



Recreation
Newfoundland & Labrador

TRADE SHOW MANUAL

Yours to



Discover

48TH AGM, CONFERENCE
& TRADESHOW
MAY 23-25
JOE BYRNE MEMORIAL STADIUM



Grand Falls · Windsor
| perfectly centered |

2019

GENERAL INFORMATION

Registration Fee

Member Rate: \$550.00

Non-Member Rate: \$650.00

Includes: Awards Banquet (2), social event passes (2), and kit bag (1)

Exhibitor Information Form

Please email your Exhibitor Information Form by April 19, 2019, as we need this information to supply name badges and to ensure we meet all your needs as an exhibitor.

Advertising

Conference App: \$100

Exhibitors have the opportunity to be represented on the conference app. On the app exhibitors can place their logo, company description, contact information, downloadable documents and links as well as be represented on an interactive floor map of the trade show so attendees can easily locate the booth.

Booth Space

Booth space is a minimum of 8 feet by 10 feet (please contact the Recreation NL office if additional space is needed). Trade show booth space will be assigned at the discretion of the Exhibits Committee.

Damages and Liability

Recreation NL 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. Recreation NL is not responsible for lost or stolen property.

Equipment Included

Based upon your Exhibitor Information Form, the following items will be made available:

- Electrical hook up
- Tables/Table Cloths and Chairs
- Drape

Services and Equipment NOT Included

- Booth shipment and set-up
- Power bar, extension cords, special furnishings
- Computer and audio visual equipment
- Internet

Rules and Regulations

All exhibitors should conform to the following:

1. Exhibit materials must be kept within your assigned space and must not extend into the aisle area.
2. Keep your display open and properly staffed during the specified trade show hours.
3. Do not move equipment out until trade show is officially over.
4. Do not leave any property unattended.

Payment

Payment can be made online through Paypal or by cheque made payable to Recreation NL.

Trade Show Coordinators

Rodney Drake: (709) 489-0472

rdrake@townofgfw.com

Todd Mercer: (709) 489-0588

todd.mercer@townofgfw.com

Megan Cummings: (709) 729-0980

mcummings@recreationnl.com

Hotel Accommodations

Mount Peyton

214 Lincoln Road, Grand Falls-Windsor, NL

Tel: 1-800-563-4894 / (709) 489-2251

www.mountpeyton.com

Exhibitor Location and Schedule

Joe Byrne Memorial Stadium

5 Jones Street, Grand Falls-Windsor, NL A2A 2B6

Friday May 24, 2019

12:00pm – 4:00pm

Exhibitor Setup

8:00pm – 10:00pm

Exhibitor Trade Show

Saturday May 25, 2019

12:00pm

All exhibits must be dismantled by 12:00 noon

Items for Prize Draw

We encourage all exhibitors to have a ballot box at their booth, and to bring along an item that can be awarded in a prize draw.

REGISTRATION FORM

CONTACT INFORMATION

Company Name: _____

Address: _____ Postal Code: _____

Tel: _____ Fax: _____ Email: _____

Website: _____ Contact Person: _____

REGISTRATION FEE

Member: \$550 Non-Member: \$650

Includes tickets to the Keynote, Luncheon, Awards Banquet, and passes to all social events (Limit of 2 tickets per event)

CONFERENCE ADVERTISING

Conference App: \$100

NAME BADGES

Please provide us with the names of your exhibition team:

1. _____ 3. _____

2. _____ 4. _____

EXHIBITOR REQUIREMENTS

1. Will you require an electrical hook up for your booth? Yes No
2. Will you require the use of a table at your booth? Yes No
3. Will you require the use of chairs for your booth? Yes No How many are needed? _____
4. Do you require a cloth covering for your table(s)? Yes No

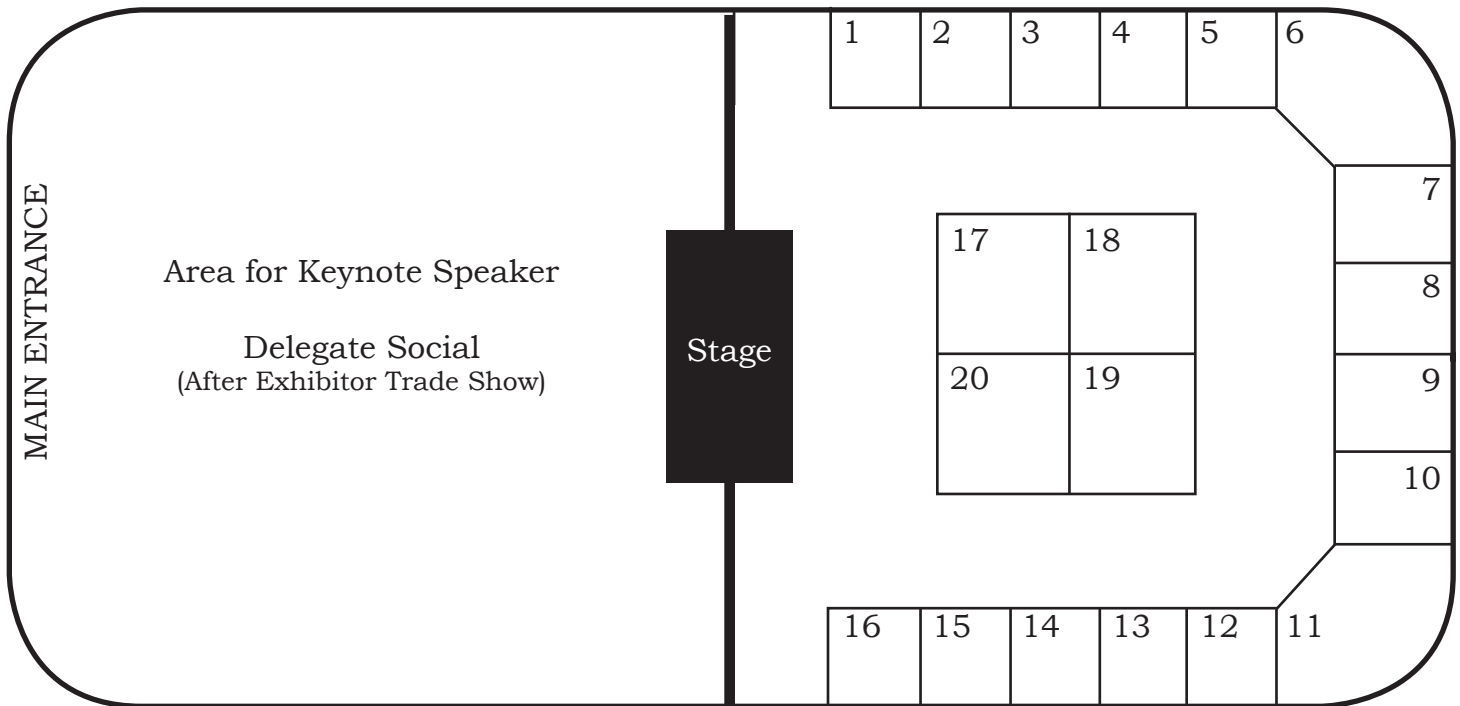
EXHIBITOR SELECTION FORM

Company Name: _____

Please prioritize your first 3 choices for the location of your booth

1. _____ 2. _____ 3. _____

Please note: All booth space is 8 feet by 10 feet. Please contact Recreation NL office if additional space is needed.



PLEASE RETURN BY APRIL 19, 2019 TO CONFIRM YOUR EXHIBIT SPACE

Contact:

Megan Cummings

Email: mcummings@recreationnl.com

Tel: (709) 729-0980