



# ONTARIO EAST MUNICIPAL CONFERENCE

September 11-13, 2019

NAV CENTRE, Cornwall, Ontario



## SPONSORSHIP & EXHIBITOR PROSPECTUS

ANTICIPATED ATTENDANCE

**300+**

Attendees from across  
Eastern Ontario

CORNWALL

## CONFERENCE VENUE

### NAV CENTRE

1950 Montreal Road  
Cornwall, ON K6H 6L2

Website: <http://navcentre.ca/>

## ABOUT THE ONTARIO EAST MUNICIPAL CONFERENCE

Since 1989, the Ontario East Municipal Conference (OEMC) has developed into the largest annual regional municipal conference east of Toronto and attracts our 114 municipalities in Eastern Ontario. Proven attendance includes over 300 Mayors, Wardens, Reeves, Councillors, CAOs, Clerks/Administrators, EDOs, Planners, and Treasurers.

## EXHIBIT SPACE

Booth locations will be allocated by sponsorship level, together with first-come, first-served allocation based on the date the agreement is received by the OEMC Conference Office\*. A floorplan will be provided to exhibitors prior to the show.

### **\* FIRST RIGHT OF REFUSAL ON SPONSORSHIP AND EXHIBIT SPACE:**

*Companies that participated in OEMC in 2018 have first right of refusal on their sponsored item and/or to secure an exhibit booth. This right must be exercised by **February 28, 2019**. After **February 28, 2019**, all available sponsorship opportunities and booths will be offered to the waiting list.*

## BOOTH SPECIFICATIONS

A standard booth includes:

- 10' width x 10' depth booth space
- Side and back drapery
- One 6' black skirted table
- Two chairs
- One electrical outlet
- One complimentary booth staff (*includes admission ticket to the Wednesday lunch, President's Reception, Wednesday's Taste of the Town, Thursday lunch and dinner, and all refreshment breaks during exhibit times.*)

## MOVE-IN DATE

Wednesday, September 11 by 10:30 a.m. refreshment break\*

## TAKE-DOWN DATE

Thursday, September 12 by after 10:30 a.m. refreshment break\*

## EXHIBIT HOURS\*

**Wednesday, September 11**, 10:30 a.m. – 11:00 a.m. – refreshment break

**Wednesday, September 11**, 3:30 p.m. – 4:00 p.m. – refreshment break

**Wednesday, September 11**, 5:00 p.m. – 6:30 p.m. – President's Reception

**Thursday, September 12**, 10:30 a.m. – 11:00 a.m. – refreshment break

*\*subject to change*

## SPONSORSHIP OPPORTUNITIES & BENEFITS

We have created a variety of sponsorship options to fit the range of marketing objectives and level of investment of our supporters. *We are open to designing a sponsorship package that fits your marketing initiatives. Please contact Megan Howes at [mhowes@eventsmgt.com](mailto:mhowes@eventsmgt.com).*

PLATINUM SPONSORSHIP - \$6,150.00	
Entitlements	
Two full conference registrations	✓
One exhibit booth (includes one booth staff registration)	✓
Banner ad on OEMC website ( <a href="http://www.oemc.ca">www.oemc.ca</a> )	✓
Signage recognition at the conference	✓
Corporate logo and description on Sponsor page in the conference app	✓
Corporate logo on OEMC website with link to your homepage	✓
Corporate logo on looping display on large screen in conference area	✓

### PLATINUM SPONSORSHIP RECOGNITION OPTIONS (CHOOSE ONE):

#### Delegate Gift

- Logo on branded delegate giveaway

#### Mobile App and Wifi Sponsor

- Identified on the conference app home page through the tag line “Brought to you by xx”
- Company name will be incorporated into the App login password and Wifi login password

#### Wednesday President’s Reception (before Taste of the Town)

- Logo on signage on food and beverage tables during the reception
- Logo on napkins during reception
- Recognition with the event listing in the conference app

#### Thursday Dinner

- Logo on signage on food and beverage tables during dinner
- Logo on napkins handed out during dinner
- Recognition with the event listing in the onsite Conference App

#### Room Drop

- Promotional piece delivered directly to the OEMC attendees in their hotel room either Day 1 or Day 2 of the Conference

## **GOLD SPONSORSHIP – \$3,800.00**

<b>Entitlements</b>	
One full conference registration	✓
One exhibit booth (includes one booth staff registration)	✓
Banner ad on OEMC website ( <a href="http://www.oemc.ca">www.oemc.ca</a> )	✓
Signage recognition at the conference	✓
Corporate logo and description on Sponsor page in the conference app	✓
Corporate logo on OEMC website with link to your homepage	✓
Corporate logo on looping display on large screen in conference area	✓

### **GOLD SPONSORSHIP RECOGNITION OPTIONS (CHOOSE ONE):**

#### **Lanyards for Nametags**

- Corporate logo on nametag lanyards

#### **Opening Keynote Speaker – *Wednesday***

- Recognition during speaker introduction
- Recognition with the event listing in the conference app

#### **Wednesday Lunch**

- Logo on signage at food and beverage tables during the lunch
- Recognition with the event listing in the conference app

#### **Thursday Lunch**

- Logo on signage at food and beverage tables during the lunch
- Recognition with the event listing in the conference app

#### **Taste of the Town – *Wednesday evening***

- Logo on signage on the Taste of the Town promotional table
- Logo printed on all tickets given to delegates
- Recognition with the event listing in the conference app

#### **Delegate Bag**

- Bags will be given to all delegates during registration. Bag to be provided by sponsor

#### **Delegate Pens**

- Pens will be given to all delegates during registration. Pen to be provided by sponsor

## SILVER SPONSORSHIP - \$2,500.00

### Entitlements

Signage recognition at the conference	✓
Corporate logo and description on Sponsor page in the conference app	✓
Corporate logo on OEMC website with link to your homepage	✓
Corporate logo on looping display on large screen in conference area	✓

## SILVER SPONSORSHIP RECOGNITION OPTIONS (CHOOSE ONE):

### Charging Station

- Logo in charging station area throughout the conference (charging station will be available for laptops and mobile devices)
- Recognition within the conference app

### Refreshment Break

- Logo on signage on food and beverage tables during the break
- Recognition with the event listing in the conference app

## BRONZE SPONSORSHIP - \$ 1,200.00

### Entitlements

Signage recognition at the conference	✓
Corporate logo and description on Sponsor page in the conference app	✓
Corporate logo on OEMC website with link to your homepage	✓
Corporate logo on looping display on large screen in conference area	✓

### FIRST RIGHT OF REFUSAL ON SPONSORSHIP AND EXHIBIT SPACE

Companies that participated in OEMC in 2018 have first right of refusal on their sponsored item and/or to secure an exhibit booth. This right must be exercised by **February 28, 2019**. After **February 28, 2019**, all available sponsorship opportunities and booths will be offered to the waiting list.

## EXHIBIT SPACE – \$1,195.00 PER BOOTH

*Platinum and Gold sponsors have an exhibit space included with their sponsorship entitlements. Exhibit space is limited and expected to sell out quickly.*

### ENTITLEMENTS PER ONE BOOTH SPACE:

- 10' x 10' booth
- One nametag for each booth. This nametag is your admission ticket to the Wednesday lunch, President's Reception, Taste of the Town, Thursday lunch, Thursday dinner and all refreshment breaks during exhibit times
- Black side and back drapery
- One 6' black skirted table
- Two chairs
- One electrical outlet

### TERMS & CONDITIONS OF EXHIBIT SPACE

1. Payment for exhibit space is due within thirty-days from the date of invoice.
2. Exhibit space will be considered "Reserved" when payment is received.
3. One booth per company.
4. Exhibitors will be contacted with exhibitor information (i.e. Dates/times, move-in/move-out, etc.)
5. Exhibitor cancellation prior to **June 1, 2019** will result in a \$400.00 administration fee. No refunds will be allowed after **June 1, 2019**. Failure to appear at the exhibition does not release the exhibitor from responsibility for full payment.
6. The exhibitor is responsible for obtaining insurance related to their participation in the exhibition. All of the Exhibitor's property at the exhibition shall be at the sole risk of the exhibitor. Neither OEMC nor the NAV CENTRE will assume any responsibility for loss or damage to exhibitor's property.
7. OEMC reserves the right to reject exhibits that it deems unsuitable.
8. The exhibitor agrees to abide by all rules and regulations relating to set-up and tear down.
9. Exhibitors will receive one complimentary nametag per booth. These nametags include admission to Wednesday lunch, President's Reception, Wednesday's Taste of the Town, Thursday lunch, Thursday dinner, and refreshment breaks. Exhibitor nametags do not provide admission to OEMC business sessions. Additional exhibitor nametags can be purchased at a cost of \$160.00 plus applicable taxes.
10. In the event the facility in which the exhibition is to be held is destroyed or becomes unavailable for occupancy, or OEMC is unable to permit the exhibitor to occupy the facility, OEMC will not be responsible for any exhibitor loss of business, loss of profits, damage or incurred expenses.
11. The exhibitor agrees to indemnify and hold harmless OEMC and the NAV Centre, their respective officers, agents and employees against all claims, costs and charges of every kind resulting from occupancy of the exhibit space or its environs.
12. It is understood that the Organizing Committee or its appointed agents has sole discretion in the assignment of display spaces. The Organizing Committee reserves the right to alter or change the exhibitor's assigned location at any time if deemed by the Organizing Committee in its sole discretion to be in the best interests of the OEMC.

## **CONTACT**

Please contact Megan Howes if have any questions regarding the OEMC Sponsorship Opportunities.

**Sponsorship Coordinator, Megan Howes**

E: [mhowes@eventsmgt.com](mailto:mhowes@eventsmgt.com) T: 613-531-9210

**OEMC Conference Office**

4 Cataraqui Street, Suite 310

Kingston, Ontario K7K 1Z7

Tel: 613-531-9210

[oemc@ontarioeast.ca](mailto:oemc@ontarioeast.ca)

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