

## **MWCEA ANNUAL CONFERENCE EXHIBITOR RULES AND REGULATIONS**

### **CONTRACT FOR SPACE**

Space is offered on a first come, first served basis. This application for space and the formal notice of acceptance constitute a contract for the right to use the space assigned, subject to the rules and regulations set forth below. The booth to be provided will be 10' x 8' per exhibit booth with 3' side drapes, draped 6' table, back drape, 2 chairs and signage provided by the Conference decorating company.

### **BOOTH PLACEMENT**

The Exhibit Hall Coordinator will attempt to accommodate any placement requests but such cannot be guaranteed and placement remains within the sole discretion of the Exhibit Hall Coordinator for the MWCEA.

### **SET UP/TEAR DOWN**

Set up is scheduled for Wednesday, April 6, 2022 (10:00 am to 5:00 pm). Booth set up must be completed by 5:00 pm on Wednesday, April 6, 2022. Teardown is scheduled for Friday, April 8, 2022 (10:30 am to 12:00 pm). All exhibitors must set up and tear down their exhibits during these scheduled times unless otherwise authorized by MWCEA or its representatives. It is the duty and responsibility of the exhibitor to supervise the installation and removal of his/her exhibits. The exhibitor expressly agrees not to dismantle his/her exhibit or commence any packing before the final closing hour of the exhibit portion of the program. Handling and installation must conform to hotel regulations and instructions.

**CANCELLATION/REFUND POLICY** In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding. In the event, for any reason, the Conference is not held as proposed, the exhibitor shall receive a refund of any amount paid for exhibit space, less reasonable deductions for overhead expenses incurred. The MWCEA reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference, and refund any amounts paid less a proportional amount the space was occupied by such an exhibitor, in the sole discretion of the MWCEA. If exhibitor seeks to cancel his/her reservation for the conference, exhibitor may do so by giving a written notice to MWCEA. Notice of cancellation received 60 days or more prior to the conference start date will receive a refund of monies paid, less a \$50 handling fee. Cancellation notice received within 30 days of the conference start date will receive no refund.

**USE OF SPACE** All demonstrations, interviews, or other activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the advance approval of the Exhibit Coordinator. Aisles must be kept clear. No noise making devices or public address systems shall be allowed without prior approval by the Exhibit Coordinator. Exhibitors are responsible for any or all damages to the hotel caused by his/her representatives, exhibits, or materials.

### **CARE OF SPACE**

Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the conference in the same condition as it was when it was taken. If the space occupied should be damaged by the exhibitor or its patrons, the exhibitor shall pay such claims as are necessary to restore the space to its original condition.

### **INSURANCE**

Exhibitor shall furnish, at its own expense, all necessary insurance coverages including, but not limited to, liability, property, workers' compensation, and other required insurance coverages. Exhibitor shall provide a copy of Certificate of Insurance Coverage to MWCEA with submission of Exhibitor Application. COI can be mailed to MWCEA at P.O. Box 13508, Jackson, MS 39236.

**SECURITY**

Exhibitor is encouraged to insure its booth contents inasmuch as the MWCEA, the Mississippi Workers' Compensation Commission, the Hotel, or their respective officers, directors, employees or agents, shall NOT be responsible for the safety or protection of the property of the Exhibitor, its employees and agents for any cause. Any Exhibitor wishing to insure its goods, materials, display items, give away items, computers, or other property owned by it must do so at its own expense.

**LIABILITY**

Neither the Mississippi Workers' Compensation Commission (MWCC) nor the Mississippi Workers' Compensation Educational Association, Inc (MWCEA) nor its respective officers, directors, employees or agents, will be liable for any loss, injury or damage to the person or property of the Exhibitor, or to its employees, guests, or any others, due to accident, fire, robbery, or any other cause whatsoever that may arise from use and occupancy of the exhibit space or any common areas or private rooms within the building or attendance at the Conference. The Exhibitor agrees to indemnify and hold harmless the MWCC and the MWCEA and their respective officers, directors, employees or agents, or others in privity of interest therewith, against any and all claims, losses, damages, or sums due for any reason made by any person whomsoever arising out of acts or omissions of the MWCC, MWCEA, their respective agents, officers, directors, employees, or others in privity of interest therewith.

**RESTRICTIONS**

The MWCEA reserves the rights to restrict exhibitors, which because of noise, method of operation, or for any other reason become objectionable, in the sole discretion of the Exhibitor Coordinator. This reservation includes persons, things, conduct, printed materials or anything of a character which may be objectionable as a whole to the Exhibitor Coordinator, in his/her sole discretion. In the event of such restrictions or eviction, the MWCEA shall not be liable for any refunds or rentals or other exhibitor expenses.

**FOOD AND BEVERAGE**

No food or beverage items are allowed in exhibit booths except as might be permitted by the Exhibitor Coordinator.

**BUILDING RULES AND CITY/STATE ORDINANCES**

The exhibitor agrees to obey all the rules of the Beau Rivage Resort and Casino which may be in existence or which hereafter may be made and to abide by the rules and regulations of the City of Biloxi, Mississippi, the Mississippi Fire Marshall, or any other applicable Department of Fire and Health and such other Departments whose duties embrace regulations of exhibits contemplated by this agreement.

**MISCELLANEOUS**

Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material and not placed in the Conference seats or tables. The decision of the MWCEA must be accepted as final in any dispute between Exhibitors or any situation not covered by these rules and regulations.