



The path to your future begins  
at MacDonald Island.



## TO EXHIBITORS FOR THE 2012 RECREATION FACILITY PERSONNEL TRADE SHOW

This is your information package for the **Trade Show** on **May 7, 2012** in **Fort McMurray, AB**. This is our only parks and recreation trade show opportunity for you in the year 2012 to meet facility supervisors, operators and workers. The Conference Committee is working very hard to provide all exhibitors and delegates an opportunity to have more time to meet together.

### **TRADE SHOW TIMES:**

#### **Monday, May 7 – 6:30 p.m. – 10:00 p.m. Trade Show**

Please note that we will have food available for the Exhibitors at 6 p.m. so you have a chance to eat before the show starts at 6:30 p.m. As usual, refreshments will be available along with prizes (purchased with part of your booth fee) for delegates which are given away throughout the evening.

**SET UP TIME:** 2:00 - 5:00 p.m. Monday, May 7<sup>th</sup> at MacDonald Island Park, 151 MacDonald Drive, Fort McMurray, AB

**TAKE DOWN TIME:** 10:00 p.m. Monday, May 7<sup>th</sup> immediately following the show or 7:00 a.m. to 12 noon Tuesday, May 8<sup>th</sup>.

### **BOOTH RENTAL INCLUDES:**

- ◆ (1) fully draped table with 2 chairs
- ◆ 8' high backwall drape; 3' sidewall drape
- ◆ One 750 watt/120 volt duplex outlet
- ◆ Trade Show registrations for (2) booth personnel (additional personnel at \$50/each)

If you require anything additional to this, you will have to contact GES directly to order and you are responsible for the extra costs. RFP will not be responsible for anything over and above the listed inclusions. Ordering can be done online at <http://www.gesexpo.ca/online-ordering/ontario-and-western-canada>.

**BOOTH ALLOCATION:** Booth space is allocated on a "first come, first served" basis. Your booth(s) must be paid in full before you are able to move in or occupy it on May 7, 2012. Show management reserves the right to allocate

space in the case of any discrepancies and to re-allocate or change space as deemed necessary.

**SHIPPING/TRANSPORTATION:** Any pre-shipping and storage of display material, etc. is the responsibility of each exhibitor and is NOT INCLUDED in the booth price. Please note that any other service not included in the booth price, should be requested in advance from the show service contractor as on-site charges may be higher.

**EXHIBITOR CHECK IN:** Exhibitors MUST check in at the Trade Show Registration Desk located at the RFP booth which will be at the entrance to the Trade Show floor at MacDonald Island Park, Curling Rink. Trade Show packages can be picked up at this time; this package will include your name tags, general show information and evaluation form. NOTE: To ensure that your name tag is available for the start of the show, all booth personnel information (and correct spelling) must be entered at the time of registration. Please advise us of any changes 10 days (minimum) prior to the show. NO NAME TAGS will be generated on site.

**ASSOCIATE'S MEETING:** A brief get together to discuss comments, changes or concerns regarding the Associate RFP membership and trade show will be held prior to the Monday evening show at the RFP Booth (front entrance), please join us at 5:45 p.m. During this meeting we also hold elections for the Associate Rep position on the RFP Board of Directors. Please ensure that your company reps are aware of this meeting and bring forward any concerns/questions on behalf of your company at that time.

**HOSPITALITY ROOM:** There will be a Hospitality Room in MacDonald Island Park, Field House, immediately following the Trade Show, featuring entertainment. The Exhibitors host this event on *Monday evening* from 10:00 p.m. – 12:00 a.m. This ensures not only the maximum time for you to meet with the delegates but also keeps the fellowship and fun available to everyone and not “private” hospitality rooms keeping people awake in the hotel!

**CONFERENCE SESSIONS:** You are encouraged to participate in any and all parts of the conference. If you would like to stay for meals and sessions outside of the Trade Show times, please register online on the Conference page as a Delegate. You are not required to pay as a delegate to attend sessions but you will have to pay for meals.

**PRIZE DRAWS:** During the Monday evening Trade Show, we will be awarding the prizes purchased from your booth rental fee to delegates in attendance. If you are holding your own prize draws you can request that the winner's name be announced by the MC on the overhead sound system once you have drawn the winner's name.

**DRESS CODE:** Dress code for the Trade Show is considered Business Casual.

**HOTEL ARRANGEMENTS:** We have secured rooms at several hotels in Fort McMurray as they do not have one large enough to host everyone from our conference. The hotel list is attached to this package for your convenience. You are responsible for your own hotel accommodation arrangements. Transportation will be provided so that you can safely travel after the hospitality of the Trade Show back to your hotels.

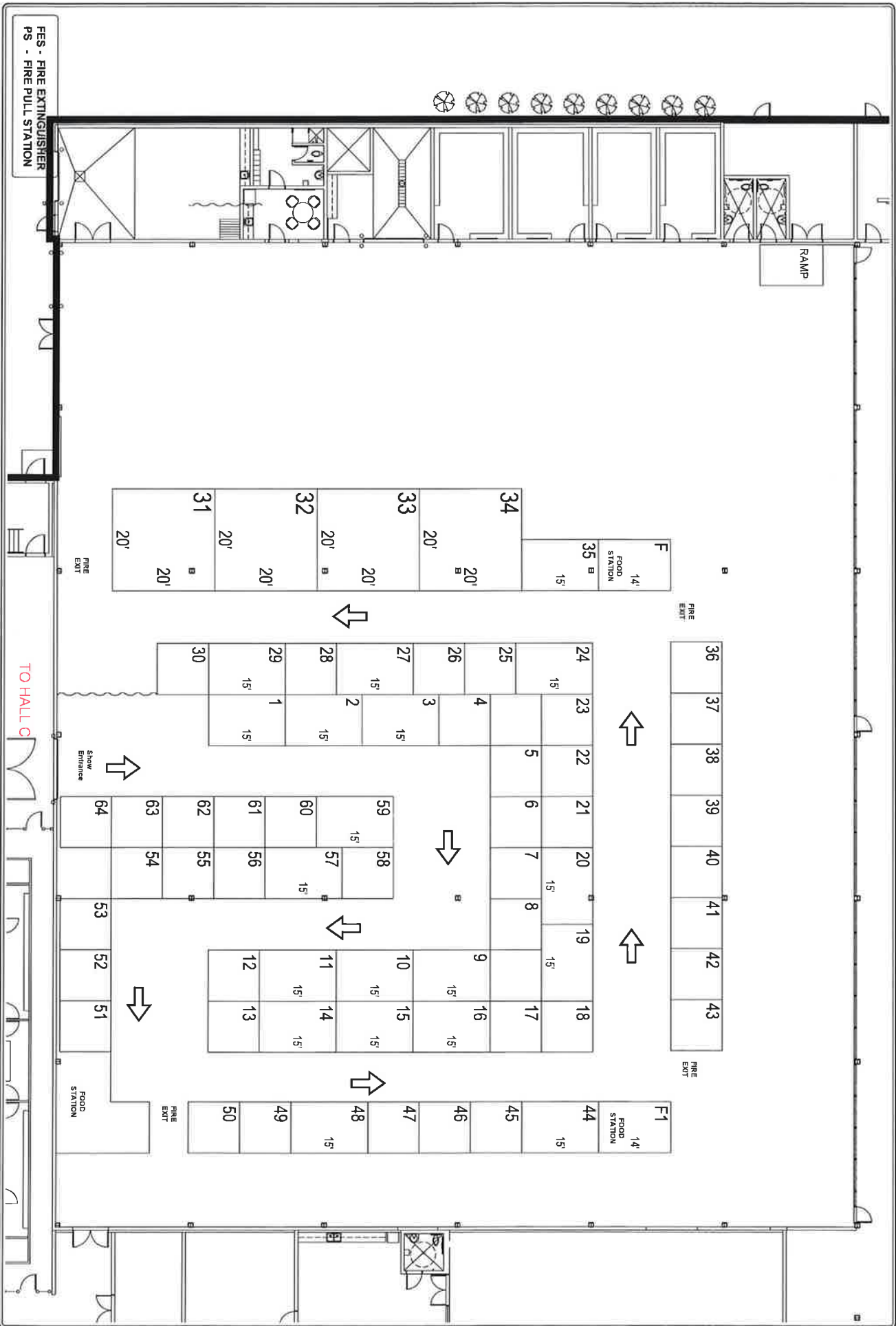
**SET UP AND REMOVAL:** In an effort to provide our delegates with the maximum opportunity to review your products and services, we are *STRONGLY* requesting you NOT tear your booth down prior to 10:00 p.m. on Monday night. This will maintain the professional structure of the show as well as allowing delegates to access the information they need to make informed decisions. A representative of the exhibitor must be in attendance throughout the entire period of the Trade Show. Exhibitor badges will be provided for each representative and must be worn at all times while on the exhibition floor.

Thank you for your continued support for the Annual Trade Show. We look forward to seeing you in Fort McMurray. If you have any questions, please call Kathy Demorest, Associate Rep for RFP (403) 236-3055 or Rhonda Phillips, Manager of Finance & Operations at 1-888-253-7544. If you are interested we do have a wide variety of sponsorship opportunities available. Please contact the RFP Office at 1-888-253-7544 for more information. Your continued support of the association is very much appreciated.

To ensure your booth space preferences are in the system as soon as possible, please register online at [www.aarfp.com](http://www.aarfp.com) and click on the 'Conference' page. You will most likely have to renew your Associate membership before the system will allow you to register as all memberships will expire on Dec. 31/11. Once you renew your membership you can register immediately for the Trade Show using your RFP Member Number and Password which you will get at the end of the renewal process. You can also use the Lookup Feature on the Member Login link found in the upper right hand corner of the website. At the end of the registration process online you can print your invoice directly from the site. Please note that no invoices will be mailed from the office. *All cheques are payable to RFP and must be received prior to the Trade Show.* Send cheque to Recreation Facility Personnel, P.O. Box 100, Cochrane AB T4C 1A4 the same day you register online. You can also pay by credit card by entering your information online when you register. No charges will be directly processed online, they will be manually processed from the RFP Office.

**ATTACHMENTS:**

2012 Fort McMurray Floor Plan  
Hotel List for Fort McMurray



FES - FIRE EXTINGUISHER  
PS - FIRE PULL STATION

RAMP

F  
14'  
FOOD  
STATION

F1  
14'  
FOOD  
STATION

TO HALL C

Show  
Entrance



GES  
GENERAL EXHIBITION SERVICES CANADA

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Every effort has been made to ensure the accuracy of all information contained in this floor plan. However, no warranty, either expressed or implied, is made with respect to this floor plan. It is the intention of GES CANADA to provide a service of the highest quality and to ensure the safety of all dimensions and locations.

RFP  
2012  
FORT MCMURRAY

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**35<sup>th</sup> Annual General Meeting, Workshop & Trade Show**  
**May 6 – 9, 2012 – Fort McMurray, Alberta**

***The path to your future begins  
at MacDonald Island.***

The Conference Committee for 2012 has been working very hard since April on building a strong program and many exceptional activities for our next conference. A small contingent of Board members visited the community in June and toured the facilities and hotels and met with the Committee to review what they have put together. I can comfortably say that this will be bigger and better than anything to date in terms of program quality and activities that highlight the great things about Fort McMurray. For those who have never been, you will find it fascinating to say the least. For those who have been there before, I'm sure you will be amazed at the progress and improvements made to the city which is now over 100,000 in population.

As for hotels, they do not have one that is large enough to accommodate all of our delegates and exhibitors but they have an established relationship with a string of hotels in the downtown core who they have an ongoing contract with for all the events hosted by MacDonald Island Recreation Complex. They are working on a shuttle service that should provide easy and quick transportation between the hotels and the complex throughout the conference.

To book your hotel for the 2012 Conference in Fort McMurray, the list below outlines the various hotels that have given us special rates for conference, and are listed in order of closest to farthest to the conference venue with distances shown. Continental breakfast is included at all hotels.

1. **Franklin Suite Hotel**, 10300 Franklin Avenue (1.4 km from venue) - **\$134/night**
2. **Nomad Hotel & Suites**, 10006 Franklin Avenue (1.7 km from venue) - **\$134/night**
3. **Clearwater Suite Hotel**, 4 Haineault Street (2.5 km from venue) - **\$134/night**
4. **Merit Hotel & Suites**, 8200 Franklin Avenue (4.2 km from venue) - **\$134/night**
5. **Vantage Inn & Suites**, 200 Parent Way (8.2 km from venue) - **\$134/night**

Your conference rates can be reserved online at [www.fortmcmurrayhotels.ca](http://www.fortmcmurrayhotels.ca) or by contacting the central reservation office for the Fort McMurray Hotel Group at **1-866-650-3678 (FORT)**. **Delegates and exhibitors can book online directly to each hotel with the booking code “2012 Alberta Recreation Facility Personnel (A.R.F.P.)”, accessing rate and room availability. These rooms are guaranteed at these rates for our conference attendees until April 6, 2012 at which time, the remaining rooms will be released and reservations will be subject to availability and not guaranteed under these special rates.**

Check in time is 3 p.m. and check out is 11 a.m. Rooms must be guaranteed by major credit card. 24 hours notice is required for cancellation and non compliance will result in a cancellation fee of the cost of one room night per room booked and will be charged to the credit card on file.