

# Exhibitor Contract

MFA 2018 Annual Meeting  
Hilton Palacio del Rio  
San Antonio, Texas  
Show Days, March 1-2, 2018

## Exhibit Space

Exhibit space rental is \$750. A 6' skirted table, a waste basket and two side chairs. A 7" x 44" identification sign is available at your option. Exhibits will be located near the session breakout rooms and coffee break area.

## Exhibit Schedule

Exhibits may be open during the following schedule:

Set Up: Thursday, March 1 (10 am – noon)

Show Hours: Thursday, March 1 (noon – 5 pm)

Friday, March 2 (8 am – 5 pm)

Dismantle: Friday, March 2 (5 pm – 6 pm)

Contact Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Web Page URL \_\_\_\_\_

We apply for exhibit space at the Midwest Finance Association 2018 annual meeting and accept the space assigned by the MFA. We agree to abide by all terms and conditions as described in the two pages of "Details of Contract for Exhibit Space," attached hereto, and understand this application will become a contract upon its acceptance by the MFA. We agree that Total Exhibit Rental due is:

\$ \_\_\_\_\_ for \_\_\_\_\_ booth(s) @\$750 each

We understand that this payment is exclusive of any charges or services not identified as being provided by or the responsibility of the Midwest Finance Association within this contract.

Signature of Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

**Payment (Select method)**  Check (enclosed or being mailed) payable to the Midwest Finance Association  
 Prefer to pay online – Please provide an invoice and the online payment link

Please return a completed, signed copy of page one of this contract to Beverly Frickel, MFA Executive Director, Department of Finance, THH 112, University of Central Oklahoma, 100 N. University Drive Box 101, Edmond, OK 73034. Completed forms can also be emailed to [info@midwestfinance.org](mailto:info@midwestfinance.org).

For questions contact David Feldman at +61-2-9385-5748 or [SponsorshipVP@midwestfinance.org](mailto:SponsorshipVP@midwestfinance.org)

**Midwest Finance Association**  
**Annual Meeting**  
**Exhibit Show Days, March 1-2, 2018**  
**Hilton Palacio del Rio**  
**200 South Alamo Street**  
**San Antonio, Texas 78205 USA**

DETAILS OF CONTRACT FOR EXHIBIT SPACE

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**ASSIGNMENT OF SPACE**

Exhibit space will be assigned by the MFA in the order in which the applications are received. If more than one booth is desired, it should be stated clearly in the application. All applications should be returned as early as possible to obtain booth space as booth space is limited.

**CANCELLATION**

Any cancellation prior to January 31, 2018 will be allowed a refund of eighty percent (80%) of the contract amount. If an exhibitor cancels participation on or after January 31, 2018, or if the exhibitor fails to occupy the contracted space by 1:00 p.m., Thursday, March 1, 2018, the Midwest Finance Association is entitled to the full amount of the rental payment. If the booth space is not occupied by 1:00 p.m., Thursday, March 1, 2018 the Association shall have the right to use such space as it sees fit to eliminate blank spaces in the exhibit hall.

**INSTALLATION AND REMOVAL**

Exhibits are to be set up in place and open for show during the meetings on the following schedule:

Set Up:	Thursday, March 1	10 a.m. – noon
Show Hours:	Thursday, March 1	noon – 5 p.m.
	Friday, March 2	8 a.m. – 5 p.m.
Dismantle:	Friday, March 2	5 p.m. – 6 p.m.

Booths will be accessible to exhibitors for set up at 10 a.m. on Thursday, March 1. Packing and removal may start no earlier than 5:00 p.m. on Friday, March 2, and all exhibits must be removed from the hotel by 9:00 p.m. Friday, March 2, 2018.

**STANDARD BOOTH EQUIPMENT**

Exhibitors will be provided a 6' skirted table, a waste basket and two side chairs. A 7" X 44" identification sign will be provided at your option. Any other booth items or services are the sole responsibility of the exhibitor.

**INFORMATION PACKETS FOR ADDITIONAL SERVICES**

Exhibitors will be sent an information packet with details for arranging freight handling, or ordering special services and equipment not specifically listed and provided for in the booth description above. Packets will be sent upon acceptance by the MFA of the completed and signed exhibit contract.

**BOOTH OPERATION**

The exhibitor may not erect materials that will substantially affect the view of and/or operation of any other exhibitor. All materials including any food or drink catered by an exhibitor must be kept within the confines of the exhibit. The aisles cannot be used in any way. Fire Department regulations require that aisles be kept free and clear.

To comply with regulations of the Internal Revenue Service **no books or materials** are to be sold during the show. The purpose of the exhibit is to allow for exhibit and presentation of educational materials to members attending the conference. Non-compliance with this requirement will be sufficient grounds for refusing an exhibit contract in any following year.

**RECEPTIONS AND HOSPITALITY SUITES**

Exhibitors are free to host receptions or sponsor hospitality suites through the hotel's catering office. These events should not compete with MFA events but instead enhance the program. Focus groups should be coordinated with the MFA and may incur a separate fee.

## MEETING REGISTRATION AND ACCESS TO EVENTS

Each exhibitor will receive up to two complimentary conference passes (waived registration fees and access to all events). Exhibitor company names are entered in the meeting program bulletin.

## HOTEL GUESTROOM RESERVATIONS

Exhibitors are responsible for arranging and paying for their own guest room accommodations. Special group guestroom rates are available at the Hilton Palacio del Rio for the MFA annual meeting *until January 28, 2018 or until the group block is sold-out*. A link to the hotel reservation site can be found at [www.midwestfinance.org](http://www.midwestfinance.org) under the Conferences tab.

## RESPONSIBILITY FOR DAMAGE TO PROPERTY

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the MFA, the Hotel, its owners, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages and claims. The exhibitor understands that any presence of security is a courtesy and does not constitute an admission of responsibility for booth contents by the Midwest Finance Association, the Hotel, its owners, management company, or its respective agents, servants, or employees.

The exhibitor understands that neither the MFA, nor the Hotel maintains insurance covering the exhibitor's property or lost revenue and it is the sole responsibility of the exhibitor to obtain such insurance. All signs must be professionally printed and approved and they may not be put up within the hotel without the knowledge and prior approval of the hotel's Convention Services Manager.

Scotch tape, nails, staples, push pins or potentially damaging fasteners may not be used to hang signs or other materials on walls in any area or in any function room.

## OBSERVANCE OF LAWS

The exhibitor will comply with all federal, state, and local laws and all rules of the Hotel. Exhibitors will comply with lawful orders of police and fire departments or any other municipal authority.

## AGREEMENT TO CONTRACT TERMS

By signing the first page of this contract, the exhibitor agrees to abide by the above contract terms and conditions.

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## CONTACT FOR INQUIRIES

Applications and inquiries should be directed to:

David Feldman  
MFA VP – Sponsorship  
School of Banking and Finance  
UNSW Business School  
UNSW Sydney  
UNSW Sydney, NSW 2052  
Australia  
Tel: +61-2-9385-5748  
Email: [SponsorshipVP@midwestfinance.org](mailto:SponsorshipVP@midwestfinance.org)

Beverly Frickel  
MFA Executive Director  
Department of Finance THH 112  
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