Lodging
When reserving lodging, please use the Hotel at Old Town link at www.mcmla.org/meetings/2010

Rules
These rules and regulations governing the exhibits under the auspices of the Midcontinental Chapter are part of the agreement with MCMLA for exhibit space.

Purpose
The exhibit program is aimed at reinforcing the relationship between exhibitors and the members of the Midcontinental Chapter.

Exhibit Space Location
Space is limited and will be allocated based on applications and payment received by June 15, 2010. The Midcontinental Chapter cannot guarantee that space will still be available for late submissions.

Cancellation/Failure to Occupy
In the event an exhibitor cancels participation, there is no refund.

Use of Space
Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear. Safety and fire exits and equipment must be left accessible and in full view at all times.

Liability
It is mutually agreed that the Midcontinental Chapter shall not be liable to an exhibitor for any damage to or loss or destruction of an exhibit or the property of an exhibitor or injuries to his/her person resulting from any cause. All claims for any such loss, damage, or injury are expressly waived by the exhibitor. The Exhibitor understands that neither the Group nor the Hotel maintain insurance covering the Exhibitor’s property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

Security
The Midcontinental Chapter or any member thereof will not be responsible for the safety of the property or the exhibitor from any cause.

Restrictions
The Midcontinental Conference Program Committee reserves the right to prohibit any display or exhibit or any part of a proposed exhibit or any Sunrise Seminar topic which it judges unsuitable.

Noise
Public address, sound-producing, and amplifying devices that project sounds (i.e., music, singing) beyond the exhibitor’s space are prohibited.

Food
Exhibitors may dispense bite-sized snacks/candy from their exhibit. Sponsored or co-sponsored food will be set in areas designated in the conference program.

Prizes
Exhibitors are encouraged to participate in a prize drawing to be held at 3:00 pm on Friday, October 8 in the Exhibit Area.

Shipping/Storage
Specific questions regarding shipping and storage should be directed to Sue Fleming, Co-Chair MCMLA 2010, Via Christi Libraries, 929 N. St. Francis, Wichita, KS 67214. 316.268.5982. Be sure to label all packages “MCMLA 2010”. Please try to ship no earlier than one week before the Event as storage space is limited. The exhibitor agrees to ship all articles to be exhibited at his/her own risk and expense.

Setup and Removal of Exhibits
Exhibit area will be open by 7am on Friday, October 8. Exhibits should be set up before exhibit open at 10:30 am. Exhibits close at 4:00 pm and should be dismantled directly thereafter.

Exhibit Hours
Exhibitors are encouraged to attend the opening Reception, Thursday evening, October 7 from 5:00 to 8:00 pm. Exhibits will be open Friday, October 8 from 10:30 am to 4:00 pm. The Friday “Lunch with the Exhibitors” allows each vendor 3 minutes to introduce themselves and the product they represent.

Rights of Trade Show Management
Should any emergency, of any nature (destruction or damage to the exhibit area by fire, wind storm, strikes, acts of God, etc., or a declaration of any emergency by the Government), arise prior to the opening show date which would prevent its scheduled opening, it is expressly agreed that the Midcontinental Chapter may retain as much of the payment for exhibit space as is necessary to cover the expenses incurred by the Midcontinental Chapter up to the time of such emergency. All points not covered by these rules are subject to the judgment of the Planning Committee.