



ALBERTA COMMUNITY CRIME PREVENTION ASSOCIATION

**ACCPA ANNUAL CONFERENCE**  
BUILDING BRIDGES BY  
UNITING COMMUNITIES FOR  
EMPOWERMENT AND SAFETY

MAY 5-7, 2025

DoubleTree by Hilton West Edmonton (16615 109 Ave, Edmonton, AB)

[www.albertacrimeprevention.com](http://www.albertacrimeprevention.com)



# ACCPA CRIME PREVENTION AND COMMUNITY SAFETY CONFERENCE

## TRADESHOW

## 2025 PACKAGES

The Alberta Community Crime Prevention Association plays a critical role in promoting, training, and providing our membership with an understanding of Community Safety and Wellbeing. One of our key initiatives in our drive to promote Community Safety and Wellbeing is our annual conference.

Our Conference Planning Committee works hard to ensure that our sessions and topics are relevant to our target audiences and in alignment with our conference theme. Our 2025 conference will feature relevant content and presentations in the broader scope of Community Safety and Wellbeing.

Our 2025 conference theme is "**Building Bridges by Uniting Communities for Empowerment and Safety**". The conference will be held at the DoubleTree West Edmonton. This event offers an outstanding opportunity for you to promote your business as an exhibitor.

ACCPA membership encompasses both rural and urban communities, which include Metis Settlements and Indigenous groups, police agencies, municipalities, along with profit and non-profit organizations.

Your support as an exhibitor will go a long way in helping us to enhance community safety efforts in our province and make this event a great success!

Please visit our conference web page (<https://albertacrimeprevention.com/2025-conference/>) to find more exhibitor options.

Sincerely,

Jean Bota  
Exhibitor Committee Chair

## TRADESHOW & EXHIBITING (Tuesday May 6 & Wednesday May 7)

### Standard Booth

**\$500 Early Bird Rate – Applies to Exhibitor Registrations on or *before* March 31, 2025.**

**\$600 Regular Rate – Applies to Exhibitor Registrations *after* March 31, 2025**

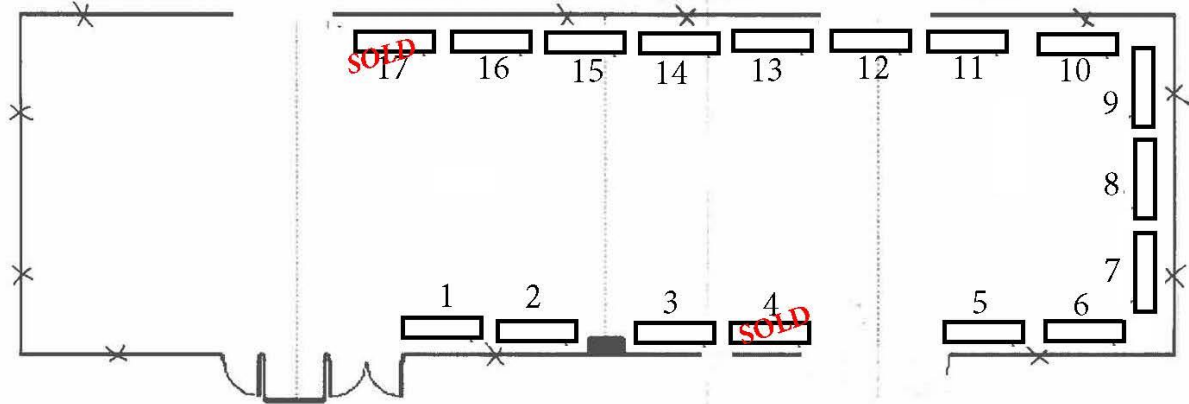
- Company Logo with link to your website from ACCPA website and in digital presentations, provided that the company logo is provided to us **no later than April 11, 2025**.
- An Exhibitor registration includes all meals, coffee breaks, keynotes, and presentations for one booth staff person.
- An additional **\$250** will apply for second or subsequent exhibitor staff per booth (full conference registration).
- Standard 6'x8' booth space, make your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices on the application form below.

### Speaking Opportunities

- Due to the fixed schedules of speakers, breaks and mealtimes, ACCPA is not able to accommodate requests for exhibitors to speak or present at either the conference or pre-conference workshops.

## 2025 ACCPA CONFERENCE – CONFERENCE HALL AND EXHIBITOR SPACE

This diagram illustrates the planned exhibitor space in the hotel. The placement of the booths is dependent on the COVID restrictions at the time of the conference and the location of the booths could change.



**CHOOSE YOUR PACKAGE:**

|   |  |
|---|--|
| <b>Company Name</b>                     |  |
| <b>Primary Contact Name</b>             |  |
| <b>Primary Contact Email</b>            |  |
| <b>Primary Contact Phone</b>            |  |
| <b>Invoicing Information: ATTENTION</b> |  |
| <b>Invoicing Contact Email</b>          |  |
| <b>Mailing Street Address</b>           |  |
| <b>City, Province, Postal Code</b>      |  |

**Tradeshow**

| <b>Package</b>   | <b>Unit</b> | <b>Price</b>     | <b>Total</b> |
|--|-------------|------------------|--------------|
| Standard Booth (Early Bird – <b>by March 31, 2025</b> )<br>Booth Selection (first paid, first pick)<br>Pick 1_____Pick 2_____Pick 3 _____      |             | \$500            | \$           |
| Standard Booth (Regular Rate – <b>after March 31, 2025</b> )<br>Booth Selection (first paid, first pick)<br>Pick 1_____Pick 2_____Pick 3 _____ |             | \$600            | \$           |
| Additional Exhibitor Staff   |             | \$250            | \$           |
|  |             | <b>Total Due</b> | \$           |

I have reviewed and agree to the General Terms, Conditions, Exhibitor Rules and Regulations of the ACCPA 2025 Conference.

Printed Name

Company

Signature

Date

Please sign above and return this page of the agreement via email to:  
[administrator@albertacrimeprevention.com](mailto:administrator@albertacrimeprevention.com)

**Need to know**

- Exhibitors are responsible for setting up their own booth displays
- All included booth staff and full conference registrations must be registered with ACCPA at least 30 days prior to the conference
- PAYMENT POLICY
  - Refer to EXHIBITOR RULES & REGULATIONS
- CANCELLATION POLICY
  - Refer to EXHIBITOR RULES & REGULATIONS

## GENERAL TERMS & CONDITIONS

The general guidelines listed below may not address every exhibitor situation. Each must be judged on a case-by-case basis, on its own merits.

1. **Conformity of Government Laws and Regulations:** All participants shall conduct all activities in compliance with all federal, provincial, and municipal laws, ordinances, rules, regulations, bylaws and codes; and with any restrictions that may be imposed by the Canmore Coast Conference Centre and/or the ACCPA Conference Committee. Should the participant require any additional information or clarification about these restrictions, please contact the Tradeshow Chairperson at [executivedirector@albertacrimeprevention.com](mailto:executivedirector@albertacrimeprevention.com)
2. **The ACCPA Logo and Use of Its Name:** The ACCPA name or logo may not be used in any advertisement, promotion material, or follow-up mailings without the permission of ACCPA.
3. **ACCPA Endorsements of Product & Services:** Exhibiting at ACCPA does not constitute an endorsement of any product or service.
4. **Trademarks:** ACCPA will be held harmless for any trademark, trade name, copyright, or patent infringement (“Infringement”) on any printed materials belonging to or distributed by any exhibitor. Provided, that In all cases, APPCA shall: (i) notify the exhibitor as soon as possible of the details of any claim, loss or damage (“Claim”) In respect of the Infringement; (ii) consult with the exhibitor as to the best course of action in dealing with such Claim; and (iii) not agree to pay any third party any respect to the Claim without the prior approval of the exhibitor without the prior sum with approval of the exhibitor.
5. **Hospitality Events:** Exhibitors are prohibited from entertaining clients during the conference, conference events, or during exhibit hours, unless permitted by Conference Committee.
6. **ACCPA Reserves the Right to Reject Any Request:** ACCPA reserves the right to decline or reject any request for an exhibit, for any reason, at any time, without liability, even if previously acknowledged or accepted.
7. **ACCPA Protects the Personal Privacy of its Members:** ACCPA is committed to offering members a choice about how personal information is used.
8. **Prizes, giveaways or any other material** donated or brought on site by exhibitors is subject to approval by ACCPA.
9. **Content Rights:** ACCPA shall retain all rights, title and interest in and to all of its content and materials (including intellectual property such as copyrights, trademarks, service marks, trade names) used and/or developed in relation to or in connection with ACCPA, including but not limited to all materials produced pursuant to this Agreement.

10. **License to use exhibitor's identity marks:** The exhibitor grants to ACCPA a limited, nonexclusive license to use its name, trademarks and logo in connection with the performance of its duties under this Agreement. The positioning and usage of exhibitor's name, trademarks, and logo within the ACCPA materials shall be made at the sole discretion of ACCPA.
11. **Payment Policy:** Booth assignments will be made once full payment of the Exhibitor fee has been received. Penalty for non-payment beyond 30 days of signing contract (2.5% penalty per month). **Payments (including late payments) must be received in full by April 28 (7 days prior to the start of the conference). Any exhibitor that has not paid in full by this date may have their contract forfeited but the balance will remain owing.**
12. **Cancellation/refund Policy:** Notification of cancellation before 60 days prior to the event (prior to March 13, 2025) will not incur any penalties. Companies that have paid in full will receive a FULL refund.
  - **Notification of cancellation 30 - 60 days prior to the event (between March 13 – April 12, 2025), 50% of the contract will be owed to ACCPA. Companies that have paid in full will receive 50% of their contract amount refunded. Companies that have not paid in full will owe 50% of the contract amount.**
  - **Notification of cancellation 30 days prior to the event (by April 12, 2025) 100% of the contract will be owed to ACCPA. Companies that have not paid in full will owe 100% of the contract amount. Companies that have paid in full will NOT receive a refund. Cancellations must be received in writing (email or regular mail).**



## EXHIBITOR RULES & REGULATIONS

1. **Arrangement of Exhibits:** An exhibiting company may purchase a maximum of two 6' x 8' booth spaces. All multiple booth spaces purchased by one company must be adjacent to one another to form a single exhibit. Exhibits shall not obstruct the view of other exhibitors. Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable must be immediately modified or removed by the exhibitor. Show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. The booth area is carpeted. Exhibitors shall not lay carpet in their booth. ACCPA reserves the right to modify booth assignments or floor configurations at any time. Standard booths may not exceed 14' in height. No banners – suspended from the ceiling or otherwise more than 14' in height – are allowed. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. Therefore, ACCPA has developed the above-mentioned regulations for all exhibitors to follow.
2. **Subleasing of Space:** Booth space may not be subleased.
3. **Booth Setup & Occupancy:** Booths may be set up during the published set-up times only. All displays are to be completely installed and ready for inspection by show management by the published inspection time. A representative of the exhibiting company must be on hand during the inspection period. If booths are not fully set up and ready for inspection, show management reserves the right to take appropriate action. In no case will the lack of preparation on the part of an exhibitor be allowed to impede the timely opening of the exhibition.
4. **Fire, Safety and Health:** The exhibitor assumes all responsibility for compliance with local, city, and provincial ordinances and regulations covering fire, safety, and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays, and all necessary fire precautions must be taken by the exhibitor. ACCPA does not allow the display or distribution of balloons of any type.
5. **Labor:** Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations.
6. **Sound Devices and Lighting:** Public address, sound-producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting device or presentation must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ACCPA reserves the right to restrict the use of glaring or objectionable lighting effects, or public address, sound-producing, or other amplification devices that project sound. Music, whether vocal or instrumental, is subject to approval by show management.
7. **Delivery and Removal during Show:** Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Early dismantlement and/or removal of an exhibit may result in the loss

of exhibit privileges for future shows.

8. **Exhibitor's Personnel and Others:** All exhibitor personnel MUST always wear an ACCPA name tag during the conference. There is no limit to the number of individuals that the exhibitor may have in their booth. However, exhibitors must limit the number of personnel in their booth when crowds obstruct aisles or infringe upon another exhibitor's display. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Selling, soliciting, and canvassing in the exhibit hall are strictly prohibited. All booths must be manned by the exhibiting company's personnel who are qualified to discuss details of their company's products or services. User clients may be allowed in the exhibiting company's booth for the purpose of selling the exhibiting company's products or services. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is subject to provincial law.
9. **Storage:** The exhibitor contractor will store packing boxes or crates during the show at no cost. ACCPA assumes no responsibility for damage to or loss of packing boxes or crates.
10. **Security:** ACCPA makes no warranty, express or implied, that the services it furnishes will avert or prevent occurrences that may result in loss or damage.
11. **Liability:** ACCPA will not be liable for loss or damage to the property of the exhibitor or his/her representatives or employees from theft, fire, accident, or other causes. ACCPA will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from or be in any way connected with their use or occupation of display space; and the exhibitor shall indemnify and hold ACCPA harmless against such claims. The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc., as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations, and ordinances of any governmental authority and of the contracted facility.
12. **Private Demonstrations:** Private demonstrations are meant to educate one client (individual or small group) about specific proprietary products and services. Exhibitors may offer private demonstrations within the confines of their booth in the exhibit hall during exhibit hours only. Exhibiting companies may conduct private demonstrations off-site at other locations only after conference hours. Non-exhibitors may not provide demonstrations.
13. **Show Management:** The exhibition is organized and managed by ACCPA. Any matters not covered in these Rules and Regulations are subject to the interpretation of the show manager and the ACCPA Conference Committee, and all exhibitors must abide by their decisions. Exhibitors must comply with the convention centre's policies and procedures.