



MARYLAND STATE PEST CONTROL ASSOCIATION

MSPCA Exhibitor Rules & Regulations

Table Top Program, available for Supplier, Service Provider or Manufacturer Members and Non-Members

- 1. Assignment of Space:** Assignment of exhibit table tops will be made on a first-come, first-served basis. Space is limited. MSPCA reserves the right of final decision and the right to amend floor plans to relocate table tops as necessary.
- 2. Payment for Space:** Total payment for the exhibitor table top fees must be paid prior to the program date and cannot be processed without the individual Conference attendee registration form for at least one person responsible for monitoring the table top. In the event of withdrawal by January 23, 2019, all fees paid for exhibit space will be returned to the Exhibitor. Exhibitors who withdraw after January 23, 2019 will not receive a refund. Fee for a 6'x 30" skirted table is \$450.00. An adjoining 6'x 30" skirted table can be purchased for \$50.00.
- 3. Liability:** Neither MSPCA nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will MSPCA be liable for lost profits or other incidental or consequential damages. MSPCA shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God or any other cause beyond its control. The rights of MSPCA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of MSPCA.
- 4. Security and Insurance:** Exhibitor is solely responsible for its own materials and those wishing to insure their goods must do so at their own expense.
- 5. Responsibility of the Exhibitors:** The Exhibitor is responsible for damage to hotel/convention property. No signs or other articles may be attached to walls, doors, etc. in such a manner as to deface or damage them. Exhibitors must be self-contained within the table top areas assigned, and no chairs, furniture or exhibit materials are to be placed outside the table top area, or set up in such a manner as to block other table tops or any fire exits.
- 6. Exhibit Table Tops & Displays:** Exhibitors will be provided with a standard 6'x 30" skirted table for each purchased space and a table top identification sign. Exhibits are restricted to a maximum height of twelve (12) feet. Exhibitors may use their table top area to display whatever company literature, signage, products, samples, giveaways or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the exhibit table top, including space for exhibiting employees. Electrical services may be ordered by each exhibitor directly from the Hotel. Exhibits may not contain any hazardous materials and may not produce noise levels that would be intrusive to other table tops.
- 7. Table Top Staff:** Exhibit table tops may be staffed by any number of full-time company employees (one minimum required), and/or manufacturer representatives or agents retained by the member company, who have each registered as paying delegates to the Conference. Attending manufacturer reps or agents must be solely attendant to the company which registered their attendance and may not work the convention or the exhibit floor independently. Exhibitors must limit the number of staff working the table top at any one time, to avoid congestion in the exhibit hall aisles. No exhibit staff may block passage within the aisles or take space outside the designated table top area. The Exhibitor fee includes one (1) convention attendee. Additional exhibitor attendees can be registered for \$50.00 per person.
- 8. Move-in, Move-out:** Exhibitors may move materials into their table tops beginning at 4:00 pm on Tuesday, January 29th. All exhibit materials must be removed from the exhibit area no later than 5:00 pm on Thursday, January 31st.
- 9. Shipping Services and Exhibit Support:** Exhibitors are encouraged to use hotel for assistance with in-bound and out-bound materials shipping. MSPCS will not accept direct inbound shipments from exhibitors. No materials will be handled for packing or outbound shipping by any MSPCS representative or by the hotel or conference center. All materials remaining in the exhibit area after the conclusion of the exhibit program will be considered trash and will be disposed of appropriately.
- 10. Agreement on Conditions:** Each Exhibitor, for himself and his employees, agrees to abide by these conditions and by subsequent amendments and additions thereto; it being understood and agreed that the sole control of the Supplier

Showcase program and exhibit area rests with The FPDA Motion and Control Network and The International Sealing Distribution Association.