



2017 ANNUAL CONFERENCE

March 24-25, 2017

March 23, 2017 - Pre Conference Sessions

Suburban Collection Showplace

Novi, MI



Pure Michigan *Science*

Space Reservation:

(all fees must be submitted in U.S. currency only)

Commercial Booth

- 10' x 10' Booth - Single End Space _____ \$650
- 10' x 10' Booth - Single inside Space _____ \$575
- 10' x 20' Booth - Double (1 end/1 inside) Space _____ \$960
- 10' x 20' Booth - Double inside Spaces _____ \$865
- 10' x 20' Booth - Double End Spaces _____ \$1,150

Non-Profit Table

- Single 6' Nonprofit Table _____ \$250
- I would like _____ Nonprofit tables @ _____ \$250 each

Space Choice:

(Please choose one or two.)

Please indicate your first, second and third choices of exhibit space. Space will be assigned on a first come, first served basis. *If you wish to have a confirmed booth, please call the MSTA office for assignment.*

Choice #1: _____ Choice #2: _____ Choice #3: _____

- Contact me regarding flame, chemical, or hazardous displays.

Booth Sign:

One 7" by 44" sign free per booth. The following is the correct lettering of our company name, as it should appear.

Badges

Please list the names of your representatives who will need name badges (Limited to 2):

1. _____
2. _____

Each commercial or non-profit booth is allowed two (2) workers/associates badges per booth. Any additional workers/associates badges for commercial booths(s) will be required to pay \$25 per additional badge, and any additional workers/associates badges for non-profit booths(s) will be required to pay \$15 per additional badge.

Additional Badges:

I need _____ additional badge(s) on Friday @ \$25 per badge.

I need _____ additional badge(s) on Saturday @\$25 per badge

A food court will be available in the exhibit area where additional lunches may be purchased for these individuals.

Organization Description:

Please provide a brief (25 words) description of your organization. This description will be reproduced in the exhibit directory. MSTA reserves the right to edit copy.

Total:

Total Space costs = \$ _____
 + Additional Badges = \$ _____
 + Additional Lunches = \$ _____
 = Grand Total = \$ _____

Payment Information:

No Purchase Orders Accepted!

Firm Name of Lessee

Printed Name of Signer Title

Address

City State Zip

Phone Fax

*Email-All Communication: _____

*Email-Payment Confirmation: _____

MUST PROVIDE: For Confirmation and receipt - all subsequent communication

Note: Make checks payable to Michigan Science Teachers Association (MSTA) (Tax ID# 38-2320469). Mail to: MSTA Exhibits, 1390 Eisenhower Place, Ann Arbor, MI 48108

Rules and Regulations

Definition of Terminology - As used herein in reference to the MSTA Conference, the words "MSTA," "Conference," "Conference Management," "Exhibits Manager" and "Management" refer to the Michigan Science Teachers Association (MSTA), acting through its agents or its employees in the management of the conference and vendor Exhibition Premises; "Exhibitor" refers to those companies and corporations contracting for the MSTA exhibition; "Exhibition Premises" and "Hall" refer to The Suburban Showplace, Novi, Michigan; "Decorator" refers to the contracting/decorating company.

Contract for Space - Your signed official application for exhibit space will constitute a contract for the right to use space only when an acceptance is signed and returned by the Exhibits Manager. Payment in full is due with the application. All contracts are expressly made subject to the terms for the MSTA lease relating to the Exhibition Premises.

Cancellations - In the event of cancellation by the exhibitor at any time, or if the rental space is unoccupied on opening day, the Exhibits Manager shall have the right to retain the exhibit fee as liquidated damages. Exhibitors may not sublease, reassign or apportion a whole or any part of the space assigned. If a cancellation is requested, refunds will be done on the following scale:

- 1 to 30 days out from date of show – No refund
- 31 to 120 days out from date of show – 25% of booth fees paid will be refunded
- 121 to 180 days out from date of show – 50% of booth fees paid will be refunded
- 181 or more days out from date of show – The total cost of your booth fee will be refunded IF we are able to fill your space(s) that you were assigned. Otherwise the maximum amount refunded will be 75% of booth fees paid. (Date of show refers to March 24, 2017)

Space Assignment - In the assignment of booths, MSTA will assign space according to the postmark. In the absence of a legible postmark, the date received will apply. MSTA reserves the right to shift space assignment after the contract is signed if it is found necessary to do so. Space is leased with the understanding that the exhibitor will hold MSTA harmless from any and all liability, which may result from any cause whatsoever.

Booths and Decorations - The rental plan for space is as shown in this contract. Each booth has dimensions of 10' wide by 10' deep. The height of the back wall shall be 8' and side rails 3'. Educational/non-profit spaces are 6' tables without side rails. No construction in the exhibit space shall be in excess of 8' in height. Any construction in excess of 4' in height must be kept within 4' of the rear of the booth. Display boards and other tall exhibits shall not be placed in a manner, which will interfere with other exhibits.

Commercial Booth Furnishings - Each booth includes (A) a standard wall drape; (B) side rail drapes 3' high; (C) a standard 7" by 44" booth sign including Exhibitor name and booth number; (D) general illumination; (E) aisle cleaning service; (F) 24-hour guard service; (G) one 8' draped table; (H) two chairs; (I) two exhibitor name badges per booth; (J) and one wastebasket.

Booth Exclusions - The booth rental fee does not include such items as, settees, telephones or electrical service. All such materials are available on a rental basis. All costs related to the above listed booth exclusions are borne by the Exhibitor.

Shipping and Storage - The Suburban Showplace, does not provide space for storing Exhibitor equipment, and therefore will refuse receipt. Your official Exhibitor's Kit will be sent to you and includes shipping and drayage information.

Admission - Admission to the MSTA 2017 Conference will be by official MSTA name badge entitling the wearer to unlimited attendance. Each booth is entitled to two badges, which do not include meals or special Conference activities. Exhibitor personnel shall be limited to not more than two people per booth at any one time. Exhibitors and their representatives must wear these badges at all times while on the display floor. These badges are issued for the exhibitor's protection and identification. They are not transferable and must not be loaned or given to other persons; violators will be barred from the Exhibition Premises. The Exhibits Manager shall have sole control of admission policy at all times. After opening day, an Exhibitor will be permitted to enter the Exhibit Premises one-hour before the scheduled opening time. If for any reason an Exhibitor, or his/her representative, desires to enter the Exhibition Premises in advance of the prescribed time, or after closing hours, a written request specifying the reason and giving names of all persons who will enter the Exhibition Premises in accordance with such request, shall be presented to the Exhibits Manager for approval at least one month prior to the conference.

Rejection and Penalties - The Exhibits Manager reserves the rights to restrict, reject, or prohibit any exhibit in whole or part, which because of noise or for any other reason becomes objectionable, with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of rejection. If an Exhibitor is rejected because of a violation of these rules, or for any stated reason, no return of rental shall be made. The Exhibitor shall abide at all times by any and all regulations and requirements of the Suburban Showplace, with respect to the exhibits or any other matter connected herewith.

Advertising Matter - The Exhibits Manager reserves the right to refuse to permit distribution of souvenirs, advertising, printed matter or anything else considered objectionable. Distribution of allowed materials other than from within an exhibitor's space is forbidden. The Management must approve name signs or courtesy cards on any equipment loaned an Exhibitor. Prize drawings, raffles, or promotional contests that require any degree of physical skill by the contestants are prohibited. All promotional plans must be submitted to the Exhibits Manager at least one month prior to the start of the Conference, and unless approved, will be prohibited.

Solicitation of Business - Exhibitors will permit solicitation of business only. The commercial exhibitors permit (sales and order taking). Non-profit exhibitors may conduct on-site sales. The exhibitor shall be responsible for any state or local taxes that may be applicable. Sales receipts must accompany all merchandise sold and delivered on the Exhibition Premises.

Arrangement of Exhibits - Exhibitors must agree to arrange their exhibits so as not to obstruct the general view nor hide other exhibits. No partitions other than the side dividers provided by the Exhibits Decorator will be allowed unless specifically approved. The Exhibits Manager must approve large display signs but Exhibitors may use cards or signs of appropriate size on individual exhibits, and on partitions. Side dividers may not be removed.

Show Hours - The exhibit premises will be open as follows:

Friday, March 24 – 9:00 a.m. - 5:00 p.m.

Saturday, March 25 – 9:00 a.m. - 1:00 p.m.

These hours are subject to change; please refer to the Exhibitor's Kit for further information.

Installation of Exhibits – Booth space will be available for installation from 12:00 noon to 6:00 p.m. on Thursday, March 23, 2017. The installation of exhibits and removal of boxes and crating must be completed by 6:00 p.m., Thursday, March 23, 2017.

Dismantling – The Exhibitor agrees not to dismantle the booth or do any packing before 1:00 p.m., Saturday, March 25, 2017. Any Exhibitor who dismantles or starts packing before 1:00 p.m. on Saturday, March 25, 2017, may be subject to space priority for future conferences. The Exhibitor will also be exempt from the drawing for one complimentary booth. One commercial and one non-profit exhibitor are eligible to receive one complimentary booth at the next MSTA Annual Conference. Eligibility is determined by the conference committee and is selected at random from vendors who have not dismantled before 1:00 p.m. on Saturday, March 25, 2017.

Any material left on the floor after this time will be stored and charged at the prevailing rates; greater than average amounts of refuse (large crates, etc.) will be discarded with cartage rates charged to the exhibitor.

Noisy and Obnoxious Equipment - If the operation or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring Exhibitors and guests, it will be necessary to discontinue such operation. The Exhibitor agrees that radio, television, motion picture or other audio and visual aids will be operated in such a manner and place as to provide no inconvenience to other Exhibitors. Sound may be at a level to reach the immediate vicinity of the Exhibitor's area only and the Exhibits Manager reserves the right to prohibit the use of any equipment contravening these regulations.

Compliance with Fire Regulations - Fire-hose cabinets must be left accessible and be in full viewing at all times. Bottled gas or any other type of flame will not be permitted. Flammable and related materials which conflict with the underwriting of The Suburban Showplace or Fire Department rules must of necessity be excluded. The use of paper in any form for decoration is prohibited. All decorations, draperies, table covers, etc., must be flame proof. All materials and fluids, which are flammable, are to be kept in safety containers. All packing containers, excelsior and wrapping paper are to be removed from the floor and must be stored under tables or behind displays. THE EXHIBIT HALL IS A SMOKE-FREE ENVIRONMENT.

Insurance - In all cases, Exhibitors wishing to insure their goods must do so at their own expense. Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitors displays, equipment, or property brought upon the premises of The Suburban Showplace and agrees to indemnify, defend and hold harmless the Group, The Suburban Showplace and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of The Suburban Showplace premises excluding any liability caused by the negligence of the Group or The Suburban Showplace or its owner, servants, agents, and employees. The Exhibitor understands that neither the Group nor The Suburban Showplace maintains insurance covering the Exhibit's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

It is the Group's responsibility to adhere to local fire codes and have the proposed floor plan approved by the local fire Marshal. The Suburban Showplace requires receipt of the approved floor plan 30 days prior to the Show.

Exhibitors - "The exhibitor assumes the entire responsibility for losses, damage, and claims arising out of exhibitor's activities on The Suburban Showplace's premises and will indemnify, defend, and hold harmless The Suburban Showplace, its owner, and its management company, as well as their re-spective agents, and employees from any and all such losses, damages, and claims."

The Suburban Showplace will not be responsible or liable for any loss. Damage or claims arising out of exhibitor's activities on The Suburban Showplace premises except for any claims, loss or damage arising directly from The Suburban Showplace's own negligence. Michigan Science Teachers Association will be responsible to negotiate the contract with exhibitors.

Care of Building - Acceptance of exhibit space makes it obligatory on the part of the Exhibitor and its employees that they shall not deface, injure, nor mar the Exhibition Premises. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. No gasoline, kerosene, acetylene, candles or other flammable or explosive substances will be permitted by The Suburban Showplace. Any damage done shall be made good by the Exhibitor to MSTA or the owners of The Suburban Showplace as their interests may appear. In addition, this contract shall include all rules and regulations set forth by the City of Novi and The Suburban Showplace.

Liability - Neither MSTA, the Exhibits Manager, The Suburban Showplace, the Decorator nor others associated with the management of the Conference, will assume responsibility for the safety of the property of the Exhibitor, its officials, agents, or employees, from theft, damage by fire, accident or other causes, but will use reasonable care to protect against such loss. It is agreed that the Exhibitor shall indemnify and hold harmless MSTA, the Decorator, The Suburban Showplace and others associated with the Conference and Exhibits Management from all liability, which might result from any cause whatsoever. A security guard will be on duty continuously from noon, Thursday, March 23, 2017 until 1:00 p.m., Saturday, March 25, 2017. The presence of the security guard does not constitute acceptance of any responsibility of MSTA, the Decorator or others associated with the management of the Conference and Exhibit Premises or The Suburban Showplace, for such security of the Exhibitor's products, but is merely a service to assist the Exhibitor during the Conference. MSTA, the Decorator and others associated with the management of this Conference, and The Suburban Showplace, shall not be liable for non-fulfillment or commitment for the delivery of space by reason of The Suburban Showplace, premise being damaged or destroyed or rendered unusable by fire, accident, acts of nature or public enemy, strike, authority of law or any other cause. In the event that the Conference cannot be held or space delivered to that purpose, MSTA's sole liability shall be to reimburse the Exhibitor pro rata on monies actually paid by such Exhibitor less any and all cash or charges paid or incurred for advertising, administration and similar purposes.

General - These rules are subject to revision by MSTA, and all points not covered herein are subject to its decision. These rules have been formulated for the best interests of the Exhibitors, as well as MSTA, and Exhibitors are respectfully requested to cooperate in observance of them.

The Exhibits Manager shall be the final authority on any question regarding the interpretation of these rules and regulations. **No amendments to this contract accepted.**