



**2025 CAMA ANNUAL  
CONFERENCE & EXHIBITOR  
TRADESHOW**

# **EXHIBITOR PROSPECTUS**

May 26-28, 2025 | Fairmont Mont Tremblant, QC



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# 2025 CAMA CONFERENCE

The Canadian Association of Municipal Administrators (CAMA) is pleased to present the following Exhibitor opportunities for the 51<sup>st</sup> Annual CAMA Conference being held on May 26-28, 2025 at the Fairmont Mont Tremblant Hotel in Mont Tremblant, Québec.

A partnership with CAMA is a partnership with municipal managers across Canada.

For all Conference information including the hotel room block visit the [CAMA Conference website](#). For current exhibitor information click [here](#).



# ABOUT THE EXHIBITOR TRADESHOW

The floor plan can be found on [page 20](#) of this prospectus.

This year, we are excited to offer an enhanced exhibitor experience spread across three floors of our dynamic venue. To ensure maximum visibility and engagement, we have created three distinct booth categories tailored to suit your needs and preferences.

We are committed to ensuring that delegates visit each floor through a series of engaging interactions and creative activities for exclusive floor-specific experiences. Attendees will be motivated to explore all areas of the Tradeshow, with maximum exposure for every exhibitor.

This year, each booth registration includes two Exhibitor Passes, which cover two breakfasts, two lunches, and access to the hospitality suites. For select booth categories, up to three additional Exhibitor Passes can be purchased for an extra fee. Please note that tickets for the Casual Night Out and the President's Dinner are sold separately and are not included in the booth registration.

## Application Procedure

- Booths will be sold on a first-come, first reserved basis with priority going to Platinum Partners first, then Business Partners, followed by exhibitors who have participated in CAMA events in the past.
- Exhibitor fees must be paid in full with your on-line registration to secure exhibit space.
- Please read the Exhibitor Terms and Conditions on [Page 21](#) before submitting your application. CAMA reserves the right to deny exhibit space.





# Rates for Exhibitor Booth Packages

Type of Exhibitor Booth/Exhibitor Category	Price
<p><b>Floor 2: Premium Booths #30-34 are 8' Deep x 10' Wide</b></p> <p>Located on the second floor, where the heart of the Conference beats with plenary sessions and meals, these premium booths are designed for exhibitors seeking prime exposure with high foot traffic close proximity to key Conference activities, enhanced visibility and engagement opportunities. Each 8 x 10 booth features:</p> <ul style="list-style-type: none"><li>• 8-foot-high back drapes</li><li>• 36-inch-high draped side dividers</li><li>• One 6-foot table</li><li>• 2 padded chairs</li><li>• Electricity: 700-watt duplex outlet</li></ul>	<p>Regular Price: <b>\$5250.00 + GST + QST</b></p> <p>Business Partner Price: <b>\$4800.00 + GST + QST</b></p>
<p><b>Floors 1 &amp; 3: Regular Booths #1-29 are 8' Deep x 10' Wide</b></p> <p>Situated on the first and third floors, our regular booths offer substantial space and visibility. Each 8 x 10 booth features:</p> <ul style="list-style-type: none"><li>• 8-foot-high back drapes</li><li>• 36-inch-high draped side dividers</li><li>• One 6-foot table</li><li>• 2 padded chairs</li><li>• Electricity: 700-watt duplex outlet</li></ul>	<p>Regular Price: <b>\$3750.00 + GST + QST</b></p> <p>Business Partner Price: <b>\$3500.00 + GST + QST</b></p>
<p><b>Floors 1 &amp; 3: Micro Booths: A1-L1 and A3-I3</b></p> <p>Our micro booths are perfect for exhibitors who prefer a compact yet effective presence and are limited to two people. Each micro booth includes:</p> <ul style="list-style-type: none"><li>• High-top bistro table</li><li>• Two stools</li><li>• Space for two pull-up banners</li><li>• Electricity: 700-watt duplex outlet</li></ul>	<p>Regular Price: <b>\$2150.00 + GST + QST</b></p> <p>Business Partner Price: <b>\$1900.00 + GST + QST</b></p>

To qualify for the Business Partner rate, you must be a Business Partner at the time the space is reserved. For more details on the Business Partner Program, visit the [CAMA website](#).

## What's Included with your Booth Rental?

The Trade Show promotional program has been developed to include an opening reception, conference refreshment breaks, door prize draws and is designed to encourage delegates to visit the Tradeshow on multiple occasions. Your participation as an Exhibitor includes:

- Draped booth in the exhibit area (8-foot-high back drapes and 36-inch high draped side divider) for Premium and Regular Booths only. Micro booths do not have draping.
- One 6' skirted table and two padded chairs for Premium and Regular Booths. Micro booths have one high top bistro table and two stools.
- **Electricity:** Each booth includes one 700-watt duplex outlet. If additional power is required, please consider purchasing extra electricity capacity to meet your needs through Encore. **Please note that while we are thrilled to offer this amenity this year, this inclusion may not be guaranteed at future events.**
- An "Exhibitor" pass for **two** representatives staffing your booth. Each exhibitor pass includes two breakfasts and two lunches and access to the hospitality suites. Additional passes can be purchased for \$200.00, for select exhibitor categories, each up to a maximum of three additional per booth which also include two breakfasts and two lunches, and access to the hospitality suites. Name tags must be worn to all events. Entry may be denied if your name tag is not visible.
- Delegate list (with delegate title, municipality and Province) will be available mid-May 2024.
- Company logo and web hot link from the CAMA website to exhibiting organizations.
- Exhibitor logo, name and booth number for the tradeshow on the mobile app. This allows delegates to find the booth from the mobile show guide.
- Highlights from the Conference, with special recognition to exhibitors, will be featured on the CAMA web site, in e-Brief and through social media tools.

## What IS NOT included in your Booth Rental?

- **Additional Exhibitor Passes.** Additional exhibitor passes are required beyond the initial two provided with your booth purchase and are \$200.00 each and include two breakfasts and two lunches and access to the hospitality suites. **Additional exhibitor passes are not available for Micro Booth Exhibitors.**
- **Tickets to Social Events.** Tickets to the Tuesday Casual Night Out and the Wednesday President's Dinner are not included in the exhibitor registration package noted above. **These events require the purchase of additional tickets which are non-refundable.**

### Lead Capture - \$150 per team member

New for 2025! Purchase a lead capture licence for members of your team for \$150 per person. The lead capture tool from EventMobi allows exhibitors to easily collect, qualify, and manage leads during the CAMA Conference. It integrates seamlessly with smartphones, enabling the quick scanning of attendee QR codes. Exhibitors can add notes, set follow-up actions, and access real-time data through an intuitive dashboard. This tool enhances lead management by offering customizable qualifiers and instant export options, ensuring that exhibitors can maximize their ROI by streamlining the lead capture process. Purchasing the lead capture tool also gives you exclusive access to your exhibitor portal in the EventMobi app to customize your exhibitor profile on the app.





## Exhibit Hall Door Prizes

CAMA would like each exhibitor to contribute at least one item for the door prize draws held at the Closing Ceremonies on Wednesday, May 28 at 1:00 p.m. to be held immediately following the Luncheon in the same room. Please contact [alisha.bainbridge@camacam.ca](mailto:alisha.bainbridge@camacam.ca) with questions or to contribute a prize.

## How to Secure Exhibit Space



To register for the 2025 Exhibitor Tradeshow, visit our [website](#) to access the online registration link, which includes the floorplan. Please note that payment is due at the time of registration.



Each exhibitor will have access to a portal where they can add/edit name tags, order event tickets and purchase additional exhibitor passes (if applicable to booth category) until **May 9, 2025**.





## Exhibit Hours

Monday, May 26	
1:00 p.m. to 4:30 p.m.	Exhibitor Move-in
6:00 p.m. to 9:00 p.m.	Opening Reception in the Exhibitor Tradeshow
Tuesday, May 27	
10:15 a.m. to 11:00 a.m.	Refreshment Break in the Exhibitor Tradeshow
1:00 p.m. to 1:30 p.m.	Dessert in the Exhibitor Tradeshow
2:30 p.m. to 3:15 p.m.	Refreshment Break in the Exhibitor Tradeshow
Wednesday, May 28	
10:15 a.m. to 11:00 a.m.	Refreshment Break in the Exhibitor Tradeshow
1:00 p.m. to 1:30 p.m.	Closing Ceremonies/Prize Draws - Following lunch in plenary space
1:30 p.m. to 4:00 p.m.	Exhibitor Move-out

\*Exhibitors must be fully set up by 4:30 p.m. on Monday, May 26, and remain intact until 1:30 p.m. on Wednesday, May 28. Booth dismantling begins at 1:30 p.m. on Wednesday. Exhibitors will be notified in writing of any schedule changes.

## Your Exhibit Sales Team & Key Contacts

### Questions?

Exhibit Sales, Sponsorship and Advertising: Please contact Jennifer Goodine, CAMA Executive Director, at [admin@camacam.ca](mailto:admin@camacam.ca) or 506-460-2135

Exhibit Logistics: Please contact Alisha Bainbridge-Trites, CAMA Exhibits Manager, at [alisha.bainbridge@camacam.ca](mailto:alisha.bainbridge@camacam.ca)

# FACTS ABOUT CAMA MEMBERSHIP & ANNUAL CONFERENCE

As a national association, the CAMA membership offers a wide geographical appeal to potential business partners and has a membership of over 800 local government professionals. The Annual Conference typically has 350 members attend each year representing 275 Canadian communities.

Canadian municipalities spend in excess of \$40-billion annually and CAMA members represent over 85% of the nation's population.

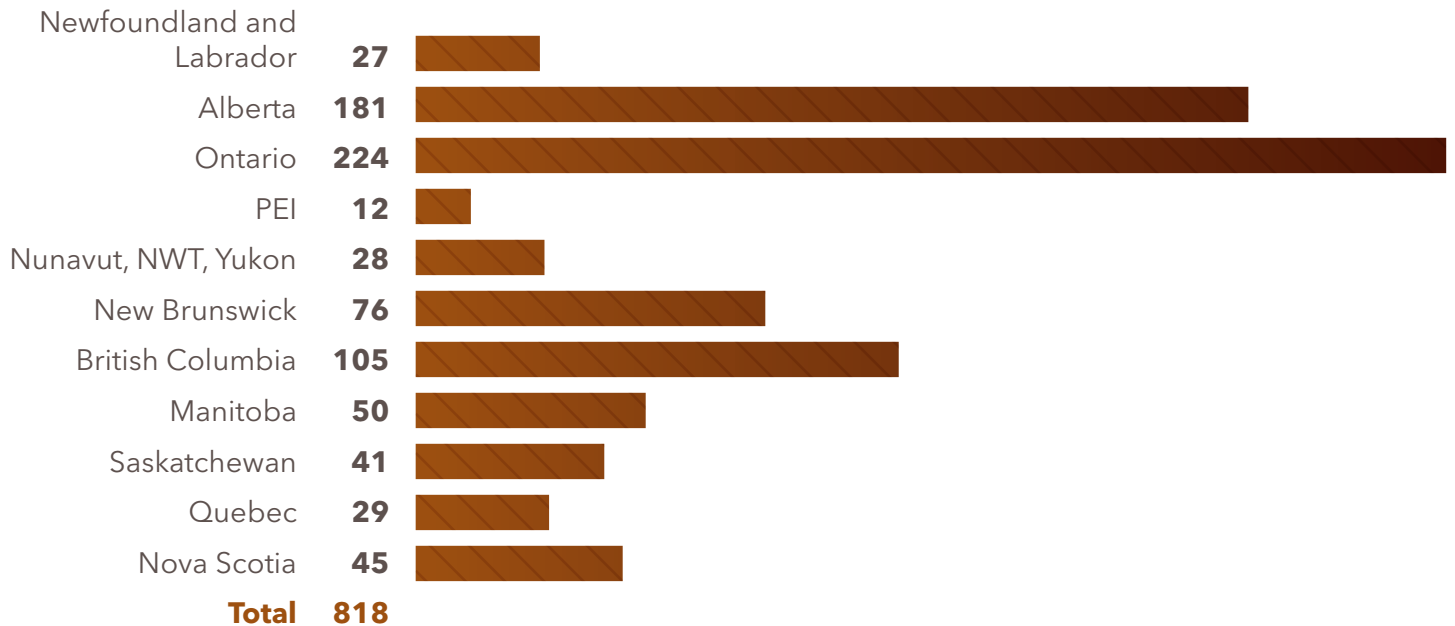
CAMA members are the most senior appointed officials in their municipalities including Chief Administrative Officers (CAO)/City Managers and any person employed in a senior management position that reports directly to the CAO (Deputy CAOs, Directors, Departments Heads, Chief Commissioners, General Managers, City Clerks, etc.)

Other delegates include retired or honorary members, emerging managers and decision makers in municipalities, private sector consultants, and product or service providers.

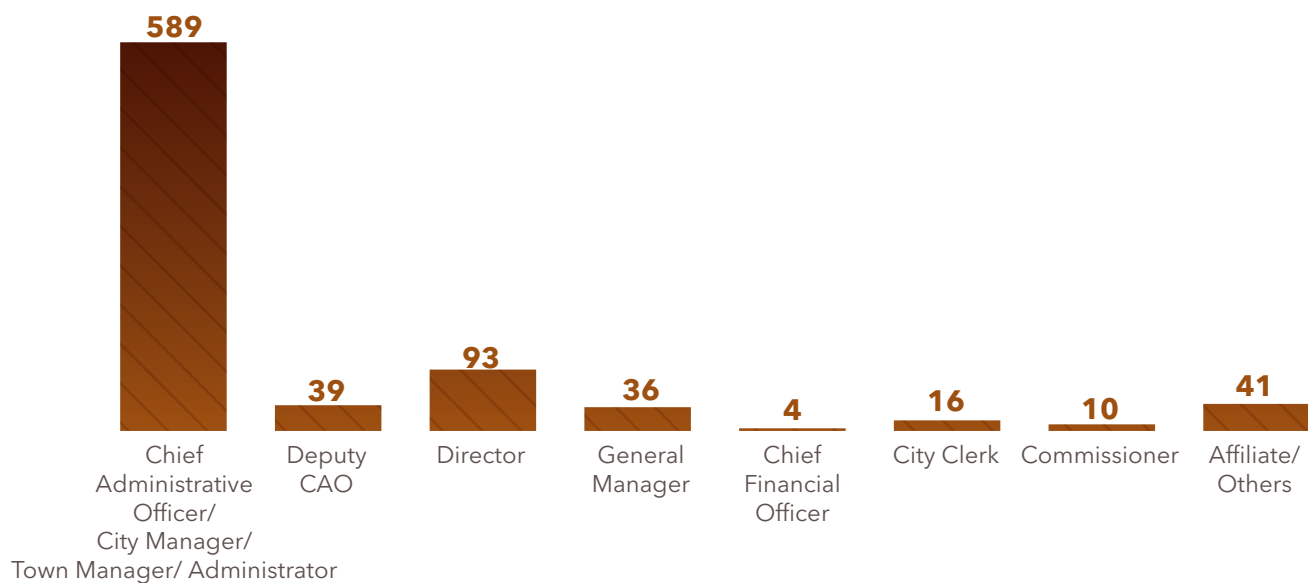


# WHO ATTENDS?

## CAMA Membership - Province/Territory



## CAMA Membership Title



# THANK YOU TO OUR 2024 EXHIBITORS

- 8760 Expense Management
- Access E11
- Applied Electronics Limited
- ATS Traffic
- Avanti Software
- Canadian Institute of Quantity Surveyors
- Canoe Benefits
- Canoe Procurement Group of Canada
- Capstone Project Solutions
- Classic Displays
- Commercial Emergency Equipment Co.
- Commissionaires
- CSA Group
- Custom Ice Inc.
- DataVisual
- Deloitte LLP
- Emco Waterworks
- Entandem
- Envisio Solutions
- eScribe
- FlashVote
- FrontDoor+
- Fund for Railway Accidents Involving Designated Goods & Ship-Source Oil Pollution Fund
- Goodyear Canada Inc.
- Grainger Canada
- Granicus
- Health Canada National Radon Program
- Intellera Inc.
- iSiLIVE
- Itron, Inc.
- Kamstrup Water Metering, LLC
- Keldar Leadership
- Legrand I AV Canada
- MCG Consulting Solutions
- Michelin North America Inc
- Muni
- NAPA Auto Parts
- National Bank of Canada
- Neptune Technology Group Canada Co.
- Ontario Municipal Leadership Institute
- Predictive Success Corporation
- Ravenhill Group...a division of Ravenhill Smith Search Inc
- Employee Hotline
- RFS Energy Consulting & Research Group Inc.
- Service Line Warranties of Canada
- Social Pinpoint
- Staples Professional Inc.
- Tantus Solutions Group
- ThinkDox Inc.
- Trane
- United Rentals
- VC3
- Veolia Water Technologies Canada
- Vortex Aquatic Structures International



# WHY EXHIBIT?

## The Power of Face-to-Face Engagement

Meet with a diverse array of CAMA conference delegates from over 275 communities across Canada. Unveil your newest products and services, enjoy golf with colleagues, and come network in the many other event opportunities CAMA 2025 has to offer!

## Why Exhibit?

- Meet face-to-face with CAOs/City Managers and key decision-makers to discuss, and answer questions about your products and services.
- Enjoy almost six hours of dedicated exhibit time.
- To support booth traffic and exposure to the tradeshow, CAMA holds many of our events inside the exhibit hall with food and beverage concessions (welcome reception, refreshment breaks, and dessert). With these events spread over three days, you have many opportunities to meet customers and generate leads.
- Breakfasts and lunches for two people are included with your exhibitor booth and you have the option to purchase individual tickets to attend the social activities with the attendees. Reconnect and strengthen existing relationships and build new ones.
- Leave with new customers, fresh leads and newfound respect for what CAMA can enable your company to accomplish.

## How is CAMA Promoting the Tradeshow

### Pre-Conference

- Encouraging attendees to check out the companies that will be attendance on our website and mobile app. This also allows them to know you are exhibiting and they can plan ahead on who they want to engage with once they arrive.
- Dedicated social media posts promoting the Exhibitor Tradeshow.
- Promotion of our new Digital Engagement Initiative, encouraging attendees to visit your booth.

### On Site at Conference

- Daily e-mails to delegates promoting the Exhibitor Tradeshow and interaction opportunities.
- Exhibitor Tradeshow hours included on mobile app and Conference Program.
- Encouraging attendees to participate in the Digital Engagement Initiative.
- Dedicated reminders on the mobile app during the Conference.
- Interactive activities drawing attendees to all tradeshow levels.

# HERE'S WHAT OUR EXHIBITORS ARE SAYING...

**93%** of 2024 exhibitors said they would exhibit again and it is a "must attend" event.

**95%** of 2024 exhibitors agreed that the event offered valuable networking opportunities and leads.

*"Attendees were engaged and willing to spend time discussing their needs."*

- Exhibitor

*"I was blown away by the organization and detail of this Conference. We've had great success in exposing our brand and connecting with potential clients, increasing our reach in markets where we are looking to expand. That is in no small part due to the outstanding overall management, hospitality, and communication provided by the CAMA team leading up to the event and on site. I can't wait for the next one!"*

- Exhibitor

*"The CAMA Conference is our number one source of getting qualified leads across the country. The CAMA team are dedicated and it shows in the first class event they put on."*

- Exhibitor

*"Every year we participate in the CAMA Conference because it continues to expand our market across Canada. The team continues to go the extra mile to ensure that our needs are met to make the show a success. This is one of the most effective shows that we invest in."*

- Exhibitor





# PRELIMINARY CONFERENCE SCHEDULE

Schedule is preliminary and is subject to change.

Monday, May 26, 2025	
1:00 p.m. to 4:30 p.m.	Regular Tradeshow Exhibitor Set Up
7:30 a.m. to 2:30 p.m.	Golf Tournament
Morning/Afternoon	Pre-Conference Activities
6:00 p.m. to 9:00 p.m.	Opening Reception in Exhibitor Tradeshow
9:00 p.m. to 10:30 p.m.	Hospitality Suite
Tuesday, May 27, 2025	
6:00 a.m. to 7:00 a.m.	Morning Run
7:30 a.m. to 8:15 a.m.	Breakfast
8:15 a.m. to 9:00 a.m.	Annual General Meeting
9:00 a.m. to 9:15 a.m.	Opening Ceremonies
9:15 a.m. to 10:15 a.m.	Opening Keynote Speaker
10:15 a.m. to 11:00 a.m.	Refreshment Break in Exhibitor Tradeshow
11:00 a.m. to 12:00 Noon	Plenary Session
12:00 Noon to 1:00 p.m.	Long Service Awards Luncheon
1:00 p.m. to 1:30 p.m.	Dessert in Exhibitor Tradeshow for Delegates
1:30 p.m. to 2:30 p.m.	Breakout Sessions
2:30 p.m. to 3:15 p.m.	Refreshment Break in Exhibitor Tradeshow
3:15 p.m. to 4:15 p.m.	Breakout Sessions
6:30 p.m. to 9:00 p.m.	Casual Night Out
9:00 p.m. to 10:30 p.m.	Hospitality Suite

 Tradeshow Hours

 Additional Cost to Attend

<b>Wednesday, May 28, 2025</b>	
6:00 a.m. to 7:00 a.m.	Morning Run
7:30 a.m. to 8:15 a.m.	Breakfast
8:15 a.m. to 9:15 a.m.	Plenary Session
9:15 a.m. to 10:15 a.m.	Plenary Session
10:15 a.m. to 11:00 a.m.	Refreshment Break in Exhibitor Tradeshow
11:00 a.m. to 12:00 Noon	Closing Keynote
12:00 Noon to 1:00 p.m.	CAMA Awards of Excellence Lunch
1:00 p.m. to 1:30 p.m.	Closing Ceremonies and exhibitor prize draw (exhibitors to announce their prize winner(s) on stage)
2:00 p.m. to 4:00 p.m.	Study Tours/Workshops
6:30 p.m. to 7:00 p.m.	President's Dinner Reception
7:00 p.m. to 11:00 p.m.	President's Dinner

 *Tradeshow Hours*

 *Additional Cost to Attend*



## 2025 Key Dates for Exhibitors

Date	Activity
Friday, October 11, 2024	Exhibitor registration opens for CAMA Platinum Partners
Friday, November 8, 2024	Exhibitor registration opens for CAMA Business Partners.
Thursday, December 5, 2024	Exhibitor registration opens to the public.
January 31, 2025	Deadline for requesting exhibitor booth cancellation with a refund (minus \$250.00 administration fee).
February 28, 2025	Deadline for requesting exhibitor booth cancellation with a refund (minus \$500.00 administration fee).
May 9, 2025	Deadline to purchase any additional exhibitor passes, or evening event tickets.
May 16, 2025	Deadline to coordinate any rentals, additional electricity, AV, and material handlings. <ul style="list-style-type: none"> <li>• Coordinate delivery of your Exhibitor Tradeshow materials (if applicable)</li> <li>• Coordinate Customs Declaration (if applicable)</li> </ul>
Monday, May 26, 2025 (1:00 p.m. to 4:30 p.m.)	Exhibitor registration and move-in.





# THINK OUTSIDE THE BOOTH!

## Build Your Brand Beyond Your Booth!

Increase your exposure at the 2025 CAMA Conference and Exhibitor Tradeshow. A wide range of branding, sponsorship and advertising opportunities are offered to help you make an impact on attendees and some are included below.

Contact Jennifer Goodine, CAMA Executive Director to discuss your strategy for making the most of your presence at the Conference - [admin@camacam.ca](mailto:admin@camacam.ca) or 506-460-2135.

### Drink Tickets - \$500.00 (pack of 25)

Purchase drink tickets to hand out to delegates for use at the Welcome Reception on Monday, May 26 (6:00 p.m. to 9:00 p.m.). Tickets will be good for beer, wine and soft drinks and will include your company logo. Must be purchased in advance no later than May 1. Price: \$500.00 for a pack of 25 drink tickets.

### Registration Desk Partnership - \$5500.00

Be the Registration Desk partner and your company can be positioned at a table in this high-traffic area (from Sunday to Wednesday) which is a perfect way to communicate your message, brand and products to delegates as they arrive in Banff.

The hours of operation of the registration desk are as follows and an individual from your team must always attend:

Sunday, May 25	2:00 p.m. to 6:00 p.m.
Monday, May 26	11:00 a.m. to 8:00 p.m.
Tuesday, May 27	7:00 a.m. to 4:30 p.m.
Wednesday, May 28	7:00 a.m. to 3:00 p.m.

There is only one partnership available and would be exclusive to your company.

### Partners receive:

#### Visibility

- Logo and link on sponsor page on CAMA's website.
- Logo, link, and company description in the Conference Program.
- Signage as a partner at the partner registration desk.
- Opportunity to set up banners at the partner registration desk.

#### Networking

- Opportunity for two representatives from your organization to attend the Conference, however one representative must be at the partner registration desk at all times.

#### Marketing & Engagement

- Social Media posts acknowledging your organization from CAMA.
- Announcement of your partnership with your company logo and description in the CAMA e-Brief newsletter.

## Conference Mobile App Partnership - Elevate Your Brand

### \$3,250 for one year and \$5,500 for a commitment of two years

*(One Exclusive Opportunity)*

Elevate your brand's presence and digital reach at CAMA by becoming the official mobile app partner. Your brand can play a pivotal role in enhancing connectivity, engagement, and convenience for all attendees. The app will be available to those on-site at the Fairmont Mont Tremblant, but also to those who cannot attend. The app provides access to event information from agenda to speaker bios, and maps right from your smartphone, and in one place. Link to other delegates, and view exhibitors right from your phone, tablet or laptop, and provide real-time feedback, ask questions and participate in discussions. Participants can access information on changes, announcements, and time sensitive content. The app is provided for free by CAMA, and is presented by EventMobi.

The Conference Mobile App will allow your company to be prominently featured on the official mobile app, ensuring a strong digital footprint throughout the event where you will stand out as a tech-savvy industry leader. **CAMA's 2024 Conference Mobile App had 460 unique visitors, and over 21,450 page views.** Your logo or graphical ad will be prominently displayed on the opening page that will be viewed by all visitors. Graphics will be on the top and bottom. When clicked users will be directed to your enhanced listing page. Work with CAMA's Social Media Coordinator to create a survey questionnaire for attendees to collect market research or to create buzz and generate leads.

#### Visibility

- Logo and link on sponsor page on CAMA's website.
- Logo, link, and company description in the Conference Program.
- Your logo or graphical ad will be prominently displayed on the opening page that will be viewed by all visitors. Graphics will be on the top and bottom. When clicked users will be directed to your enhanced listing page.

#### Networking

- Work with CAMA's Social Media Coordinator to create a survey questionnaire for attendees to collect market research or to create buzz and generate leads.

#### Marketing & Engagement

- Social Media posts acknowledging your organization from CAMA.
- Announcement of your partnership with your company logo and description in the CAMA e-Brief newsletter.

## Mobile App Notifications to Delegates - \$200.00

We are excited to offer exhibitors a unique opportunity to enhance their visibility and engagement at the Conference through our MobileApp. For just \$200.00, exhibitors can send two push notifications, one on Tuesday and one on Wednesday, directly to delegates' mobile devices. These notifications serve as a timely reminder for delegates to visit your booth, ensuring maximum exposure and interaction. Don't miss this chance to stand out and drive traffic to your booth with this exclusive promotional tool.

Exhibitors are responsible for providing the promotional text to the CAMA National Office prior to the event.

## Golf Hole Partnership

CAMA's Golf Tournament is a popular event with approximately 80 delegates taking place on Monday, May 26, 2025. This is a great opportunity to maximize your company's visibility.

### Option #1: Hole Sponsor

**Cost: \$250.00/each**

- Company name on the sign at one hole on the course.
- Verbal mention of sponsor during Golf Luncheon and on signage at the clubhouse.

### Option #2: Hole Sponsor

**Cost: \$500.00/each**

- Company name on sign at one hole on the course.
- Opportunity to set up product sampling, demonstrations, etc. at the hole and be staffed by sponsors/company employee(s).
- Verbal mention of sponsor during Golf Luncheon and on signage at the clubhouse.
- Tickets to attend the Golf breakfast and luncheon with players are available at an additional cost.

## Looking for something different?

Please reach out to Jennifer Goodine, CAMA Executive Director at the CAMA National Office ([admin@camacam.ca](mailto:admin@camacam.ca)) if you are interested in other forms of recognition and a customized package can be prepared for you.



# YEAR ROUND EXHIBITOR OPPORTUNITIES

The CAMA Conference is a perfect place for you to communicate with our members, however why not keep in touch year-round?

## CAMA e-brief Newsletter

### e-Brief

We have created several options that will allow you to deliver your information to our members through our website and e-Brief. *e-Brief* is CAMA's electronic newsletter that is distributed to all current members on a regular basis. To view samples click [here](#).

### Special Edition e-Brief Newsletter:

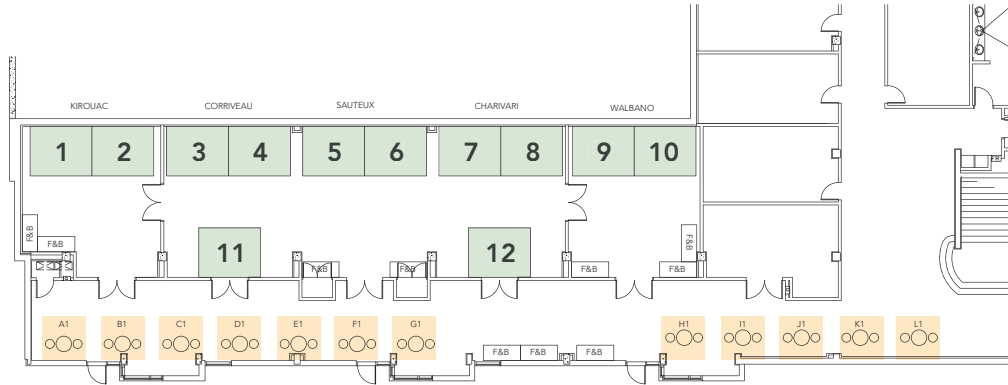
- Reach the entire CAMA membership with a personalized issue of CAMA's e-Brief newsletter that highlights only your company, information package, and logo.
- At least four to five articles can be included in this Special Edition which will be designed by CAMA and will receive your final approval before being circulated.
- This one-time edition will stay on the CAMA website.
- Regular Rate: \$1600.00
- Business Partner Rate: \$1350.00

### E-Brief Newsletter Insert

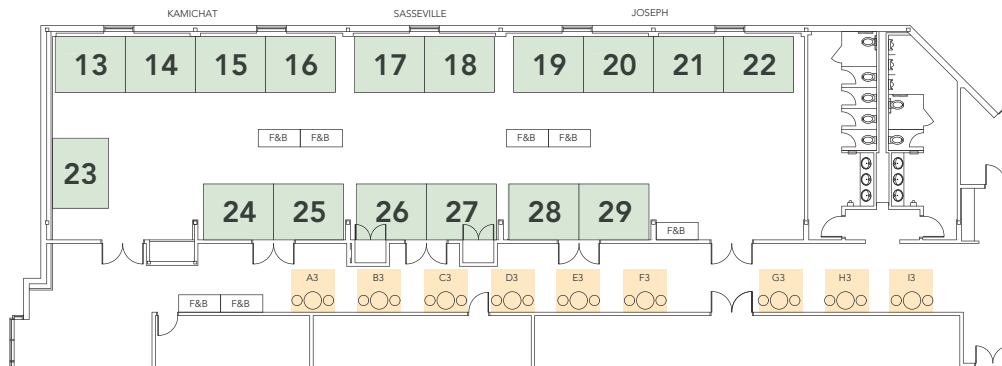
- Reach the entire CAMA membership by providing a brief article, no more than 100 words, in an executive summary format that will have a website link and one logo for a one-time insertion.
- All e-Brief newsletters are on the CAMA Website.
- Regular Rate: \$600.00
- Business Partner Rate: \$450.00

# 2025 TRADESHOW FLOORPLAN

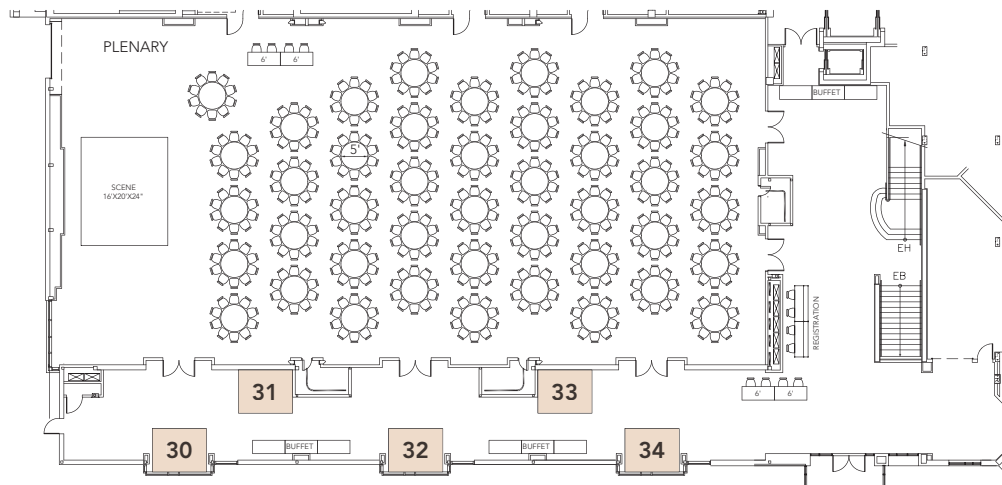
## Level C1



## Level C3



## Level C2



Premium Booths
  Regular Booths
  Micro Booths

# TERMS AND CONDITIONS FOR EXHIBITORS

## 1. Contract

- The application for space shall constitute a contract between the Exhibitor and CAMA. The terms include the terms and conditions included in this package.
- CAMA will honour location requests but reserves the right, if necessary, to amend and modify up to and including the day of the Tradeshow.
- Booths will be sold on a first-come, first reserved basis with priority going to Business Partners first followed by exhibitors who have participated in CAMA Events in the past.
- CAMA may delegate the organization of the Conference Exhibit/Tradeshow to a third party organizer who shall act on CAMA's behalf.

## 2. Qualifications to Exhibit

The purpose of the Tradeshow is to provide a showcase for products and services of interest to the attendees of the Conference. CAMA reserves the right to remove, decline, or prohibit any exhibit which, in its opinion is not suitable to or in keeping with the character of the exhibition. The Exhibitor shall use no public address system.

## 3. Exhibitor Obligations

- The Exhibitor shall refrain from any conduct that would detract from the image of integrity or professionalism of the Canadian Association of Municipal Administrators.
- The Exhibitor shall maintain the confidentiality of privileged information entrusted by the Canadian Association of Municipal Administrators.
- The Exhibitor shall make reasonable effort to minimize conflicts between events which may be hosted by the Exhibitor and the Annual Conference's scheduled activities.

## 4. Sub-License of Space

The Exhibitor shall not sub-license transfer, or apportion any part of its allotted space unless specifically approved by CAMA, shall not exhibit or permit to be exhibited in its space any merchandise nor part of its own regular products, and shall not exhibit any advertising material not directly pertaining to the products or services being exhibited.

## 5. Non-delivery of the Building

CAMA will not be liable for failure to deliver the space in the event of the building becoming unavailable through fire, act of God, public enemy, strikes, the authority of the law or any other cause beyond its control.



## 6. Payments and Refunds

To be accepted as an Exhibitor, on-line registration must be completed and **payment received in full by CAMA**. On-line payment with credit card is the only way to secure a booth. If payment is not received at the time of registration, the booth will be released.

- If an Exhibitor withdraws from its commitment, an administration fee of \$250.00 will be charged for the cancellation, if notification of withdrawal is given in writing on or before January 31, 2025.
- If an Exhibitor withdraws from its commitment, an administration fee of \$500.00 will be charged for the cancellation, if notification of withdrawal is given in writing on or before February 28, 2025.
- The full fee will be charged if notification of withdrawal is given after this date.
- No refunds or credits will be given for any additional meal/event tickets or name tags purchased.

## 7. Cancellation of Contract

CAMA reserves the right to terminate this contract and to withhold from the Exhibitor possession of the exhibit space if the Exhibitor fails to comply with the terms and conditions described herein.

## 8. Damages

CAMA is not and shall not be liable for any damages, whether direct, indirect, general, special, consequential or other-wise, to the Exhibitor, its agents and employees or visitors to its exhibits.

## 9. Liability Insurance

Exhibitors must carry liability insurance on their exhibits at their own expense.

## 10. Security

The premises are securely locked after hours. This is not an insurance policy. Exhibitors are advised to contact their business insurance agent for appropriate coverage. CAMA assumes no responsibility or liability for theft, losses or damages, however caused.

## 11. Removal of Booth Display and Exhibit Materials

All exhibit materials and display structures must be removed from the area by 3:30 p.m., Wednesday, May 28, 2025. Booth materials not removed by the deadline imposed shall be removed and stored by the official Tradeshow staging company at the exhibitor's expense.

## 12. Code of Conduct for Exhibitors

The Canadian Association of Municipal Administrators (CAMA) is committed to the highest standard of respect and dignity at all of its events. All exhibitors, delegates, speakers, sponsors, volunteers and staff at the 2025 Annual Conference and Tradeshow must comply with CAMA's Code of Conduct. The code mandates that attendees conduct themselves in a safe and welcoming manner—free from harassment or discrimination. This core ethical standard applies to all facets of the conference, including social events, study tours, workshops, plenaries, meetings, exhibitor tradeshow and social gatherings where delegates, exhibitors, sponsors, speakers, volunteers and staff are in attendance.

CAMA does not tolerate harassment of any kind. Should you be subject to—or witness any—inappropriate behaviour or threatening behaviour or language, please notify a CAMA staff member. Anyone found to be acting in such a manner will have their registration revoked and asked to leave the premises immediately.

Name badges must be worn at all times.