



# Exhibitor Package



May 30th, 2018  
Rodd Charlottetown  
Charlottetown, PEI

[www.arfc.ca](http://www.arfc.ca)

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## Conference Overview

### About the Conference

Please join us for the 3rd Atlantic Recreation and Facilities Conference & Trade Show to be held in Charlottetown, PE on May 30 – June 1, 2018. The conference, entitled “*Oceans of Opportunity*”, is brought to you in partnership with Recreation NB, Recreation PEI, Recreation Nova Scotia, Recreation Facility Association of Nova Scotia and Recreation Newfoundland and Labrador. The conference will feature two keynote speakers, a tradeshow, over 25 breakout sessions, panels and workshops, social networking opportunities and much more. We look forward to having you join us for this dynamic event.

Conference Dates: May 30 – June 1, 2018 Hotel: Rodd Charlottetown Trade Show Location: Confederation Centre

### Who Will Attend?

The Conference is expected to attract up to 200 delegates from both rural and urban areas. Many of which are the leaders and decision makers in the field of recreation, facility managers, parks, trails, sport, health and health promotion, municipal and provincial government representatives, non-profit community groups and organizations, planners, volunteers and students from across Atlantic Canada.

### Fees

Members: \$575.00 plus HST (15%) + \$20 for electricity  
Non-Member: \$675.00 plus HST (15%) + \$20 for electricity  
Non-Profit: \$375.00 plus HST (15%) + \$20 for electricity  
Double Booth: \$1,000.00 plus HST (15%) + \$20 for electricity

### Trade Show Facility Information

Confederation Centre  
145 Richmond Street  
Charlottetown, Prince Edward Island  
C1A 1J1

Trade Show booth supplies can be sent to *Confederation Centre – C/O Rob Warren* **\*\*\*SPACE IS LIMITED\*\*\***

**\*\*\*PLEASE CONTACT AHEAD OF SHIPPING\*\*\***

## About the Trade Show

With 50 plus exhibits from across Canada, the Trade Show will showcase and demonstrate the latest products, services, and market trends affecting recreation and facilities. The trade show will be held in Memorial Hall, Main Concourse and Totem Concourse of the Confederation Centre.

All booths are 8' X 5' with one 6' table and 2 chairs. All booths will be equipped with a tablecloth, coordinating skirt, pipe and drapery. Registration includes; one booth, and buffet dinner.

## Trade Show Schedule

The Trade Show will take place May 30<sup>th</sup>, 2018  
11:00am-4:00pm Exhibitor booth setup  
5:30pm-9:00pm Trade Show & cocktail style dinner  
9:30pm - 10:00pm break down and clean up

## Prizes for Delegates

We encourage exhibitors to bring along an item that can be awarded as a prize to delegates. Please consider the fact that many delegates will be traveling long distances and may need to make arrangements for shipment.

## Contact Information

If you have more questions about the Trade Show, please contact Brittany Hunter at the Recreation Facility Association of Nova Scotia Office:

Phone: (902) 425-5450 Ext. 330  
E-mail: [rfans@sportnovascotia.ca](mailto:rfans@sportnovascotia.ca)

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## Trade Show Rules & Regulations

### Contract & Liability

The Atlantic Recreation and Facilities Conference and Trade Show Planning 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 Committee is not responsible for any lost, damaged or stolen property.

### Space Assignment

Booth spaces will be assigned at the discretion of the Exhibits Committee. The committee will attempt to honor the exhibitor's request; 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.

### 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.

### Exhibitors

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

- 1) Maintain your exhibit in a professional manner
- 2) Have your exhibit setup by 4:00pm and removed by 10:00pm on Wednesday, May 30<sup>th</sup>, 2018

### Refund Policy

Cancellation up to and including April 25, 2018, a \$50 administration fee will be charged. No refunds will be issued after April 25, 2018, if space is not filled. Cancellation after April 25, 2018, 50% refund if space is filled.

## Regulation Enforcement

The Atlantic Recreation Conference and Trade Show organizers 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.

## Booth Equipment

Based upon the registration information, the following items will be available:

- One table and table cloth
- Two chairs
- Pipe & drapery

**Electrical hook up is available (extra \$20 + HST) for those who require it (please see registration form).** The following are not included: Booth shipment, power bar, extension cords, special furnishings, computer and audio-visual equipment.

## Additional Package Inclusions

The Committee reserves the right to negotiate terms with exhibitors under unforeseen circumstances such as sponsorships, additional value to trade show or other such considerations.

## Payment

Payment payable to **Recreation PEI**  
40 Enman Crescent  
Charlottetown, PE  
C1E 1E6  
Phone: (902) 892-6445  
Fax: (902) 368-4548  
E-mail: [info@recreationpei.ca](mailto:info@recreationpei.ca)



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## Provincial Corporate Memberships

### Membership Opportunities

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All businesses are permitted to attend the Atlantic Recreation and Facilities Conference and Trade Show; however, Exhibitors are encouraged to be a member of one of the partnering provincial associations to purchase an exhibit. If you are not already a member of one of the following organizations please view the following information or visit their websites.

### Recreation New Brunswick

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Recreation New Brunswick is an authoritative network of recreation professionals who, through leadership, education and advocacy, ensure that every New Brunswicker enjoys the benefits of recreation and active living.

For more information on memberships please visit [www.recreationnb.ca](http://www.recreationnb.ca)

### Recreation PEI

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Recreation PEI is a volunteer, not for profit, provincial association dedicated to promoting, coordinating and encouraging all facets of recreation, physical activity and facility management on Prince Edward Island. We encourage the increase of physical activity and recreation in many settings in order to ensure that our province has: Active Communities, Active Schools, Active Workplaces.

For more information on memberships please visit [www.recreationpei.ca](http://www.recreationpei.ca)

### Recreation Nova Scotia

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Recreation Nova Scotia inspires and supports a diverse and comprehensive network of partners committed to addressing the recreation needs of all Nova Scotians, through the provision of leadership and a strong provincial voice.

For more information on memberships please visit [www.recreationns.ns.ca](http://www.recreationns.ns.ca)

### **Recreation Facility Association of Nova Scotia**

The mission of Recreation Facilities Association of NS is to provide leadership in developing, promoting and advocating excellence in recreational facilities, operations and personnel.

For more information on memberships please visit [www.rfans.com](http://www.rfans.com)

### **Recreation Newfoundland & Labrador**

Recreation Newfoundland and Labrador is the provincial voice promoting and fostering the spirit and practice of recreation for all. We provide a full range of services to enhance members' ability to deliver recreation throughout Newfoundland and Labrador.

For more information on memberships please visit [www.recreationnl.com](http://www.recreationnl.com)

## Sponsorships

If you are interested in spotlighting your company in a unique way, why not consider one of our many sponsorship opportunities available. For a complete package that includes sponsorship levels and prices, please contact Gary Milley at [garymilley@recreationnl.com](mailto:garymilley@recreationnl.com) or 709-729-0568. Most levels include a trade show booth as a benefit. These opportunities are limited, so make contact early!

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## Trade Show Layout

Booth Dimension 8' wide X6' deep  
NP = No Power at those tables

Limited "Double Booths" 31, 34, 37 & 41



# Trade Show Registration Form

Name of Business/Organization: \_\_\_\_\_

Contact Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_



City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

1st On-Site Representative: \_\_\_\_\_

2nd On-Site Representative: \_\_\_\_\_

I/We \_\_\_\_\_ agree to abide by and hereby make application for space in the 2018 Atlantic Recreation & Facilities Conference and Trade Show, in accordance with the rules and regulations stipulated in the accompanying document.

Floor Plan: Attached to this information package is a floor plan. Please take the time to fill in your 1st, 2nd, & 3rd choices in regard to booth preference:

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

Please select one of the following categories:

_____	Category	# of Reps.	Price
_____	Member	2	\$575+HST (\$86.25)
_____	Non-Member	2	\$675+HST (\$101.25)
_____	Non-Profit	2	\$375+HST (\$56.25)
_____	Double Booth	4	\$1,000+HST (\$150)
_____	Sponsor	2	Included
_____	Electricity Hookup (+\$20)		\$20+HST (\$3.00)

**Deadline for registration is April 25, 2018**

\_\_\_\_\_ Visa/Mastercard      \_\_\_\_\_ Invoice      \_\_\_\_\_ Cheque (Payable to **Recreation PEI**)

Visa/MC #: \_\_\_\_\_ Expiry: \_\_\_\_\_

I have read and understand the attached documentation. The completed form will be a binding agreement between the exhibitor and the 2018 Atlantic Recreation & Facilities Conference & Trade Show Committee.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ATLANTIC RECREATION & FACILITIES CONFERENCE AND TRADE SHOW

