



# OFFICIAL REGULATIONS AND CONDITIONS OF CONTRACT

## 1. CONTRACT FOR SPACE

By submitting an application for exhibit space, the applicant releases the MIBA from any and all liabilities to applicant, its agents, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this exhibit. MIBA determines the eligibility of any company or product for exhibit. Acceptance of an applicant does not imply endorsement by MIBA of the applicant's products or services; nor does rejection imply lack of merit of same. This application for space (when endorsed by the MIBA with notice of space assignment) constitutes a contract for the right to use the space. Rental for space is payable prior to the actual show opening. No refund may be made for space that is not used or for space that is unused during part of the exhibit. Should space remain unoccupied at the opening of the exhibit, MIBA may rent or use it without obligation or refund.

## 2. ARRANGEMENT OF EXHIBITS

The space provided will be as shown on the floorplan insofar as possible, but MIBA reserves the right to make changes at any time in the location, size and display limits of any booth if this is in the best overall interest of the show. Exhibits may not project beyond the space allotted or interfere with traffic to exhibits of others. Aisles are under control of MIBA and may not be used for exhibits.

## 3. USE OF EXHIBIT SPACE

No exhibitor may sublet, assign or apportion any part of the space allotted, or represent, advertise or distribute literature for the product or services of any other firm or individual except as approved in writing by the MIBA. The purposes of the exhibit are to inform and educate MIBA members regarding services and products available from the exhibitors.

## 4. RESTRICTIONS

MIBA reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the Convention as a whole. It may forbid installation or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from the design and description given advance approval. In the event of such restrictions or evictions, MIBA is not liable for any refund or rental or other expenses. Advertising, displays, demonstrations and conferences in the interest of business are not permitted except by firms that have rented space to exhibit and have cleared plans in advance.

## 5. CONDUCT

Exhibitors operating sound motion picture equipment, cassette players, loudspeakers or any other noise-creating devices shall do so only at a level which will not interfere with other exhibitors, or MIBA may require discontinuance of their use. All demonstrations, interviews and other exhibit activities must be conducted so as not to infringe on the rights of other exhibitors or offend visitors to the exhibit. No undignified manner of attracting attention will be permitted. The exhibitor agrees not to sponsor group functions, such as tours, film showings, speeches or other activities in conflict with any officially programmed Convention event except as approved in writing by MIBA.

## 6. SOUVENIRS AND SAMPLES

Distribution of souvenirs and samples in a dignified fashion is permitted provided there is no interference with other exhibits. MIBA may withhold or withdraw permission to distribute souvenirs, advertising or any other material it considers objectionable.

## 7. FIRE REGULATIONS

Booth decorations and construction must conform to local fire regulations. Combustible or explosive materials and substances may not be used. Cloth and other flammable materials must be flameproof. Packing containers, excelsior, wrappings and similar materials must be removed from the exhibit area and not stored under tables or behind displays.

## 8. CARE OF PREMISES

No part of an exhibit and no signs or other materials may be pasted, nailed or otherwise affixed to walls, doors, or other surfaces in a way that might mar or deface the premises or booth equipment and furnishings. Damage from failure to observe this notice is payable by the exhibitor.

## 9. EXHIBITOR BADGES

All exhibitors must be registered on this application to receive a name badge and work the exhibit hall. Exhibit personnel must wear MIBA identification badges while on the exhibit floor. Registered exhibitors are entitled to food and beverage amenities at exhibit hall functions which include Tuesday reception, Wednesday breakfast and lunch.

## 10. INSTALLATION & REMOVAL OF EXHIBITS

Exhibitors may begin setting up exhibits after 9:00am on Tuesday. Exhibits must be in place and ready by 3:00pm on Tuesday. Exhibits must be removed on Wednesday by 4:30pm.

## 11. LIABILITY AND INSURANCE

MIBA will employ reputable guards and will take reasonable precautions to safeguard exhibitors' property; however, MIBA assumes no liability whatever for loss or damage through any cause of goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be placed by the exhibitor. The exhibitor shall indemnify MIBA against, and hold it harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitor's use of display space.

## 12. UNION LABOR

Exhibitors are required to observe all union contracts in effect between MIBA, the official contractors, the hotel and various labor organizations.

## 13. STORAGE OF PACKING CRATES/BOXES

Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Because of the lack of storage facilities, it may be necessary to store crates outside the building. Every effort will be made to protect the crates from the elements but neither building management nor the contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates.

## 14. INABILITY TO PERFORM

If the Missouri Independent Bankers Association should be prevented from conducting the MIBA Annual Convention and Exhibition by any cause beyond its control, or if it cannot permit the exhibitor to occupy this space due to circumstances beyond its control, MIBA will refund to the exhibitor the amount of the rental fee paid by him less a proportionate share of the exhibit expenses, and the Missouri Independent Bankers Association shall have no further obligation or liability to the exhibitor.

## 15. INTERPRETATION AND ENFORCEMENT

These regulations become a part of the contract between the exhibitor and the Missouri Independent Bankers Association. MIBA has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question, not covered by these regulations are subject to the decision of MIBA and all decisions so made shall be binding on all parties affected by them, as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of MIBA, conduct themselves unethically, may be dismissed from the exhibit without refund or other appeal.

