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# General Rules & Regulations

The following contract conditions, rules, and regulations are part of the MANA Exhibit Space and Sponsorship Application and Contract. Please read carefully before signing the application. After completing the Application and Contract, please give a copy of these rules and regulations to the person(s) responsible for the construction of your exhibit, or creation of your advertisement or sponsorship materials.

**Application/Contract and Payment of Fees:** Rates are as listed in the Application and Contract. Applications will neither be processed nor space or opportunities assigned or confirmed without the required payments and signatures. All applications must be accompanied by payment of the total charges. Receipt of payment does not oblige MANA to accept a contract as binding; the Exhibit Chair retains the option of returning funds.

**Assignment of Space/Opportunities:** Space will be assigned and opportunities awarded on a first-come, first served basis. Every effort will be made to accommodate requests. The Exhibit Chair reserves the right to make such changes to the exhibit hall floor plan as may be deemed necessary.

**Cancellation:** Cancellations must be addressed in writing to exhibits@mana.org. Refunds, less an administrative fee of \$100 or 10% of fees (whichever is greater), will be made General Rules & Regulations at MANA's discretion, but no refund will be given for any cancellation made after September 21, 2018. In case of fire, the elements, or any other causes beyond management's control that prevent the holding of the conference, this contract will not be binding.

**Selection of Exhibitors/Sponsors:** MANA reserves the right to refuse sponsorships, advertisements, or exhibits from certain entities, or to decline or prohibit any exhibit or promotional item which in its judgment is inappropriate, this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

**Advance Approval Required for Promotional Materials:** All items must be submitted for approval by September 21, 2018. Acceptance of exhibit/sponsorship does not constitute endorsement of the products, services, or mission of the *exhibitor/sponsor by MANA. Exhibitors and sponsors may not use the MANA name or logo without express written permission.*

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# Exhibit Rules & Regulations

The following contract conditions, rules, and regulations are part of the Midwives Alliance Exhibit Space and Sponsorship Application and Contract. Please read carefully before signing the application. After completing the Application and Contract, please give a copy of these rules and regulations to the person(s) responsible for the construction of your exhibit, or creation of your advertisement or sponsorship materials.

**1. Exhibit(s):** MANA will provide the following to each exhibitor:

- One 6' skirted table
- Two chairs
- 2 Exhibit Hall Only passes
- Company listing in Conference Program Book

- Inclusion on the conference website exhibits page (payment must be received by September 21)
  - Discounted inclusion of one promotional item (flyer or pamphlet) in the attendee bags, pre-approval required
- 2. Set Up/Break Down:** All exhibit setup must be complete by Thursday, October 11 at 6:00 p.m. Dismantling may be done during specified tear down hours, and must be complete by Sunday, October 14 at 7 p.m. Any exhibitor that dismantles its exhibit outside of tear down hours without prior approval may be prohibited from exhibiting at future conferences.

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## Exhibit Rules & Regulations, continued

3. **Exhibitor Onsite Registration:** Exhibitors must register at the registration desk on Thursday, October 11, between 2:00 - 6:00 p.m. Exhibitors will be given badges that must be worn at all times.
4. **Security:** The exhibit hall will be locked during overnight hours, but open during the day. Exhibitors are solely responsible for their own exhibit material and should insure exhibit and materials against loss or damage.
5. **Use of Space:** Exhibitors shall not assign, share, or sublet any space without written consent of MANA. Care must be taken that no display extend beyond the dimensions of the exhibit space, or interfere with the view of other exhibitors. Loud sound produced from the operation of any equipment or apparatus is not permitted, nor is the playing of music of any kind.
6. **Liability:** MANA and the Hotel will not be responsible for the safety of the property of the exhibitors from theft, fire, damages, accident, or other causes. Exhibitors agree to protect, save, and hold MANA and the Hotel and all agents and employees thereof (hereinafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitors, and further, exhibitors shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability, or expense arising from or out of or by any reason of any accident of bodily injury or other occurrence to any person or persons, including the exhibitors, their agents, employees and business invitees which arises from or out of or by reason of said exhibitors' occupancy and use of the exhibition premises or a part thereof.
7. **Exhibitor shall be fully responsible to pay for any and all damages** to property, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.
8. **Safety Regulation:** Exhibitors must adhere to all municipal, state, and federal laws, rules, and regulations. No combustible decorations may be used at any time: all drapes, table coverings, and other materials must comply with fire department regulations.
9. **Failure to Occupy Space:** Exhibitors, as specified in these rules and regulations, will forfeit space not occupied by the close of the exhibit setup period. This space may be resold, reassigned, or used by MANA. There will be no refund for space not occupied.
10. **Show Cancellation:** If the conference or exhibit is cancelled due to circumstances beyond the control of MANA, MANA will not be held liable for any expenses incurred by exhibitors (beyond the rental cost of the exhibit space) that may be recoverable from third-party vendors at the time of such cancellation.
11. **Sales/Giveaways:** Sales and giveaway items from exhibits are permitted. Exhibitors are responsible for collecting taxes, obtaining any necessary licenses, and filing appropriate forms.
12. **Americans with Disabilities Act:** Exhibitors shall be responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold MANA harmless from any consequences of their failure in this regard.