

Midwest Economics Association
Annual Meeting Exhibit Days, March 23-24, 2018
Hilton Orrington, Evanston, IL

EXHIBIT TABLES

Table-tops include a 6 foot draped table and two chairs.

Rates

Table-top	\$ 300
Additional tables	\$ 150

FOCUS GROUPS, PROGRAM SESSIONS

Exhibitors may host focus groups and sponsor hospitality suites. However, we would hope these events would not compete with association events but enhance the program. Please check with Jeanette Copeman at the MEA office before scheduling.

EXHIBIT HOURS

Exhibits are to be in place and open during the meetings on the following schedule:

Friday, March 23: 8:00 a.m. – 5:00 p.m.

Saturday, March 24: 8:00 a.m. – 3:00 p.m.

Tables will be accessible to exhibitors for set up from 5:00 p.m.-7:00 p.m. on Thursday, March 22 or Friday, March 23, 7:30 a.m.-8:00 a.m. Packing and removal may start **no earlier** than 3:00 p.m. on Saturday, March 24, and all exhibits must be removed from the hotel by 8:00 p.m.

CONTRACT

As payment for rental space, we enclose our remittance of _____. We understand that this payment is exclusive of any other charges that may be incurred in arranging for the exhibits, such as shipment and storage charges, and fees for set-up and dismantling of exhibits, etc.

Name _____

Signature _____ Date _____

Company Name _____

Address _____

City, State, Zip _____

Phone _____ - _____ - _____

E-mail _____

Make check payable to the Midwest Economics Association and mail to:
Keith Brouhle, Grinnell College, 1210 Park Street, Grinnell, IA 50112
MasterCard and Visa payments available on-line.

Send form via e-mail to MEA@grinnell.edu.

Midwest Economics Association

DETAILS OF CONTRACT FOR EXHIBIT SPACE

ASSIGNMENT OF SPACE

Exhibit space will be assigned in the order in which the applications are received. If more than one table is desired, it should be clearly stated in the application. Applications and inquiries should be directed to: Midwest Economics Association, MEA@grinnell.edu

CANCELLATION

If an exhibitor cancels participation on or after March 1, 2018, or if the exhibitor fails to occupy space contracted for, the Midwest Economics Association is entitled to the full amount of the rental payment. Any cancellation prior to that date will be allowed a refund of eighty percent (80%) of the contract amount. If the table space is not occupied by 10:00 a.m., Friday, March 23, the Association shall have the right to use such space as it sees fit to eliminate blank spaces in the exhibit area.

INSTALLATION AND REMOVAL

Exhibits are to be in place and open during the meetings on the following schedule:

Friday, March 23: 8:00 a.m. – 5:00 p.m.

Saturday, March 24: 8:00 a.m. – 3:00 p.m.

Booths will be accessible to exhibitors for set up from 5:00 p.m.-7:00 p.m. on Thursday, March 22, or Friday morning before 8:00 a.m. Packing and removal may start **no earlier than 3:00 p.m.** on Saturday, March 24, and all exhibits must be removed from the hotel by 8:00 p.m.

It is *extremely important* for the exhibitor to *have all orders for carpenters, decorators (and decorating items), and electricians mailed in sufficiently ahead of time to avoid incurring late charges.*

STANDARD EQUIPMENT

Companies will be supplied a draped table and two chairs. Additional tables, chairs, electricity, etc will need to be ordered from the hotel either directly or through the MEA.

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, focus groups and sponsor hospitality suites through the hotel's catering office. However, we would hope these events would not compete with association events by enhance the program. Please check with the MEA office before scheduling such an event.

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 MEA, 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 neither the MEA, 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 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.

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

M. Jeanette Copeman, Managing Secretary
MEA@grinnell.edu