

2025 NCLGA AGM + CONVENTION

Sponsor Exhibitor Information

Thank you for your participation in the 2025 North Central Local Government Association Convention! This package includes detailed information around early shipments, set up, tear down and booth assets.

Shipping

Available for booth and swag items. All materials may be shipped to:

Chances Prince Rupert Casino 240 1st W, Prince Rupert, BC V8J 1A8 Attn: Sukvinder Singh

Each item must be clearly marked with

- Company name
- Number of boxes (1/2, 2/2)
- Return address
- References to the NCLGA 2024 Convention Sponsor/Exhibitor

All return shipments must be packaged with appropriate prepaid labels and waybills.

Trade Show Schedule

Set Up

- Monday May 12th 1pm – 4pm
- Tuesday May 13th 7:00 am – 7:45 am

Key Hours

- Before sessions and during breaks. Please refer to master schedule.

Tear Down

- Thursday May 15 12:00 pm

Contact Heidi Martel if these times don't work for you to arrange an alternate time.

Heidi_settings@msn.com

250.981.3485

Booth Assets

Each 4' x 10' booth consists of the following:

- 1 x 6' covered table
- 2 folding chairs

Items for Delegate bags

Items must be preapproved by Heidi Martel there should be no less than 200 of each promotional item. Items must be received in advance of May 7th.

Exhibitor Rules and Guidelines

- If set up and tear down times don't work for you contact Heidi at Heidi_settings@msn.com to arrange an alternate time
- Ensure all decorations and equipment fit within your 4x10 booth space. Exhibitors may not block or obstruct access to neighboring booths or emergency exits.
- No exhibitor may operate a sound producing device that may interfere with the session and other exhibitors.
- All items left on tables and in the booth are the responsibility of the vendors. There will be no security service monitoring exhibitor space. Valuable items should be taken off the tables overnight or at times when the booth is not being monitored. Items (including electronics such as tablets, laptops, smartphone, etc.) left on tables are the responsibility of the exhibitor.
- The City of Prince Rupert and or the NGLGA staff/volunteers are not responsible for any loss or damage to exhibitor items shipped in advance, stored in vehicles or an unarranged place or left unattended during the convention.
- Exhibitors should be available at their booths during key hours indicated.
- The organizers reserve the right to dismiss exhibitors from the convention who fail to comply with the exhibitor rules and guidelines.