



2025 FONOM Conference

Hosted by the City of North Bay
May 5, 6, and 7, 2025 at the
Best Western 700 Lakeshore Drive
North Bay, Ontario



The Next 100 Years

Exhibitor Registration Form and Contract

For Conference information: https://www.northbay.ca/fonom

TRADE SHOW:

Monday, May 5 - 12:00pm to 6:30pm and Tuesday, May 6 - 8:00am to 3:00pm

Setup: Monday, May 5 - 8:00am to 12:00pm

Tear Down: Tuesday, May 6 - 3:00pm to 4:30pm

Table with 2 columns: Registration type and RATE. Rows include Exhibitor Space (\$1300 + H.S.T.), Extra Exhibit Staff (\$285 + H.S.T.), Banquet Ticket (\$165 + H.S.T.), and a TOTAL row.

Staff attending the conference (1 complimentary per booth: up to 2 additional people may be registered by purchasing an "Exhibitor's Pass" for each. See above)

Please complete staff information below or attach company business cards to this form.

Table with 2 columns: Name and Title. Three empty rows for staff information.

Form with fields for Exhibitor/Company Name, Address, Email, Contact, Title, and Company Website.

I have read and accepted the Exhibitor Rules/Regulations/Waiver (page 2) of this contract and I have included it with this registration form and contract.

Send payment and completed form to: City of North Bay, ATTN: Arts, Culture & Recreation, 200 McIntyre Street East, North Bay, ON P1B 8V6

Inquiries: Carrie, Email: fonom@northbay.ca, Tel: (705) 474-0626 ext. 2329

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May 5, 6 and 7, 2025 at the Best Western  
700 Lakeshore Dr, North Bay, Ontario

**Exhibitor Rules / Regulations / Waiver**

Payment and Registration

Registration by fax or email will be considered “RESERVED” for seven days until full payment by cheque is received by the City of North Bay. Once payment is received, exhibitors will be considered “CONFIRMED”.

Exhibitors’ Floor Plan & Positioning

The floor plan will be available for booth selection on a first-come, first-served basis. FONOM reserves the right to alter the floor plan 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 the FONOM Conference Committee for final resolution. Although give-aways and draws 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 Conference Committee. The FONOM Conference Committee reserves the right to reject Exhibits that it deems unsuitable.

Facility

Exhibitors shall abide by all rules and regulations of the FONOM Conference Committee 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 Host Municipality 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 Host Municipality 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.

Protection of Exhibitors’ Property

Neither FONOM nor the Host Municipality 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 shall provide his/her own comprehensive public liability insurance.

Cancellation

If an Exhibitor cancels before 30 days of the Trade Show (on or before April 8, 2025), the Exhibitor is liable for 50% of the total contracted space and will be refunded accordingly. Within 30 days, there will be no refund.

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 \_\_\_\_\_, 2025 Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_