

## **Exhibitor Rules, Regulations and Agreement**

### *The Past... The Present... The Future...*

#### **2009 MDAD 41st Biennial Conference**

1. The Maryland Association of the Deaf (MDAD) reserves the right to prioritize, refuse, deny, or cancel any application at their sole discretion.
2. All General Exhibitors and Sponsors must limit their materials to table-top displays. No free-standing displays or extra tables are permitted. The single 6' x 2' tables, along with two chairs, tablecloths and a wastebasket, will be provided by Hood College.
3. MDAD has the exclusive right to remove signs and products that are deemed inappropriate. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other object.
4. General Exhibitors and Sponsors assume responsibility and agree to indemnify and defend the Maryland Association of the Deaf (MDAD), Hood College, their respective employees and agents free of liability for any claims or expenses arising out of the use of the premises for this exhibit event.
5. The General Exhibitors and Sponsors understand that neither the MDAD nor the Hood College provide insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitors and their Sponsors to obtain said insurance. Exhibitors are responsible for the security of their own products and personal property.
6. MDAD reserves the right to change, amend and/or revise the rules stipulated in this contract as they deem necessary.
7. Any other services (e.g. - electricity, extra seats, extra tables, or special lighting) will be arranged by the exhibitor with Hood College. Any extra fees, that are incurred, will eventually be paid by the exhibitor. The Exhibit Director will act as the initial contact and will assist in connecting with the appropriate Hood College representative(s).
8. Cancellation: Should a General Exhibitor and/or Sponsor wish to cancel, the refund schedule is as follows:
  - 1) Notification of contract cancellation before July 1, 2009 – refund of 100% of total contracted costs
  - 2) Notification of contract cancellation on or after July 1, 2009, or if Exhibitor fails to occupy the space – MDAD retains 100% of contracted costs.

NOTE: Exhibitor contracts are not considered cancelled unless MDAD has received notification in writing. No exceptions.

9. Exhibitors are responsible for equipment or any other auxiliary aids and service requirements.
10. Each person, assigned to staff exhibit booths, must wear a conference badge during the exhibit hours.
11. Exhibitors and Sponsors must submit media paragraph, from the application form, for promotional purposes.
12. It is the Exhibitor's responsibility to arrange interpreting services for their respective exhibit booth.
13. Exhibit tables will be staffed by a person (or persons) from the organization or participating sponsor at all times from 9:00 am to 5:00 pm on Friday, July 24, 2009 and Saturday, July 25, 2009.
14. Exhibit Set-up: Doors open to exhibitors on Friday, July 24 and Saturday, July 25 at 8:00 am. Exhibit must be staffed and ready by 8:45 am. Doors open to public at 9:00 am.
15. Exhibit Break-down: Saturday, July 25 beginning at 4:30 pm and completed by 5:30 pm.
16. No-shows, late-show-ups, or leaving booths unmanned may be subject to a penalty of \$150.00.
17. Two or more exhibitors can not share booth space. No exhibitor may sublet, assign, or share any part of the space allotted to them.
18. Payment and contract must be received before the exhibitor(s) printed recognition in the program book can be assigned.

**We have read and agree to adhere to the Rules, Regulations and Agreement set forth in this Contract.**

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Signature/Representative in Charge

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Print Name - Representative in Charge

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Position & Name of Company

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Date