

January 25, 2010

Plans are well underway for the 2010 FONOM-MMAH Conference to be held in the Town of Kapuskasing, May 5, 6, 7, 2010. This annual conference is a partnership effort between the Federation of Northern Ontario Municipalities (FONOM) and the Ministry of Municipal Affairs and Housing.

Northern Ontario municipal politicians, senior municipal and government staff are the target audience for this conference; essentially the municipal decision makers of today. Participation in the FONOM-MMAH Conference as an exhibitor is a great opportunity for suppliers, vendors and professionals to showcase their products and services.

This document provides you with all the information you should require in order to have us process your exhibit request. Space will be reserved on a first-come, first-served basis. If you are interested in participating, please complete the form and submit, along with a cheque payable to the Town of Kapuskasing, 88 Riverside Drive, Kapuskasing, ON P5N 1B3. Credit card payment can also be arranged.

Conference Sponsorship opportunities are also available. If you wish to have a sponsorship package sent to you, please contact our office to determine which sponsorship will work best for your needs.

If you have any questions, please contact Chantal Rody at telephone 705-337-4255 or by fax to 705-337-1741 or email to chantal.rody@kapuskasing.ca.

Thank you for your anticipated support.

Sincerely yours,

**2010 FONOM - MMAH Conference
Exhibitor Registration Form
May 5, 6, 7, 2010
Hosted by the
Town of Kapuskasing**

Exhibitor/Company Name: _____

Address: _____

Contact: _____ Title: _____

Tel: _____ Fax: _____ E-mail: _____

Indicate your booth preferences by stall number(s): _____
(see page 4 of this document)

| Check appropriate registration type below "X" | | RATE | |
|--|---|------------------|-----------|
| | | | |
| | Exhibitor (Large) Includes an 8' or 10' stall, table, chair, skirting, electricity and exhibitor pass, including all meals, for one (1) person and a conference registration kit | \$ 800.00 | \$ |
| | Exhibitor (Small) Includes a 6' stall, table, chair, skirting, electricity and exhibitor pass, including all meals, for one (1) person and a conference registration kit | \$ 500.00 | \$ |
| | Extra Exhibit Staff <i>(maximum two per exhibitor)</i> Pass for an additional exhibitor staff person including all meals and breaks on Wednesday and Thursday breakfast and lunch | \$ 125.00 | \$ |
| | Banquet Ticket Additional banquet ticket for Thursday night banquet | \$ 65.00 | \$ |
| TOTAL | | | \$ |

Staff Attending the Conference *(1 complimentary per booth; up to 2 additional people may be registered by purchasing an Exhibitor's Pass. See above.)*

Name: _____
(for nametag)

Title: _____

Name: _____
(for nametag)

Title: _____

Name: _____
(for nametag)

Title: _____

See next page for Exhibitor Rules/Regulations/Waiver and return it with this form.

2010 FONOM/ MMAH Conference

Hosted by the Town of Kapuskasing

May 5, 6, 7, 2010

Exhibitor Rules/Regulations/Waiver

Exhibitors' Floor Plan & Positioning

FONOM reserves the right to alter the floor plan, if necessary, without notice and to reposition exhibitors with reasonable notice.

Advertising Material

Exhibitors may distribute advertising material from their booth space. In the event of a complaint arising from such distribution, the matter shall be referred to FONOM's Executive Committee for final resolution. Although give-aways are permitted, direct sales of products or services are not.

Assigning Space

Exhibitors are not permitted to assign, sublet or apportion the whole, or any part of the booth space without prior consent from the FONOM Executive Committee.

Facility

Exhibitors shall abide by all rules & regulations of the Host Municipality, respecting the exhibits or any matter connected herewith. This includes municipal by-laws, statutes of any governing authority having jurisdiction over the premises.

Liability & Indemnification

Exhibitors are responsible for any and all damages to the facility's property and equipment, whether caused by transportation, installation or dismantling of displays, posters, signs, and whether caused by those in attendance or the exhibitor's employees and/or guests.

Neither FONOM nor the Town of Kapuskasing shall be responsible for loss and/or damage or injury, no matter how caused, to exhibits, merchandise or personnel, during the course of this conference.

The Exhibitor agrees that he/she shall indemnify and save harmless at all times FONOM and the Town of Kapuskasing from all claims, demands, suits or actions of any kind, including claims, or rights created by statute for loss, expense, damage or injury (including death) to persons or property, caused or contributed to by reason of the Exhibitor's occupation of the exhibit space, or by an act or omission of the Exhibitor in connection with his/her delivery, setting up, or dismantling of his/her exhibit, or by reason of the Exhibitor failing to comply with the provisions of the agreement. The Exhibitor shall provide his/her own comprehensive public liability insurance.

Protection of Exhibitors' Property

Neither FONOM nor the Town of Kapuskasing are responsible for the protection or security of exhibits, merchandise, or personnel against robbery, theft, fire damage, accident, or any other cause. In all cases, Exhibitors should provide their own insurance.

* This form must accompany the Exhibitor Registration form.

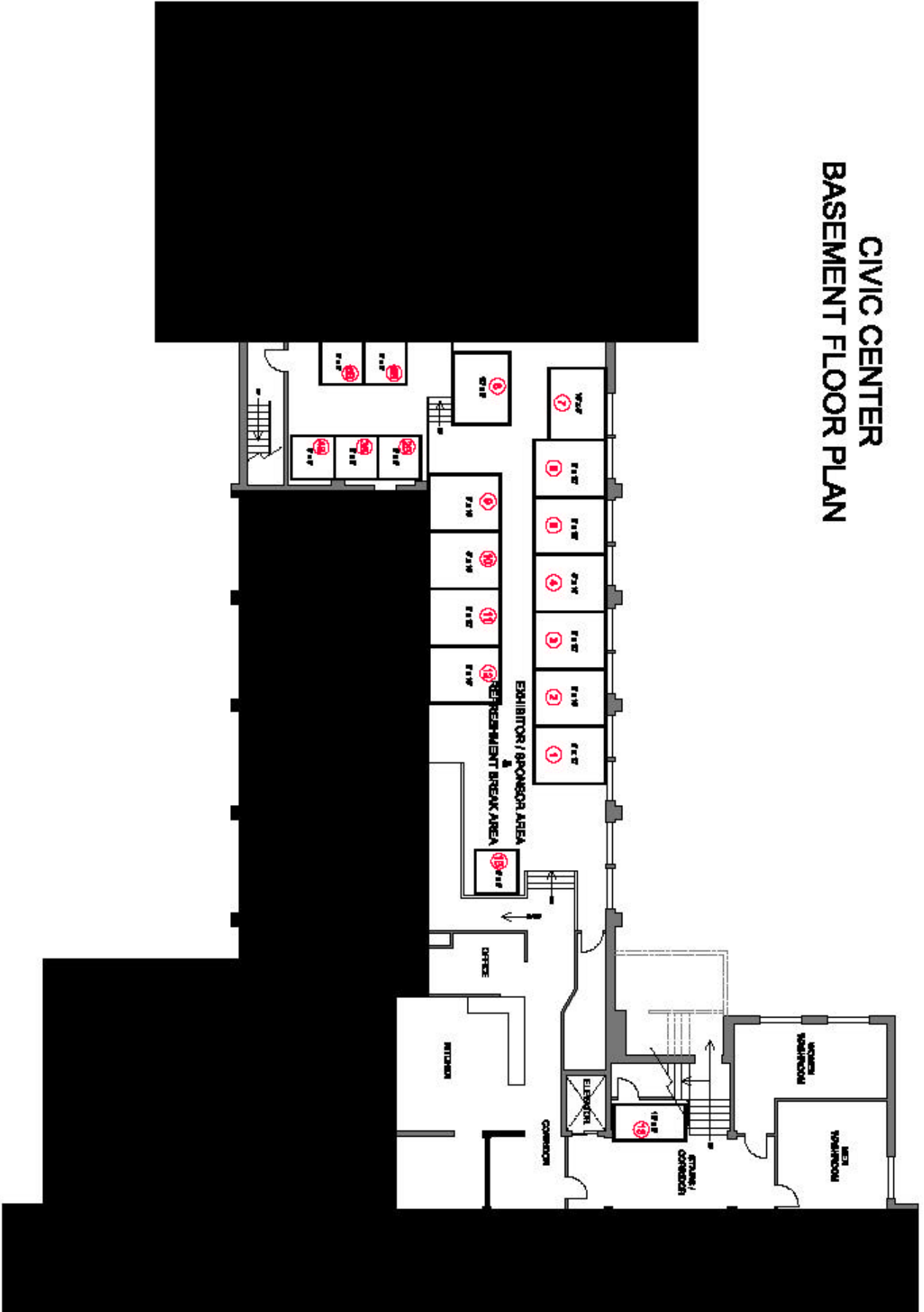
I have read and understand the above rules and regulations and, as an exhibitor, shall comply.

Dated this _____ day of _____, 2010

Company Name: _____

Authorized Signature: _____ Print Name: _____

CIVIC CENTER BASEMENT FLOOR PLAN



CIVIC CENTER MAIN FLOOR PLAN

