

2010 Exhibit Space Application/Contract

Maple Flooring Manufacturers Association

March 11-13, 2010 • Hilton Sandestin Beach Golf Resort & Spa • Destin, Florida

Maple Flooring
Manufacturers Association



Please Note: Your company must be a current member in good standing of MFMA in order to exhibit at the MFMA 2010 Conference.

List name or company/organization and division, if any, and correct mailing address.

(Please print or type)

Name

Company/Organization

Mailing Address

City State Zip Code

Phone Fax

E-mail

Space confirmation, exhibitor service manual and other information should be mailed to:

Name

Company/Organization

Mailing Address

City State Zip Code

Phone Fax

E-mail

Choice of space locations (list all booth numbers):

1st Choice 2nd Choice

3rd Choice 4th Choice

5th Choice

Do not assign near (list companies)

**Exhibit fee:
\$1,700 per 8' x 10' booth**

Fees include:

- Draped backdrop and siderails
- General Security
- Final registration list
- One Complimentary conference registration per booth purchased
- Company identification sign
- Aisle cleaning
- Mailing labels of conference attendees
- One 6' x 2' skirted table and two chairs

The undersigned hereby authorizes MFMA to reserve exhibit space for use by the above company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on the reverse side of this contract, and to all conditions under which exhibit space is leased to MFMA. The undersigned acknowledges that space assignments shall be acceptable unless MFMA is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

Authorized Signature Date

Name (print or type) Title (print or type)

Payment

Attach your exhibit fee to reserve a booth(s) and/or sponsorship fee for MFMA's 2010 Conference. Please make check payable to Maple Flooring Manufacturers Association in U.S. Funds.

Exhibit Fee (includes 1 complimentary registration):

_____ \$1,700 per 8' x 10' booth **Subtotal: \$** _____

Additional Booth Personnel:

\$300 registration fee per person (Registration forms for these individuals will be mailed with exhibit confirmation packet)

_____ Number of additional attendees **Subtotal: \$** _____

Choice of Sponsorship Opportunities

- _____ MFMA Conference Sport Bag - \$3,000
- _____ MFMA Keynote Speaker - \$3,000
- _____ Opening Reception - \$1,000
- _____ Sunset Reception - \$1,000
- _____ Evening Reception - \$1,000
- _____ Golf Balls - \$1,500
- _____ Golf Lunch - \$1,500
- _____ T-Shirts - \$1,500
- _____ Breakfast - \$500
- _____ Refreshment Break - \$500
- _____ Accredited Installer Exam - \$500

MFMA staff will contact you to confirm your sponsorship. Conference sponsorships are on a first-come, first-served basis.

Total Payment Enclosed: \$ _____

MFMA's taxpayer ID number is 36-2158171

**Cancellations must be in writing and post marked on or before February 3, 2010 in order to receive a refund, minus \$500 cancellation fee. No full refunds will be given after February 3, 2010.*

Mail one copy of this contract with check to:

Madhuri Carson
MFMA 2010 Conference
111 Deer Lake Rd., Suite 100
Deerfield, IL 60015
Tel: +1-888-480-9138
Fax: +1-847-480-9282

For Office Use Only

Booth(s) Assigned Payment Received

Total Fee \$ Exhibitor Manual Mailed

Exhibit Rules and Regulations

Maple Flooring Manufacturers Association

March 11–13, 2010

Hilton Sandestin Beach Golf Resort & Spa

Destin, Florida



Maple Flooring
Manufacturers Association

1. ACCEPTABILITY OF EXHIBIT: The Management reserves the right to determine the eligibility of any company, product or display for inclusion in the exhibit. Exhibiting representatives must list their participating principals as the exhibitors of record. The Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his/her representatives, with or without giving cause.

Exhibitor agrees that this exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein set forth. Management reserves the right to reject, eject or prohibit any exhibit in whole in part or exhibitor or his/her representatives upon the Management's determination that the same is not in accordance with these Rules and Regulations.

2. APPLICATION FOR SPACE: Application for space shall be made in writing on the official application form.

3. ASSIGNMENT OF SPACE: Exhibit space is assigned on a first-come, first-served basis. MFMA will attempt to honor all requests for exhibit space. Notwithstanding the above, MFMA reserves the right to change location assignments at any time, as it may in its sole discrimination deem necessary.

4. PAYMENT: Full payment is required with the contract.

5. CANCELLATION: Cancellation of this contract will be accepted only at the sole discretion of MFMA. Upon such acceptance, MFMA shall have the right to retain as liquidated damages and not as a penalty all amounts then paid by Exhibitor (and due from him) up to the time of cancellation pursuant to the "payment" section of this contract for exhibition space.

6. FAILURE TO OCCUPY SPACE: Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor, and this space may be resold, reassigned, or used by Exhibit Management. If the exhibit is on hand, Exhibit Management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

7. EXHIBIT FEE: \$1,700 per 8' x 10' booth. The booth fee includes:

- | | |
|---|--|
| ■ Draped backdrop and siderails | ■ Company identification sign |
| ■ General Security | ■ Aisle cleaning |
| ■ Final registration list | ■ Mailing labels of conference attendees |
| ■ One Complimentary conference registration per booth purchased | ■ One 6' x 2' skirted table and two chairs |

8. FLOOR PLAN: All dimensions and locations shown on the official floor plan are believed to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

9. CANCELLATION OF CONFERENCE AND EXHIBITION: If MFMA should be prevented from holding the Exhibition by reason of any cause beyond its control (such as, but not limited to damage to buildings, riots, labor disputes, acts of government or acts of God) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then MFMA has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.

10. RESTRICTIONS ON USE OF SPACE: No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of MFMA. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation or distribution of promotional material. Exhibits, signs and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with Exhibit Management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the Exhibition.

11. CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No side wall higher than 36 inches may extend more than 4 feet from the back wall of the booth. Nothing shall be displayed higher than the back wall of the booth (8 feet high). No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use other than standard booth equipment, signs, or materials that in any way conflict with regulations must submit two (2) copies of a detailed sketch of the proposed layout at least 45 days prior to the Exhibition, and must receive written approval from Exhibit Management.

12. CARE OF EXHIBITS: Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the Exhibitor. [All Exhibitors must conform with the prevailing regulations as established by the Destin, Florida fire department. All electrical wiring must conform to the City of Destin Code.]

13. FIRE REGULATIONS: No combustible decoration, such as crepe paper, cardboard or corrugated paper, shall be used at any time. All packaging containers, excelsior, wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silk or any other decoration must stand a flameproof test as prescribed by the fire ordinance of Destin. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted without the permission of the Fire Prevention Bureau.

14. INSURANCE: Exhibitor assumes entire responsibility and hereby agrees to indemnify and defend MFMA and the Hilton Sandestin Beach Golf Resort & Spa and its employees and agents harmless against all claims, losses and damages to persons or property, government charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the city of Destin, its employees and agents. In addition, Exhibitor acknowledges that MFMA and the city of Destin does not maintain insurance covering Exhibitor's property and that is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

15. SECURITY: Peripheral security guard service is provided by Exhibit Management. However, it is the responsibility of each Exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display, even temporarily.

16. UNIONS AND CONTRACTORS: It is mutually agreed that it is the duty and responsibility of each Exhibitor to install his/her exhibit before the opening of the Exhibition and to dismantle his/her exhibit immediately after the close of the Exhibition. All property is to be shipped to and from by each Exhibitor. All work in connection with exhibit erection and dismantle is to be performed by Union Personnel carrying the appropriate union card. Carpenters, painters, electricians, plumbers and other skilled labor, as well as common labor and porters, will be arranged by the Exhibit Management at established rates.

17. COMPLIANCE: Each Exhibitor agrees to abide and comply with the Rules and Regulations including any amendments that Exhibit Management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duty authorized local, state and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators and/or owners of the property where the exhibition is held.

18. RESPONSIBILITY: The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment and other property brought upon the exhibit premises, and shall indemnify, defend and hold harmless the exhibit facility, its owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims.

19. COPYRIGHTED MUSIC: The Exhibitor assumes the entire responsibility for obtaining any necessary license agreements for the use of any copyrighted music in Exhibitor's booth space during the show.

20. ALCOHOLIC BEVERAGES: Serving of alcoholic beverages during the Exhibition is permitted only through exhibit facility's licensed staff and service.