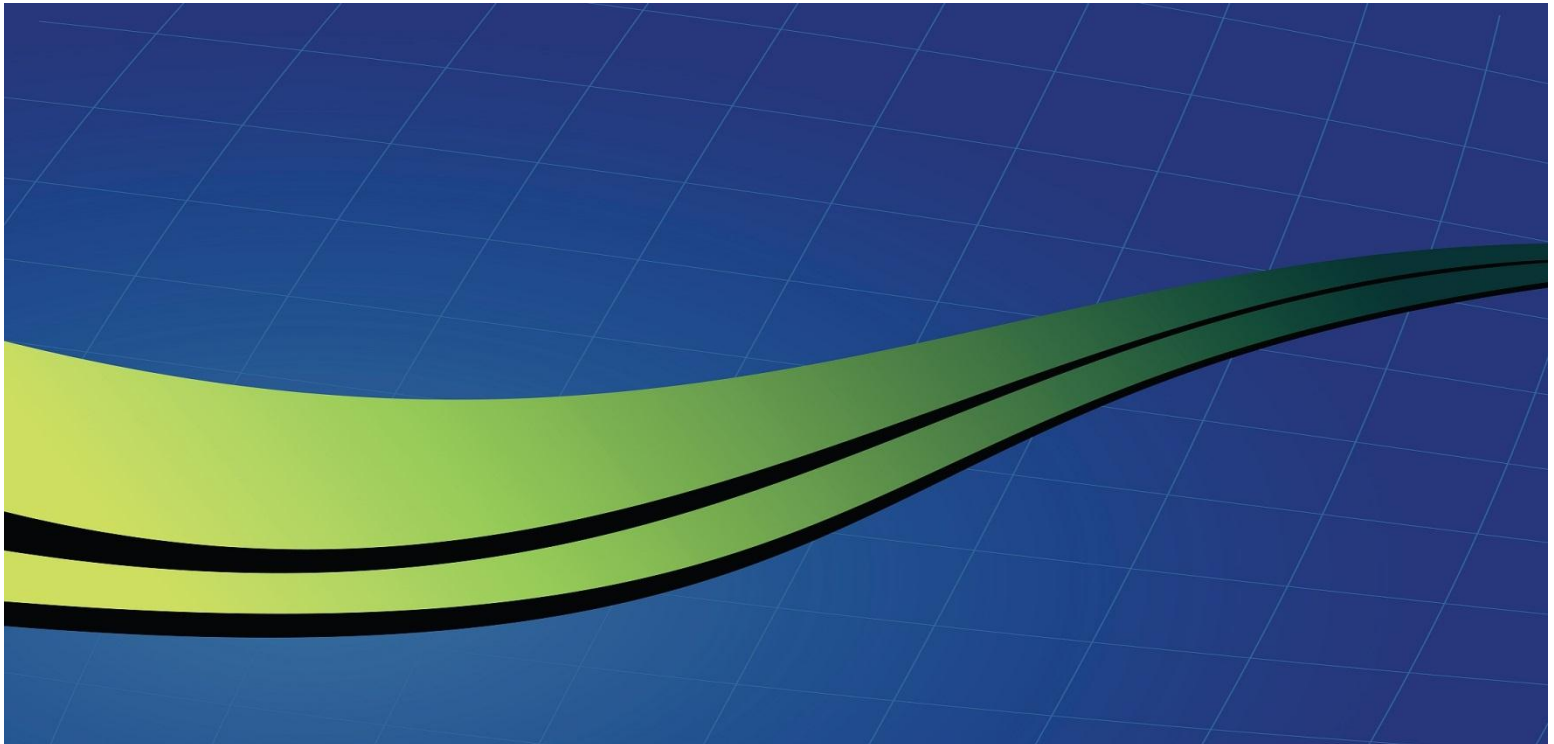




# UNSM 2016 Fall Convention

## EXHIBIT PACKAGE

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



## 2016 Annual Convention Exhibit Package

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The UNSM is the voice of Municipal Government in Nova Scotia.

The UNSM Conference is the major gathering of municipal decision makers in Nova Scotia with approximately 300 individuals attending. Our group consists of the Mayors, Wardens and Councillors for the Province of Nova Scotia. We also attract senior staff members from the municipalities.

This is a prime opportunity to enhance your organization's/company's visibility within the municipal community. This is a particularly great year to attend the UNSM Conference with the Municipal Elections taking place in October. You will be able to network with returning and newly elected municipal officials.

If you are interested in exhibiting, please complete the attached form and return it with your deposit (\$500) at your earliest convenience.

### Conference Logistics & Exhibit Details

- Dates:** November 29<sup>th</sup> – December 3<sup>rd</sup>, 2016
- Location:** Westin Nova Scotian Hotel, Halifax, NS - Mezzanine & Commonwealth B  
[www.thewestinnovascotian.com](http://www.thewestinnovascotian.com)
- Fee:** The cost of the exhibit is \$1100 + HST (\$ 1265). A \$500 deposit is required with your completed registration form. The balance will be invoiced following the event.  
Cancellations up to Friday, October 21<sup>st</sup> at 4:30 p.m. are subject to a \$500 cancellation fee. Cancellations after this date will be subject to the full exhibit fee.
- Electrical:** There is a \$25 charge for those requiring electrical at their exhibit space. This will be billed to you following the event.
- Internet:** Wireless internet is complimentary. Hard wired internet is subject to a \$75 charge.
- Set-up Time:** Exhibitors are asked to register and set-up between 2:00 p.m. and 8:00 p.m. on Tuesday, November 29<sup>th</sup>. Sessions will begin the morning of the 30<sup>th</sup>. Please do not ship your materials to the Westin Nova Scotian Hotel sooner than 72 hours in advance of the event. Shipping address is: UNSM Annual Conference EXHIBITS, November 29<sup>th</sup> – December 2<sup>nd</sup>, 2016, Westin Nova Scotian Hotel, 1181 Hollis Street, Halifax, NS B3H 2P6 (902) 421-1000

**Tear-down Time:** Any time between 3:30 p.m. & 5:30 p.m. on Thursday, December 1<sup>st</sup> or Friday morning (December 2<sup>nd</sup>) by noon. The UNSM banquet will take place in the full Commonwealth ballroom Thursday evening and the wall may need to be opened up to accommodate tables.

**What Exhibitors are Provided with:**

- Company listing on signage and in delegate kits
- A skirted 8 ft table and two chairs
- Most spaces will accommodate a 10 x 10 display
- There will be no pipe and drape provided
- All tables will be temporarily numbered by the Event Planner to facilitate set up of the exhibits
- Attendance at UNSM Meet & Greet on November 29<sup>th</sup> - 7:00 p.m. – 8:30 p.m.

**Bringing Delegates & Exhibitors together:**

The UNSM has implemented a system to encourage delegates to visit each and every one of our exhibits. Before a delegate is eligible for our grand prize draw, he/she must have each exhibitor stamp a card which will act as their ballot. You will be provided with your stamp when you check-in at the registration desk.

**What are exhibitors responsible for:**

- Exhibitors are required to bring their own extension cords and power bars
- Company identification signs are the responsibility of the individual exhibitor
- Easels for signs are the responsibility of the exhibitor
- The cost of shipping, cartage and assembling/dismantling is the responsibility of the exhibitor

**Draw Prizes:**

Some exhibitors may wish to have a draw prize. The names of all the winners will be announced by the Chair at the Annual Banquet the evening of Thursday, December 1<sup>st</sup>. You are asked to have the name(s) of the winner(s) to the registration desk by 4:00 p.m. Thursday, December 1<sup>st</sup>. Winners will be instructed to come to the registration table to retrieve their prize on Friday morning. Please leave your prize with the registration desk staff by 4:00 p.m. on that Thursday - clearly marked with the winner's name.

**Extra Event Tickets:**

Exhibitors are welcome to purchase lunch tickets in advance - \$25 pp/per lunch + HST. Banquet tickets are also available for purchase for \$65 pp + HST. Please indicate on your registration form if you require tickets to these events. Tickets will not be available to purchase on site.

**Accommodations:**

The room blocks will be held until November 15<sup>th</sup>

**[Westin Nova Scotian Hotel](#)**: \$ 145 /night s/d - Please use the link below to book your room at the Westin or call 1-888-627-8553 and indicate that you are part of the UNSM conference block. **All reservations must be secured with a credit card.**

**[CLICK HERE TO BOOK YOUR ROOM AT THE WESTIN](#)**

**[Four Points Sheraton](#)**: \$ 139/night – 1-866-444-9494

**How to Register:**

Simply complete the attached form and mail to the UNSM office along with your \$500 deposit cheque (Payable to the Union of NS Municipalities). Your deposit must be received to secure your spot. Space is limited and will be given on a first come, first served basis. DEADLINE IS OCTOBER 7<sup>TH</sup>, 2016.

# Tentative Exhibit Area Schedule\*

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**Location:** Exhibits will be set up in the Mezzanine and Commonwealth B. All refreshment breaks will take place in these areas.

**Manning of Exhibit:** The exhibit area will be open during the daytime hours of the conference. There are specific break/viewing of exhibit times indicated in the program. These are the only times the delegates will expect individuals to be available at their exhibit. Manning of the exhibit is at the discretion of the individual exhibitor.

## Tuesday, November 29<sup>th</sup>, 2016

2:00 p.m. – 8:00 p.m.                      **Exhibit Setup**

7:00 p.m. – 8:30 p.m.                      **Meet & Greet**

## Wednesday, November 30<sup>th</sup>, 2016

8:00 a.m.    **Coffee**

10:30 a.m.-10:45 a.m.                      **Refreshment Break/Viewing of Exhibits**

3:00 p.m. – 3:15 p.m.                      **Refreshment Break/Viewing of Exhibits**

## Thursday, December 1<sup>st</sup>, 2016

7:45 a.m.    **Coffee**

10:15 a.m. – 10:30 a.m.                      **Refreshment Break/Viewing of Exhibits**

3:15 p.m. - 3:30 p.m.                      **Refreshment Break/Viewing of Exhibits**

3:30 p.m. – 5:30 p.m.                      **Tear down of exhibits** (if you are dismantling this afternoon you must be done by 5:30 p.m. as the wall of the ballroom will be opened to accommodate tables for the UNSM Banquet that evening)

4:00 p.m.    **Prize Winners & Prizes due at registration desk**

## Friday, December 2<sup>nd</sup>, 2016

**Tear down of exhibits by noon for those not torn down December 1<sup>st</sup>.**

\* Schedule subject to change

# Terms and Conditions for Exhibitors

## 1. **Contract**

**a.** The application for space, when and if accepted by the Union of NS Municipalities (UNSM) shall constitute a contract between the Exhibitor and UNSM. The terms include the terms and conditions included in this package. **b.** Booths will be sold on a first come, first served basis with priority going to exhibitors who have participated in UNSM Events in the past.

## 2. **Qualifications to Exhibit**

The purpose of the Exhibit/Trade Show is to provide a showcase for products and services of interest to the attendees of the Convention. UNSM 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.

## 3. **Sub-License of Space**

The Exhibitor shall not sub-license transfer, or apportion any part of its allotted space unless specifically approved by UNSM.

## 4. **Non-delivery of the Building**

UNSM 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.

## 5. **Payments and Refunds**

To be accepted as an Exhibitor, registration must be completed and a \$500 deposit **received by UNSM by October 7<sup>th</sup>, 2016**. Cancellations up to Friday, October 21<sup>st</sup> at 4:30 p.m. are subject to a \$500 cancellation fee. Cancellations after this date will be subject to the full fee (\$1100 + HST).

## 6. **Cancellation of contract**

UNSM 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.

## 7. **Damages or Loss of Goods**

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

## 8. **Security**

The Mezzanine & Commonwealth B are open areas. Exhibitors are advised to remove any valuables when not in attendance. Also, exhibitors are encouraged to contact their business insurance agent for appropriate coverage. UNSM and the Westin Hotel assumes no responsibility or liability for theft, losses or damages, however caused.

Further Information: Judy Webber, Event Planner [jwebber@unsm.ca](mailto:jwebber@unsm.ca), (902) 423-7417