

SHOW DATES

Thursday, February 23, 2012
Friday, February 24, 2012



MEETING LOCATION
Sheraton New Orleans Hotel
500 Canal St. New Orleans, LA

Exhibitor Contract

MFA Annual Meeting

Exhibit Space

Exhibit space rental is \$500. A 6' skirted table, a waste basket, two side chairs, and a 7" x 44" identification sign are provided. Exhibit space will be located in the Nottaway Room at the top of the 4th floor escalators and near session breakout rooms. The conference registration desk and coffee breaks will also be located in the Nottaway Room.

Exhibit Schedule

Exhibits may be open during on the following schedule:

Set Up: Wednesday, Febr. 22 – noon – 5 pm
Show Hours: Thursday, Febr. 23 – 8 am – 5 pm
Friday, Febr. 24 – 8 am – 5 pm
Dismantle: Friday, Febr. 24 – 5 pm – 8 pm

Contact Name _____

Company Name _____

Mailing Address _____

City, State, Zip _____

Phone Number _____ Fax Number _____

E-Mail Address _____

Web Page Address _____

We apply for exhibit space at the Midwest Finance Association 2012 annual meeting and accept the space assigned by the MFA. We agree to abide by all terms and conditions as described in the exhibit information and understand this application will become a contract upon its acceptance by the MFA. We agree that Total Exhibit Rental due is \$_____ for _____ booth(s) @\$500 each. We understand that this payment is exclusive of any charges or services not identified as being provided by or the responsibility of the Midwest Finance Association within this contract.

Signature of Authorized Agent _____ Date _____

Payment

Check (enclosed or being mailed) payable to the Midwest Finance Association

Please charge MasterCard Visa Discover Amex

Card Number _____ Cardholder Name _____

Card Billing Address _____

Exp. Date ____/____/____ Authorized Cardholder Signature _____



Please return a completed, signed copy of page one of this contract to Beverly Frickel, MFA Executive Director, Department of Accounting & Finance, WSTC 300C, University of Nebraska at Kearney, Kearney, NE 68849. Completed forms can also be faxed to 308-865-8387. Do not send forms completed with credit card information by e-mail.

For questions contact Beverly Frickel at 308-865-8571 or frickelbj@unk.edu

**Midwest Finance Association
Annual Meeting
Exhibit Show Days, February 23-24, 2012
Sheraton New Orleans Hotel
500 Canal Street
New Orleans, LA**

DETAILS OF CONTRACT FOR EXHIBIT SPACE

ASSIGNMENT OF SPACE

Exhibit space will be assigned by the MFA in the order in which the applications are received. If more than one booth is desired, it should be stated clearly in the application. All applications should be returned as early as possible to obtain booth space as booth space is limited.

CANCELLATION

Any cancellation prior to January 15, 2012 will be allowed a refund of eighty percent (80%) of the contract amount. If an exhibitor cancels participation on or after January 15, 2012, or if the exhibitor fails to occupy the contracted space by 9:00 a.m., Thursday, February 23, 2012, the Midwest Finance Association is entitled to the full amount of the rental payment. If the booth space is not occupied by 9:00 a.m., Thursday, February 23, 2012 the Association shall have the right to use such space as it sees fit to eliminate blank spaces in the exhibit hall.

INSTALLATION AND REMOVAL

Exhibits are to be set up in place and open for show during the meetings on the following schedule:

Set Up: Wednesday, February 22 – noon – 5 pm
Show Hours: Thursday, February 23 – 8 am – 5 pm
Friday, February 24 – 8 am – 5 pm
Dismantle: Friday, February 24 – 5 pm – 8 pm

Booths will be accessible to exhibitors for set up at noon on Wednesday, February 22. Packing and removal may start **no earlier than** 5:00 p.m. on Friday, February 24, and all exhibits must be removed from the hotel by 9:00 p.m. Friday, February 24, 2012.

STANDARD BOOTH EQUIPMENT

Exhibitors will be provided a 6' skirted table, a waste basket, two side chairs, and a 7" X 44" identification sign. Any other booth items or services are the sole responsibility of the exhibitor.

INFORMATION PACKETS FOR ADDITIONAL SERVICES

Exhibitors will be sent an information packet with details for arranging freight handling, or ordering special services and equipment not specifically listed and provided for in the booth description above. Packets will be sent upon acceptance by the MFA of the completed and signed exhibit contract.

BOOTH OPERATION

The exhibitor may not erect materials that will substantially affect the view of and/or operation of any other exhibitor. All materials including any food or drink catered by an exhibitor must be kept within the confines of the exhibit. The aisles cannot be used in any way. Fire Department regulations require that aisles be kept free and clear.

To comply with regulations of the Internal Revenue Service **no books or materials** are to be sold during the show. The purpose of the exhibit is to allow for exhibit and presentation of educational materials to members attending the conference. Non-compliance with this requirement will be sufficient grounds for refusing an exhibit contract in any following year.

RECEPTIONS AND HOSPITALITY SUITES

Exhibitors are free to host receptions, focus groups and sponsor hospitality suites through the hotel's catering office. These events should not compete with MFA events but instead enhance the program.

MEETING REGISTRATION AND ACCESS TO EVENTS

Each exhibitor will receive up to two complimentary passes (waived registration fees and access to all events). Exhibitor company names are entered in the meeting program bulletin.

HOTEL GUESTROOM RESERVATIONS

Exhibitors are responsible for arranging and paying for their own guest room accommodations. Special group guestroom rates are available at the Sheraton New Orleans Hotel for the MFA annual meeting until 5 p.m. CST January 31, 2012 or until the group block is sold-out. A link to the hotel reservation site can be found at www.midwestfinance.org.

RESPONSIBILITY FOR DAMAGE TO PROPERTY

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the MFA, the Hotel, its owners, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages and claims. The exhibitor understands that any presence of security is a courtesy and does not constitute an admission of responsibility for booth contents by the Midwest Finance Association, the Hotel, its owners, management company, or its respective agents, servants, or employees.

The exhibitor understands that neither the MFA, nor the Hotel maintains insurance covering the exhibitor's property or lost revenue and it is the sole responsibility of the exhibitor to obtain such insurance. All signs must be professionally printed and approved and they may not be put up within the hotel without the knowledge and prior approval of the Convention Services Manager.

Scotch tape, nails, staples, push pins or potentially damaging fasteners may not be used to hang signs or other materials on walls in any area or in any function room.

OBSERVANCE OF LAWS

The exhibitor will comply with all federal, state, and local laws and all rules of the Hotel. Exhibitors will comply with lawful orders of police and fire departments or any other municipal authority.

AGREEMENT TO CONTRACT TERMS

By signing the first page of this contract, the exhibitor agrees to abide by the above contract terms and conditions.

CONTACT FOR INQUIRIES

Applications and inquiries should be directed to:

Beverly Frickel, MFA Executive Director
Department of Accounting & Finance
WSTC 300C
University of Nebraska at Kearney
Kearney, NE 68849
Tel: 308-865-8571
Fax: 308-865-8387
Email: frickelbj@unk.edu