

Exhibitor Rules and Regulations and Conference Code of Conduct**Exhibitor Rules and Regulations of the Conference**

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

1. **EXHIBITOR STAFF REGISTRATION AND BADGE USE:** I understand and agree that my exhibitor package includes passes for **two exhibitor staff only** and cannot be used interchangeably between staff. Additional registrations are available for \$250 per person. If additional staff are seen using an exhibitor pass that does not belong to them, MFOA conference staff will have the right to remove these individuals from the conference. Additional badges are non-refundable.
2. **GALA ACCESS AND TICKET REQUIREMENTS:** I understand and agree that the exhibitor passes do not include access to the Thursday evening gala. Gala passes are available for \$200 per person and must be purchased prior to the conference. If staff are seen attending the gala without a purchased pass, MFOA conference staff will have the right to remove these individuals from the conference. Gala tickets are non-refundable.
3. **WEDNESDAY BREAKFAST AND TICKET REQUIREMENTS - New for 2026:** Exhibitor Breakfast Tickets on Wednesday, September 23. I understand the breakfast on Wednesday, September 23 is not included with the exhibitor booth registration. Breakfast tickets must be purchased separately, prior to the conference, for \$50 per person (one ticket for each staff member attending). Breakfast tickets are non-refundable.
4. **CONFERENCE SESSION ACCESS RESTRICTIONS:** I understand and agree that my exhibitor pass does not include access to conference sessions (workshops, discussion forums, concurrent sessions). A delegate pass must be purchased in order to attend these sessions. If staff are seen attending conference sessions, MFOA conference staff will have the right to remove these individuals from the conference.
5. **EXHIBITOR BOOTH STAFFING AND HOURS COMPLIANCE:** As an exhibitor, I acknowledge that I am expected to be present and maintain our booth throughout the entire duration of the scheduled trade show hours. **Exhibitors who are not set-up by the scheduled start time, dismantle their booths early, or fail to vacate by the designated move-out time may incur a \$500 fine.** Additionally, failure to adhere to these guidelines may result in MFOA restricting the organization from participating in future events.
6. **EXHIBITOR FLOOR PLAN AND POSITIONING:** MFOA reserves the right to modify the floor plan and/or relocate exhibitor booth assignments as it deems necessary. MFOA will endeavor to provide notice of any such changes but shall not be obligated to do so.
7. **RECORDING AND BROADCASTING PROHIBITED:** Attendees are not permitted to record, live stream, videotape or broadcast the audio or video of any conference sessions.
8. **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.
9. **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
10. **LIABILITY AND INDEMNIFICATION:** The Exhibitor is responsible for any and all damage to the facilities and equipment of Blue Mountain Resort, 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.

11. **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.
 12. **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.
 13. **ALCOHOL SERVICE RESPONSIBILITY AND LIABILITY:** The exhibitor assumes full responsibility for the conduct of its employees, guests, and any event participants at any event or gathering hosted or organized by the Exhibitor where alcohol is served. This includes any MFOA hosted events and exhibitor hosted events. MFOA, Blue Mountain Resort and their affiliates shall not be liable for any claims, damages, loss, or injury arising from the service or consumption of alcohol at such exhibitor-hosted events.
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Conference Code of Conduct

The Municipal Finance Officers' Association of Ontario (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 anyone from our events should they act in a way that contravenes the spirit of our code.

Code of Conduct Guidelines:

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.

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

Photo/Video Recordings and Media

Please note that photos and videos will be taken at this event and may be used for future MFOA marketing, promotions, events, website and social media. By registering for the conference, you authorize MFOA to use the recordings and photographs in which you took part and waive any rights associated with recordings and photos, and MFOA may include, edit, modify etc., all or any parts of the recorded visual and audio content captured and other materials obtained.

MFOA 2026 Exhibitor Trade Show Cancellation Policy

Cancellations must be submitted in writing to training@mfoa.on.ca. Cancellations received prior to 4:00 pm ET on Friday, July 31, 2026, will receive a refund of the exhibit fee less a non-refundable amount of \$1,000 + HST. Cancellations received after this time forfeit the full booth fee. Additional staff badges and gala tickets are non-refundable. Breakfast tickets for Wednesday, September 23 are non-refundable.