MFOA
MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF ONTARIO

# Rules & Regulations and Conference Code of Conduct

MFOA is dedicated to preserving a secure space and providing a positive conference experience for all participants. It is expected that all attendees, speakers, exhibitors and staff to display respect and courtesy to one another at all conference-related events.

As we are hosting a hybrid event, it's important to remember that the code of conduct applies everywhere. We expect our community to behave in the same manner whether it be at our in-person events or virtually, and to respect the code of conduct outlined below. Any harassment, of any kind, will not be tolerated; we will take swift action to remove you from our events should you act in a way that contravenes the spirit of our code.

## Conference Code of Conduct

1. We communicate in a manner appropriate to a professional audience coming from diverse backgrounds.
2. We are sensitive to the needs of others around us, use good judgement, and treat others with respect.
3. We refrain from intentional harassment of others.
4. We comply immediately with direct requests to stop a behaviour that is considered harassment, or deemed unwelcome.
5. When we observe an instance of harassment, we contact a member of the conference organizing team immediately.

   **MFOA has the right to remove any individual who is not in compliance with the Code of Conduct.** If you are asked to leave the conference, it is expected that you will do so immediately and quietly.

## Rules & Regulations of the Conference

**The Exhibitor shall abide by all rules and regulations respecting the exhibits or any matter connected therewith.**

1. I understand and agree that my exhibitor pass is intended for **two exhibitor staff only** and will not be shared with others. Additional registrations are available for $150 per person. If additional staff are seen using the exhibitor pass, MFOA conference staff will have the right to remove these individuals from the conference.
2. Attendees are not permitted to record, live stream, videotape or broadcast the audio or video of any conference sessions.
3. **EXHIBITOR FLOOR PLAN AND POSITIONING:** The Municipal Finance Officers' Association of Ontario, hereafter referred to as MFOA, reserves the right to alter the floor plan, if necessary, without notice and to reposition exhibitors with reasonable notice.
4. **ADVERTISING MATERIAL:** The Exhibitor may distribute advertising material from their booth. In the event of a complaint arising from such distribution, the matter shall be referred to MFOA's Manager, Learning & Development – Krista Klesch.
5. **SUBLETTING PROHIBITED:** The Exhibitor is prohibited from assigning, subletting or apportioning the whole, or any part of the space allotted to them without the consent of MFOA
6. **LIABILITY AND INDEMNIFICATION:** The Exhibitor is responsible for any and all damage to the facilities and equipment of Sheraton Fallsview Hotel, whether caused by transportation, installation or dismantling of displays, signs; whether this damage is caused by those in attendance, or the Exhibitor's

employees and/or guests. MFOA will not be responsible for loss and/or damage or injury, no matter how caused, to exhibits, merchandise, or personnel, while such are on the property. The Exhibitor agrees that they will indemnify and save harmless at all times the MFOA 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 their delivery, setting up, or dismantling their exhibit, or by reason of the Exhibitor failing to comply with the provisions of this Agreement. The Exhibitor should provide their own comprehensive public liability insurance.

7. **PROTECTION OF EXHIBITOR'S PROPERTY:** MFOA is not responsible for the protection or security of exhibits, merchandise, or personnel against robbery, theft, damage by fire, accident, or any other cause. In all cases, Exhibitors should provide their own insurance.
8. **COMPLIANCE WITH LAWS AND INDEMNIFICATION:** The Exhibitor will not do or permit anything to be done in, upon, or about the leased space, or the building, or bring or keep anything therein which will in any way conflict with the regulations of the Fire, Police, or Health Departments, or with the rules, regulations, by-laws or statutes of any government authority having jurisdiction over the premises, or the business conducted herein, all of which the Exhibitor undertakes to abide by and conform to.

## Procedure for Reporting Violations of the Conference Code of Conduct

Please contact:

**Krista Klesch -** Manager, Learning & Development
416-686-8121
krista@mfoa.on.ca

When reporting an event, please try to provide as much information as possible. Information may include:

- Identifying information (name/municipality/organization) of the participant
- The behaviour that is in violation
- The approximate time of the behaviour
- The circumstances surrounding the incident
- Other people involved in the incident