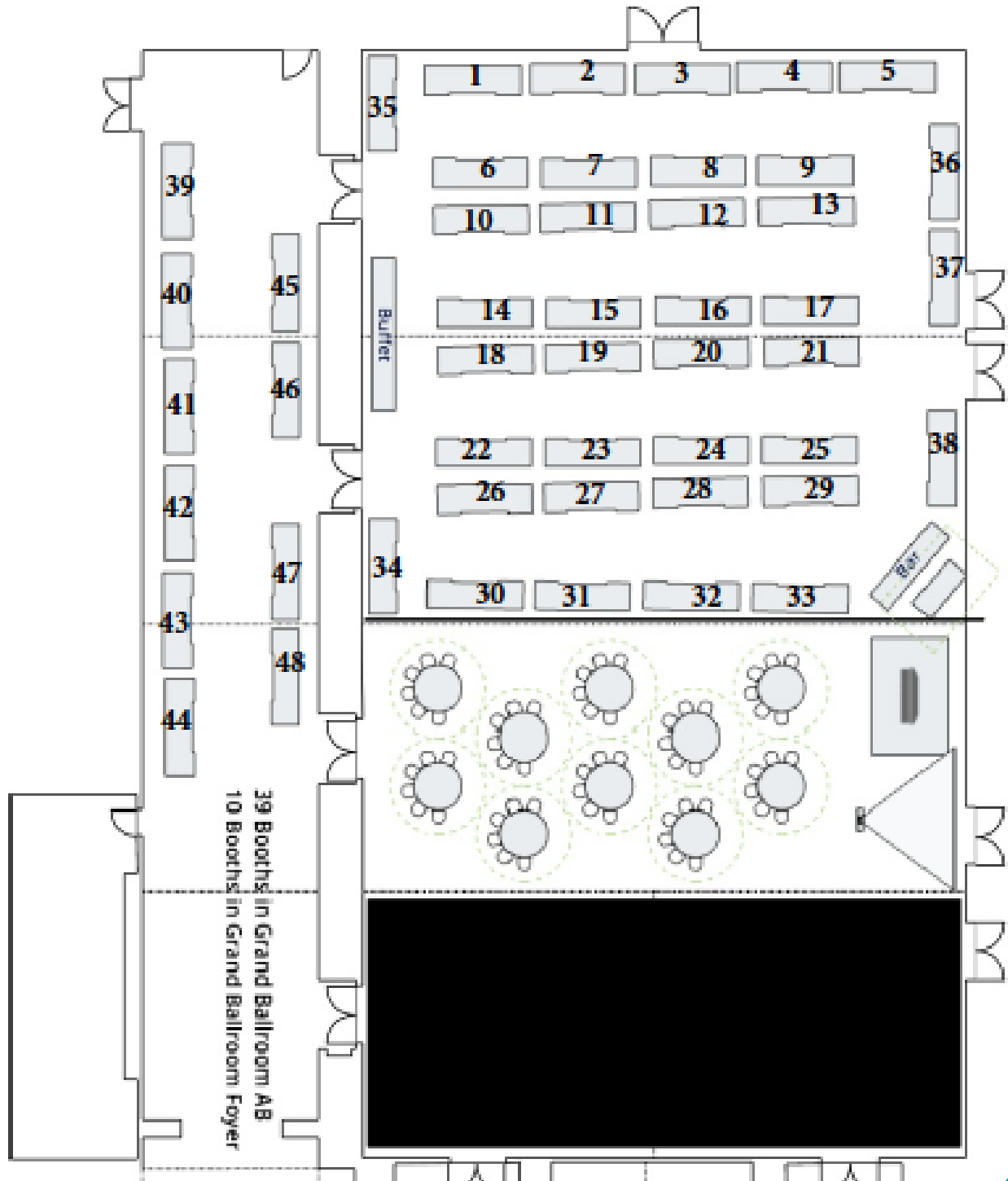
Upon registration, your company agrees to all information in this package, including:

- Maintaining your exhibit and presenting yourself in a professional manner.
- Having your exhibit set up by **11:30am** and removed by **4:00pm** on **Thursday, May 30th**.



Trade Show Booth Layout

Booth Layout: Booth spaces are 8' wide by 6' deep and are equipped with a 6' wide by 2.5' deep table, a tablecloth and coordinating skirting, and 2 chairs. **Layout subject to change at Hotel's request.**



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 ballots in, the better chance of winning a prize. Following the draws, your organization may keep and use this contact information.

We encourage each exhibitor to bring any item(s) that can be awarded as a prize from your company. We can assist you in making the draw if needed. When selecting a prize, please consider that many delegates will be traveling long distances and large items may not be ideal.

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 Trade Show Committee shall reserve the right to reject any or all applications.

Cancellation / Refund Policy

Cancellation up to and including April 24, 2024 - a \$50 administration fee will be charged. Surcharges & processing fees are not part of the administration fee and cannot be refunded. Cancellation after April 24, 2024 - a 50% refund if space can be filled. No refunds will be issued after April 24, 2024 if space cannot be filled.



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 at least one of the partnering provincial associations to purchase a booth at the discounted 'Member' rate. If you are not already a member of at least one of the following organizations please visit their websites for membership opportunities, benefits, and prices;

Recreation NB | Loisirs N.-B.: www.recreationnb.ca

Recreation Newfoundland & Labrador: www.recreationnl.com

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

Recreation Nova Scotia: www.recreationns.ns.ca

Recreation PEI: www.recreationpei.ca

Sponsorship Opportunities

If you are interested in spotlighting your company in a unique way, please consider one of our select 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: rfans@sportnovascotia.ca or call 902-425-5450 ext 330

Sponsorship opportunities are limited, so make contact early!

Trade Show Contact Information

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

Trade Show Office: **Recreation NL**

Phone Number: **709-729-0980**

E-mail: **mcummings@recreationnl.com**

