CONTRACT PROVISIONS

1. **CONTRACT:** The following rules and regulations become binding upon acceptance of this contract between the applicant, his/her employees and agents, and MIDWEST SECTION OF AOACI, the Exposition Management, and any additions and amendments thereto that may thereafter be established or put into effect by the Management.
2. **SPACE ASSIGNMENT:** Space will be assigned to all applicants on a "first-come, first-served" basis according to the earliest received applications. The Exposition Manager reserves the right to make the final assignment or change the space assignment after the acceptance of the applications should it be necessary in the best interest of the Exposition.
3. **PAYMENT AND CANCELLATION:**
   a. Applications for space must be accompanied by payment in full as required in the instructions on the reverse side of the application/contract. APPLICATIONS RECEIVED WITHOUT FULL PAYMENT, WILL BE DELAYED IN PROCESSING AND ASSIGNMENT OF SPACE.
   b. Should an exhibitor cancel from a show, the following shall apply:
      (1) Cancellation between the time of application and 30 days prior to opening; full refund, less 10% processing fee.
      (2) Cancellation from 10-30 days prior to opening; refund of one-half the cost of the booth reserved.
      (3) Cancellation less than 10 days prior to opening; no refund.
   3) No cancellations shall be acknowledged unless received by MIDWEST SECTION OF AOACI in writing.
      The date upon which the notice of cancellation is received shall apply as the official date of cancellation.
   d. Upon notice of cancellation, MIDWEST SECTION OF AOACI has the right to resell the space vacated.
4. **EXHIBIT SPACES:** The dimensions of the booths are described on the Application/Contract.
5. **INSTALLATION AND OPERATION OF EXHIBITS:** Enforcement and interpretation of the following rules and regulations are those of the MIDWEST SECTION OF AOACI Exhibit Committee.
   a. Exhibits may be set up and dismantled at the following times:

Monday, June 7, 2010	**8:00 a.m. to 5:30 p.m.**	**Exhibit Set-up**
Wednesday, June 9, 2010	**1:30 p.m. to 4:00 p.m.**	**Exhibit Dismantled**

   b. Show hours are as follows:

Monday, June 8, 2009	**6:00 p.m. to 9:00 p.m.**
Tuesday, June 9, 2009	**11:00 a.m. to 2:00 p.m.**
Wednesday, June 10, 2009	**11:00 a.m. to 2:00 p.m.**

      Exhibitors are permitted to open during breakfast.
   c. Exhibitors will not be permitted to dismantle their exhibits until the Exposition is officially closed. All storage and handling charges for failure to remove exhibit material from the convention floor at the conclusion of the move-out period shall be the responsibility of the exhibiting company.
   d. The exhibitor agrees to make no claims; for any reason whatsoever, against the MIDWEST SECTION OF AOACI conference sponsors or other contractors for loss, theft, damage, or destruction of goods; or for any injury to him/herself or employees.
6. **SECURITY/LIABILITIES INSURANCE:**
   a. Neither will MIDWEST SECTION OF AOACI, their official service contractor, the exhibit facility, their members, nor the representatives and/or employees thereof be responsible for injury, loss, or damage that may occur in the exhibitor, or subsequent to the period covered by this application/contract.
   b. MIDWEST SECTION OF AOACI, its agents and employees, will not be liable for failure to hold the Exposition as scheduled. Payment for exhibit space will be returned in that event except any actual expenses incurred in connection with the Exposition will be deducted if the Exposition is called off 30 days or less prior to the opening date because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law, or regulation, or public authority, which make it impossible or impractical to hold the Exposition.
   c. Exhibitors agree to maintain such insurance which will fully protect and hold harmless the Exposition Management and the exposition facility from any and all claims of any nature whatsoever, including claims under the Workmen's Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of the exhibitors display.
   d. Damage to inadequately packed property is the exhibitors own responsibility.
   e. Damage to the facility housing the Exposition, caused or done by the exhibitor, shall be replaced or repaired by the exhibitor. Additionally, the exhibitor agrees to protect, save, and hold harmless, MIDWEST SECTION OF AOACI, and the meeting facility, of and from all loss, liability, and/or damage whatsoever, caused to the facility housing the Exposition, or any part thereof, directly or indirectly.
   f. Exhibitors are advised to add on to their existing insurance a portal-to-portal rider, protecting them against the loss/damage to their materials by fire, theft, accident, etc., and the exhibitors hereby acknowledge that should such loss/damage occur, it is not the responsibility of the MIDWEST SECTION OF AOACI or the exposition facility, or any or their vendors, contractors, subcontractors, or other agents

FOR USE BY MWAOACI ONLY

Space(s) Assigned: **Accepted by MWAOACI:**	**Total Charges for Booth(s) Assigned:**_____ **Date:**_____ **Amount:**_____ **Refreshment Sponsor:**_____