



EXHIBITOR INFORMATION PACKAGE

2025 MNL CONFERENCE AND TRADE SHOW
November 20-21, 2025
City of Corner Brook, NL

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INTRODUCTION

Thank you for choosing the Municipalities Newfoundland and Labrador (MNL) Conference and Trade Show, taking place from November 20-21, 2025, at the Corner Brook Civic Centre in the City of Corner Brook. We understand that your booth is a crucial representation of your brand at this important event, and our goal is to provide a seamless, professional setup experience that helps you stand out. From booth design and installation to lighting, displays, and technology integration, we work with our partners to ensure that every detail is tailored to meet your unique needs.

We are pleased to provide you with the following information to support your involvement in our event. Kindly review the enclosed details thoroughly and ensure your booth selection is completed by Friday, November 14, 2025.

TRADE SHOW LOCATION AND HOURS

The trade show will take place on the main floor of the Corner Brook Civic Centre. While the exhibition hours are outlined below, please be aware that presentations will be held adjacent to the trade show area throughout Thursday and Friday. You may want to maintain a presence at your booth during those presentations times as well to maximize engagement. A full agenda for the event can be found at www.municipalnl.ca. You will also receive a copy upon registration.

Load-in and Setup:	Wednesday, November 19	2:00PM – 10:00PM
Exhibition Periods:	Thursday, November 20	8:00AM – 4:30PM
	Thursday, November 20 (Grand Opening)	8:00PM – 10:00PM
	Friday, November 21	10:00AM – 4:30PM
Prize Draws:	Friday, November 21	4:30PM – 5:00PM
Load-out and Takedown	Friday, November 21	5:30PM – 7:30PM

OPENING CEREMONIES

Sponsored by Newfoundland Power

This year's Opening Ceremonies on Thursday, November 20 will be the official opening of the trade show. Delegates and guests will begin their event at 7:30 PM at the Corner Brook Civic Centre Studio with speeches from affiliate organizations and a Keynote Address by Newfoundland Power. Once completed, delegates will then move to the Trade Show area for food and entertainment. This is expected to happen around 8:00 PM. Entertainment is provided by Canoe Procurement Group of Canada. We encourage you to attend both events.

FACILITY AND CONFERENCE ACCESS

Access to the Corner Brook Civic Centre is available only during scheduled events. There is no after-hours access permitted.

Trade Show Exhibitors are welcome to attend educational sessions (where space permits) and all nutrition breaks during the conference; however, tickets to luncheons and the banquet are available for purchase only (\$350 per person). If you are a Sponsor, your access includes all meals and the banquet.

The Intergovernmental Breakfast, Hospitality Night, MNL Regional Caucuses, and the MNL Annual General Meeting is restricted to delegates and invited guests only.

BOOTH DESIGN AND SELECTION

Each booth will be 10 feet wide, with a depth of 8 feet. All booths will have an 6-foot long table (32 inches wide) and two (2) chairs, with table covering and black skirting. Additional furniture and equipment can be rented from Eastern Audio by contacting Brian Ellsworth at 709-722-0864 | 1-800-640-4691.

All booths have a 10-amp power hook-up. Additional power configurations can also be coordinated upon request to Bradley Power at bpower@municipalnl.ca.

Please select your booth preference by scanning the QR code in Appendix A. The layout is in Appendix B.

INTERNET ACCESS

The Corner Brook Civic Centre provides complimentary secure wireless internet for delegates and exhibitors.

TRADE SHOW ENTERTAINMENT

The musical entertainment during the trade show opening ceremonies is brought to you for the third year in a row by Canoe Procurement Group of Canada. Thank you to their team for their support of this event, and for supporting our municipal sector in streamlining procurement. Visit www.canoeprocurement.ca to learn more.

PRIZE DRAWS AND PASSPORT

We encourage all exhibitors to have a ballot box at their booth, and to bring an item that can be awarded in a prize draw at the end of the show. The suggested prize value is \$50-\$100.

Please pick a winner/name from your ballot box and bring your prize to the MNL information/registration desk by 3:30 p.m. on Friday, November 21, 2025. All winners will be announced at 4:30 p.m.

This year MNL will be utilizing a trade show passport for awarding the conference grand prize, a trip for two to any PAL destination. All trade show booths will be provided a stamp that delegates will request to complete their trade show map. This process also ensures all delegates must visit all trade show booths. Thank you for your cooperation.

CONFERENCE GREENING INITIATIVES

MNL is proud to work with MMSB again this year to help lessen the conference and trade show's impact on the environment. A new greening initiative is being implemented this year which will see multi-stream recycling, less paper usage, etc. Visit our website to learn more.

DAMAGES AND LIABILITY

MNL is not and shall not be liable for any damages, whether direct, indirect, general, special, consequential or otherwise to exhibitors, its agents and employers or visitors to its exhibits. Please note that security is not available and MNL is not responsible for lost or stolen property.

TRADE SHOW RULES AND REGULATIONS

All exhibitors should conform to the following:

- Exhibit materials must be kept within assigned space and must not extend into the aisle area.
- Keep your display open and properly staffed during the specified trade show hours.
- Do not move equipment out until the Trade Show is officially over.
- Do not leave any property unattended during the trade show hours.

FACILITY REGULATIONS

- We strongly recommend that all exhibitors remove all small expensive items from the premises during off hours of the trade show.
- Exhibitors will not leave any goods on the premises beyond the specified dismantled period. Any items left on the premises will be at the exhibitor's risk.
- Exhibit load-in and load-out must be done through the specified loading areas.

MNL'S RESPECTFUL WORKPLACE POLICY

By agreeing to participate in any MNL event you are guided by MNL Respectful Workplace Policy. The policy is as follows:

The open exchange of ideas, freedom of thought and expression, and productive debate are key to the objectives of MNL. This requires an environment that embraces diversity and provides a safe, welcoming environment for all.

This policy applies to all MNL activities, including:

- conferences, symposia, workshops, and events sponsored, co-sponsored, or in cooperation with MNL; and,
- MNL member meetings, exchanges among committees or other bodies associated with MNL activities publications and communications sent through communication channels associated with MNL, including social media.

EXPECTED BEHAVIOUR

We expect all participants in MNL activities to abide by this policy in all venues, including ancillary events and unofficial social gatherings:

- Exercise consideration and respect in your speech and actions;
- Refrain from demeaning, discriminatory, or harassing behaviour and speech;
- Be mindful of your surroundings and of your fellow participants; and,

- Alert community leaders if you notice a dangerous situation, someone in distress, or violations of this policy, even if they seem inconsequential.

Unacceptable at any MNL activity is:

- **Abuse:** Any action directed at an individual that (a) interferes substantially with that person's participation; or (b) causes that person to fear for his/her personal safety. This includes threats, intimidation, bullying, stalking, or other types of abuse.
- **Discriminatory Harassment:** Any conduct that discriminates or denigrates an individual on the basis of race, ethnicity, religion, citizenship, nationality, age, sexual or gender identity, disability, or any other characteristic protected by law in the location where the MNL activity takes place.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favours, or other verbal/physical conduct of a sexual nature.

Harassment can occur when there is no deliberate intention to offend. Be careful in the words that you choose. Harassment committed in a joking manner or disguised as a compliment still constitutes unacceptable behaviour. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

If a participant in an MNL activity engages in prohibited behaviour, MNL reserves the right to take any action MNL deems appropriate. MNL reserves the right to:

- remove an individual from any MNL activity without warning or refund;
- prohibit an individual from participating in future MNL activities, including publishing in MNL publications;
- exclude an individual from MNL leadership positions;
- exclude any individual from deriving other benefits from MNL activities;
- suspend or terminate membership in MNL.

If unacceptable behaviour (as noted above) is exhibited during this event, the individual will be removed.

HOW CAN WE MAKE YOUR EXPERIENCE MORE POSITIVE?

If you have any special requests, or if there is anything that we can do to accommodate you better during this event, please reach out to Bradley Power at bpower@municipalnl.ca or 709-727-4044. We sincerely appreciate your participation!

APPENDIX A - Trade Show Booth Selection

Please following this link to choose your booth preference or scan the QR code below:

[2025 MNL Trade Show Booth Selection Form – Fill out form](#)

2025 MNL Trade Show Booth Selection Form



APPENDIX B - Trade Show Floor Layout

