2020 EXHIBIT SPACE & SPONSORSHIP APPLICATION/CONTRACT
MFMA 2020 CONFERENCE
February 27 – 29, 2020
Intercontinental San Juan
San Juan, PR USA

Exhibitor Correspondence
Space confirmation and other information should be mailed to:
Please print or type

CONTACT NAME

COMPANY NAME

STREET ADDRESS

CITY, STATE/PROVINCE

ZIP/POSTAL CODE, COUNTRY

PHONE

EMAIL

WEBSITE

The undersigned hereby authorizes the Maple Flooring Manufacturers Association to reserve exhibit space for use by the above company or organization. As an exhibitor, the undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations printed on page two 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.

SIGNATURE DATE

NAME (PRINT OR TYPE)

*Cancellations must be in writing and post marked on or before January 17, 2020 in order to receive a refund, minus $500 cancellation fee. No refunds will be given after January 17, 2020.

Exhibit Space and Sponsorship Options

<table>
<thead>
<tr>
<th>PRICE PER EXHIBIT (10’ x 10’)</th>
<th>$2,100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF EXHIBITS ORDERED</td>
<td>_________</td>
</tr>
<tr>
<td>EXHIBIT SUBTOTAL</td>
<td>$_________</td>
</tr>
<tr>
<td>CHOICE OF EXHIBIT SPACE LOCATIONS (INDICATE 3 CHOICES)</td>
<td>1. __________ 2. __________ 3. __________</td>
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</tbody>
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DO NOT ASSIGN BOOTH NEXT TO THE FOLLOWING COMPANIES:

______________________________

SPONSORSHIP FEE (IF APPLICABLE) $_________

SPONSORSHIP DESCRIPTION

______________________________

GRAND TOTAL ENCLOSED $_________

Send a copy of this contract with payment to:
MFMA Exhibits
1425 Tri State Parkway, Suite 110
Gurnee, IL 60031 USA
Dir: +1-847-450-0050
dheney@maplefloor.org

Payment

MFMA’s Taxpayer/ID number is 36-2158171.

CHECK NUMBER _________ (PAYABLE TO MAPLE FLOORING MANUFACTURERS ASSOCIATION IN U.S. FUNDS)

☐ VISA ☐ MASTERCARD ☐ DISCOVER

NAME ON CREDIT CARD

SIGNATURE

ACCOUNT NUMBER

EXPIRATION DATE
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 this participation in 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 discretion 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: $2,100 per 10’ x 10’ booth. The booth fee includes:
   - Company identification sign
   - Backwall (8’ high) and side-rail (3’ high) fabric drapes
   - General area security service (excluding individual booths)
   - Final attendee registration list (mailing labels of conference attendees in excel format approved for one-time use)
   - One complimentary conference registration per booth purchased

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 Exhibit for any 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. All use of promotional gummed stickers or labels is strictly prohibited. Anything in construction 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 to the prevailing regulations as established by the San Juan fire department. All electrical wiring must conform to the Puerto Rico 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 San Juan. 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: All exhibiting companies are required to provide proof of commercial general liability insurance (no less than $1,000,000 per occurrence) and include MFMA and the Intercontinental San Juan as additionally insured. A Certificate of Insurance must be provided to MFMA Headquarters no later than January 31, 2020. All insurance must be in effect during the Exposition and held by agrees to indemnify and defend MFMA and the Intercontinental San Juan 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 Catania, its employees and agents. In addition, Exhibitor acknowledges that MFMA and the City of Catania 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 each Exhibitor. All work in connection with exhibit erection or 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 agrees to indemnify and its employees and agents from any and 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 Catania, its employees and agents. In addition, Exhibitor acknowledges that MFMA and the City of Catania 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.

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