

MISSOURI ASSOCIATION OF COUNTY DEVELOPMENTAL DISABILITIES SERVICES (MACDDS) EXHIBIT GUIDELINES

It is understood and agreed that these Guidelines are a part of the contract between Exhibitor and MACDDS. It is further understood and agreed by and between the parties hereto that additional Guidelines established by MACDDS for the conduct of the exposition may be set forth in the future, and that the exhibiting company, its agents, employees and representatives agree to abide by all MACDDS Guidelines. Provisions not covered are subject to the decisions of the management.

TERMS, CANCELLATION AND REFUND POLICY

PAYMENT IN FULL MUST ACCOMPANY APPLICATION FOR EXHIBIT SPACE. CONFIRMATION OF EXHIBIT SPACE AND BOOTH ASSIGNMENT WILL BE MADE ONLY UPON RECEIPT OF FULL PAYMENT. EXHIBIT SPACE AND BOOTH ASSIGNMENT WILL BE MADE SOLELY BY MACDDS. ALL CANCELLATIONS MUST BE SUBMITTED IN WRITING TO MACDDS. NO CANCELLATIONS WILL BE ACCEPTED BY TELEPHONE. CANCELLATIONS RECEIVED, IN WRITING, BEFORE OCTOBER 1, 2009, WILL RECEIVE A FULL REFUND. CANCELLATIONS RECEIVED AFTER OCTOBER 1, 2009, WILL NOT BE REFUNDED.

MACDDS will not be responsible for the safety of exhibits from theft, damage by fire, accident, vandalism or any other losses. Exhibitor assumes full responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the MACDDS, and their employees and agents against all claims and/or losses arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof. Exhibitor acknowledges that MACDDS and The Lodge of Four Seasons, do not maintain insurance covering Exhibitor's property or injury to persons, and that it is the sole responsibility of the Exhibitor to obtain liability, business interruption, property damage, and other necessary insurance covering such losses by Exhibitor.

All property of Exhibitor is understood to remain under his custody and control, in transit to and from or within the confines of the hall. Neither MACDDS, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of Exhibitor from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor.

EXHIBIT SPACE

Exhibit space rental includes a 6' draped table, identification sign to include company name and exhibitor badges.

ELECTRICITY

Arrangements for electrical service must be made with the MACDDS or The Lodge of Four Seasons.

SHIPPING INSTRUCTIONS / MATERIAL HANDLING

It is the responsibility of the exhibitor to arrange for shipment of exhibit materials with The Lodge of Four Seasons.

INSTALLATION

Installation may begin at the earliest hour and day announced for such purposes in correspondence from MACDDS, either by mail or email. It is preferred that all exhibits be erected and completely arranged by the hour and date officially announced for the opening of the exhibition. For purposes of this contract, the preferred time of set-up is between 7:00 a.m. and 8:30 a.m. on Thursday, October 15, 2009.

DISMANTLING - GOODS AND MATERIALS USED IN ANY EXHIBIT

The deadline for clearance of all materials from the exhibit hall is 12 noon on Friday, October 16, 2009. It is the sole responsibility of each Exhibitor to have material packed and cleared for shipment by the deadline. The management hereby reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store or clear from the premises any display materials, goods, property or merchandise of an Exhibitor who has failed to comply with this dismantling requirement, or order such work or removal to be done at the sole expense of the Exhibitor.

CONDUCTING EXHIBITS

Manning of the Exhibits is at the sole discretion of the Exhibitor. Electrical or other mechanical apparatus should be muffled so noise does not interfere with other Exhibitors. Interviews, demonstrations, distribution of literature, samples and detailing should take place inside booth in order to avoid infringement of the rights and privileges of other Exhibitors.

SUBLETTING SPACE

No Exhibitor may sublet or share his space without prior written consent of MACDDS. No Exhibitor may permit the solicitation of business by others within his space.

NO SHOWS

Exhibitors who do not claim their booth during the conference shall forfeit all monies paid to MACDDS.

NO SMOKING POLICY

Smoking is prohibited in the Exhibit Hall.

E-MAIL & FAX CONSENT

By signing the Exhibitor Registration/Contract, the Exhibitor agrees to abide by all MACDDS exhibit guidelines outlined herein and decisions of the management.

I understand that by providing my contact information, including my mailing address, email address, telephone number, and fax number on the attached registration form that I hereby consent to receive communications sent by or on behalf of MACDDS and its agents via any means including regular mail, email, telephone or fax. I understand this information will be published in a directory in the official Conference Program.