



# MATA's 62<sup>nd</sup> Annual Convention

August 14–17, 2020 - The Lodge of Four Seasons, Lake Ozark, MO

## EXHIBITOR RULES AND REGULATIONS

**THESE EXHIBITOR RULES AND REGULATIONS ARE PROVIDED TO ALL EXHIBITORS AND BECOME PART OF THE CONTRACT BETWEEN THE EXHIBITOR AND THE MISSOURI ASSOCIATION OF TRIAL ATTORNEYS.**

**CONTRACT/PAYMENT/CANCELLATION POLICY** - Payment for exhibit space must be received with the fully executed and signed Exhibitor Contract. Payment of exhibit fees may be made by check or charged to a MasterCard, Visa, Discover or American Express credit card. Confirmation will be sent after the signed contract is received and approved by the Missouri Association of Trial Attorneys. Half of the exhibit fee will be charged as a cancellation fee if your contract is cancelled prior to August 1st, 2020. No refund will be made for cancellations received August 1or after.

**BASIC EXHIBITOR SPACE SPECIFICATIONS** – Booths are located in the Campana Hall at The Lodge of Four Seasons, Lake Ozark, MO. Each booth includes a 8' x 10' carpeted area, including pipe & draping (8' tall back curtain, 3' tall side drapes), one 8' draped and skirted table, two chairs, one identification sign, and one wastebasket. All other requirements must be made at the exhibitor's expense. For telephone/internet line(s) services, contact The Lodge of Four Seasons at 573-365-3000. For any other additional services including electrical services, contact Page & Brown Convention Services at 573-348-5176. Exhibitors are responsible for making any additional arrangements and contracting necessary.

**EXHIBITOR BOOTH ASSEMBLY** – Friday, August 14, 2020, between the hours 10 a.m. and 1 p.m. Any space not claimed and occupied by June 21 at 1 p.m. may be reassigned without refund of paid fee.

**EXHIBITOR BOOTH DISMANTLING** – Sunday, August 16, 2020, upon program adjournment (tentatively Noon). All exhibitors agree not to dismantle or do any packing during program hours. All exhibitor property must be removed from the Exhibit Hall Building by no later than 1 p.m., August 16.

**EXHIBIT HALL HOURS** - MATA staff reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs.

Friday, August 14, 2020:	10 a.m- 1 p.m. - Set up
Friday, August 14, 2020:	1 p.m. – 5 p.m. – OPTIONAL exhibiting during registration
Saturday, August 15, 2020:	7 a.m. through Adjournment (tentatively Noon)
Sunday, August 16, 2020:	7 a.m. through Adjournment (tentatively Noon)

**BOOTH RESTRICTIONS** - No exhibitor shall assign, sublet or share the whole or any part of the space allotted. Exhibitors shall not permit persons other than representatives of their firm/company to participate in and/or solicit business or take orders from their exhibit space. Goods other than those manufactured or marketed by the exhibitor in the regular course of its business shall not be permitted.

**USE OF EXHIBITOR SPACE** - Exhibits must be confined to the limits of the space reserved in the Exhibit Hall Building and must not obstruct view of or interfere with other exhibitors. No part of any exhibit may extend into or interfere with traffic flow.

**OFF-SITE EXHIBITOR EVENTS** - Off-site events (i.e. receptions, tournaments, etc.), sponsored by exhibitors, are not permitted during MATA's Annual Convention.

**NOISE-MAKING EXHIBITS** - Exhibits which include the use of any noise-making machines or objects must be used in such a manner not to annoy or disturb adjacent exhibitors, their patrons, or the on-going educational programs. MATA staff reserves the right to discontinue such activity if it is determined to be a disruption.

**SECURITY** - Exhibitors are solely responsible for the security of any and all items and materials in or related to their exhibit/display. The Exhibit Hall Building will be locked after hours. MATA bears no responsibility for security or for loss of any equipment, materials or other items of exhibitors or their representatives.

**LIABILITY** - Neither the Missouri Association of Trial Attorneys, The Lodge of Four Seasons, nor their representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the contract, releases the foregoing names, organizations, and individuals from any and all claims for such loss, damage or injury.

**CODE OF CONDUCT** - MATA is dedicated to providing a harassment-free Convention experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, nationality, or political beliefs. Consequently, we want you to know that harassment in any form is not tolerated at our Convention or at any MATA function. Exhibitors are subject to the same anti-harassment policy as our attendees. A full copy of the policy is attached to this document.

MATA reserves the right to make any changes, additions and/or amendments to these rules and regulations as deemed necessary.

Updated April 2020

**MISSOURI ASSOCIATION OF TRIAL ATTORNEYS**  
**EXHIBITOR CODE OF CONDUCT FOR ANNUAL CONVENTION**

We welcome you to our MATA Convention and thank you for agreeing to share your time and expertise with our members. MATA embraces diversity at all levels and we value the depth of skill and knowledge offered by our many EXHIBITORS in their given field. We do not want to “police” your speech or infringe upon your ability to provide valuable knowledge, content and opportunities to our attendees. However, we are committed to making sure our convention is a friendly, welcoming environment for everyone and one which will spark lively and respectful conversations. Therefore, we feel that some content and/or behavior is not valuable to our attendees and detracts from our conference and its purpose.

MATA is dedicated to providing a harassment-free Convention experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, nationality, or political beliefs. Consequently, we want you to know that harassment in any form is not tolerated at our Convention or at any MATA function.

Harassment includes, but is not limited to, any behavior that a reasonable person would find intimidating, demeaning, hostile or offensive, such as:

- Lewd, sexual or demeaning jokes or comments;
- Sharing sexual images, whether via magazine, cell phone, video, document or social media;
- Intimidation, stalking or physically following another individual;
- Taking unauthorized or unsolicited photographs, videos or recordings;
- Sustained disruption of talks or other events for the purpose of embarrassing or intimidating someone on the basis of sex, color, age, religion, disability, national origin or race;
- Purposely ignoring an individual’s attempt to participate in a professional discussion based upon someone’s sex, color, age, religion, disability, national origin or race;
- Inappropriate physical contact or unwelcome sexual attention.

**We will not tolerate harassment of Convention attendees and/or their guests in any form.**

All exhibitors at this convention are subject to the same anti-harassment policy as our attendees.

Exhibitors should refrain from using sexualized images, telling sexual or inappropriate stories or jokes, excessive profanity, sexual activities, or use of any other inappropriate or offensive material. If we hear complaints and think they are justified, you may not be invited back. If asked to stop any harassing behavior, you are expected to comply immediately. MATA may take any action deemed appropriate, including issuing a warning, expelling the offender from the Convention, and/or contacting hotel/venue security or local law enforcement, depending upon the seriousness of the allegation.

If you witness harassment in any form or are the victim of such behavior, please bring that information to the immediate attention of MATA staff, the MATA President, or any member of the Executive Committee (*Name tags will designate MATA staff, officers and the Executive Committee members*). We will take all reasonable steps to remedy the situation as quickly as possible. Confidentiality of the reporter and the facts reported shall be maintained as necessary and as requested.

We thank our exhibitors for their help in keeping the event welcoming, respectful and friendly to all participants.