

MAR 2012 Convention & Expo Rules, Regulations, and General Information



Exhibit Size Standard booths will be configured and sold in increments of 100 square feet (10' x 10').

Exhibit Booth Price Standard booths - \$875; Premium booths - \$975. Carpet, a draped back wall, draped side panels, eight foot draped table, two chairs, and waste receptacle are included with the booth fee.

Application Reservations for booth space at the Michigan Association of REALTORS® (MAR) Convention & Expo must be made on the appropriate contract form, accompanied with a 50% deposit of booth fee. The MAR reserves the absolute right to decline any application for space, for any reason. No booth assignment will be confirmed until the application form and deposit have been received.

Deposits and Payments A 50% deposit must accompany the application for exhibit space. No space will be assigned without a deposit. Exhibit fee must be paid in full by August 31, 2012. Your credit card will be charged for any balance remaining after August 31, 2012. Failure to remit full payment by this deadline may result in cancellation and reselling of space. In no event will an exhibitor be allowed to set up their booth at the show prior to payment of their fee. Applications will be accepted up until September with full pre-payment of booth.

Exhibit Space Floor Plan Every effort will be made to maintain the general configuration of the floor plan for this Expo. However, the MAR reserves the right to modify the plan if necessary, as determined solely by the MAR.

Show Colors Draping, table skirting and backdrops are chosen by the MAR and may not be altered in any way.

Installation of Exhibits Installation of exhibits will be on Wednesday, October 3, 2012. Consult MAR Convention Web site for set up times.

Dismantling and Removal of Exhibits The dismantle period will be published on the MAR website and communicated to vendors in advance of the show. **In no case will dismantling be allowed before the published designated time.** If an exhibitor violates this regulation, it may lose priority placement for future booth assignments or may be denied exhibit space in future expos. In addition, a \$100 fine may be imposed due to early dismantling of booth.

Exhibit Staffing Three (3) complimentary, non-transferable, exhibitor registrations will be provided with each booth sale. These representatives should pre-register prior to the show. All other company attendees must register and pay the appropriate registration fees for expo attendance. All exhibitors must wear badges at all times. Badges are the property of MAR and are not transferable.

Care of Booths/Facility No signs or other articles may be posted, nailed, or otherwise attached to any of the walls, pillars, doors, draping, or other parts of the booth or building facility. No attachments may be made to the floors by nails, screws, or other devices. Damages to booth area or facility arising by failure to observe this rule shall be paid by the exhibitor.

Unacceptable Exhibits The exhibitor agrees not to utilize any displays which MAR determines, in its absolute discretion, would endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the MAR to criticism or legal liability. Exhibits must not obstruct the view or interfere with the exhibit of others. The Association reserves the right to reject or terminate exhibit privileges of any exhibitor due to conduct of personnel, method of operation, materials, or for other causes which the Association believes is not compatible with the purpose of the show.

Electrical Electrical wiring must conform to the National Electrical Code Safety Rules.

Booth and Promotion Activities Music may not be played in any form without the proper license of copyrighted music. Loud speakers, radios, television sets, sound producing movies, or operation of any machinery which may prove objectionable to other exhibitors because of noise, odor or other disagreeable features, will not be permitted.

Demonstrations and all other activities must be confined to the limits of the exhibitor's booth. Giveaways, magazines, merchandise, and souvenirs may be distributed only within the exhibitor's booth. Exhibitors may not leave merchandise or printed material in the event registration area, lounges, meeting rooms, or other facilities in the convention center.

Advertising materials, signs of firms other than those who have reserved space, are prohibited. Canvassing, solicitation of business except by exhibiting firms, is prohibited.

All food and beverage items must be approved by the expo facility. A fee may be assessed for the items.

Exhibitor may not hold social functions during official exhibit hours. Exhibitors may not host or sponsor any event off the show floor that attracts buyers during exhibit hours.

The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment, or materials from other firms other than their own in the exhibit space without written consent of MAR.

Unethical conduct or infraction of rules on the part of any exhibitor or its representatives, or both, will subject the exhibitor or its representatives to dismissal from the exhibit hall, in which event it is agreed no refund shall be made by MAR and that no demand for redress will be made by the exhibitor or its representatives.

Liability Space is provided with the understanding that the exhibitor will indemnify and hold MAR harmless from any claims, damages, or disputes, including reasonable attorney fees and costs incurred by MAR, arising from the exhibitor's activities prior to, during, and after the exhibition.

The exhibitor must carry full insurance for the entire duration of the show, including move-in and move-out. The exhibitor shall provide proof of insurance to the MAR upon request.

Each exhibitor is charged with the knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and sole responsibility is that of the exhibitor.

The exhibit company, exhibit representative, or agent shall be held jointly, and severely responsible from any and all debts incurred for all exhibit costs, fees or charges.

The MAR will not be liable for any failure to provide exhibit space if such failure is due to any of the following causes: by reason of the building being destroyed or damaged by fire or other casualty, acts of God, strikes, force majeure, or for any other cause beyond MAR's control.

Security Adequate and reasonable security service will be provided when the exhibit hall is closed. Neither the management of the expo facility nor the MAR shall be liable for damage, loss, or destruction to the exhibits or exhibitors' property by reason of fire, theft, accident, or other destructive causes. Each Exhibitor is responsible for insuring exhibits and exhibit contents, supplies, and equipment. Exhibitors will be allowed entrance to the exhibit hall prior to the hall being opened and must leave the hall immediately upon closing of the show.

Prize Drawings Exhibitors may conduct prize drawings from their booths to increase booth traffic or to collect business contact information. Exhibitors are responsible for managing their own drawings. Winners can be announced from the expo floor during the last hour of the closing reception. Consult the on-site welcome packet for prize drawing announcement procedures. MAR is not responsible for notifying winners or delivering prizes.

Additional Services All other services are available to exhibitors at additional cost through the official exhibit services contractor(s). An information packet and services order form will be provided to all exhibitors for such items as additional tables, chairs, spotlights, telephone service, internet connection, etc. Charges for additional services shall be payable to the service contractor by the exhibitors.

Cancellations and Refunds Cancellations must be made in writing to MAR. A cancellation fee of \$100.00 per booth will be charged to an exhibitor who cancels its contract prior to June 30, 2012. Cancellations from July 1, 2012 thru August 31, 2012 will forfeit the deposit. Cancellation after August 31, 2012, obligates the exhibitor to full payment of the booth. Cancellations shall be deemed effective on the date written notice is received by MAR.

Miscellaneous The exhibitor expressly agrees to be bound by all the terms, conditions and specifications herein listed and by the Rules, Regulations and General Information established by MAR and as from time to time thereafter modified, and expressly agrees that this contract and such rules and regulations contain the entire agreement between the parties hereto and supersedes any prior agreement, written or oral. This contract shall be interpreted under the laws of the United States and the State of Michigan.

Reservation of Right to Make Changes Any matters not specifically covered herein are subject to decision by the MAR. MAR reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such change.

EXHIBITOR AGREEMENT	
We agree to abide by all rules, regulations and general information provided with this contract, or as otherwise provided in writing by MAR. We also agree to accept booth or facility relocation should it become necessary for causes beyond the control of MAR or advisable in the best judgment of MAR.	
Signature _____	Date _____