



# MISSOURI ASSOCIATION OF TRIAL ATTORNEYS 2019 ANNUAL CONVENTION 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 June 1, 2019. No refund will be made for cancellations received June 1<sup>st</sup> or after.

**BASIC EXHIBITOR SPACE SPECIFICATIONS** - 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.

**LOCATION** - Exhibit Hall Building at The Lodge of Four Seasons, Lake Ozark, MO

**EXHIBITOR BOOTH ASSEMBLY** - Thursday, June 20, 2019, between the hours 10:00 a.m. and 1:00 p.m. Any space not claimed and occupied by June 21<sup>st</sup> at 1:00 p.m. may be reassigned without refund of paid fee.

**EXHIBITOR BOOTH DISMANTLING** - Saturday, June 23, 2018, upon program adjournment (tentatively 12:00 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 1:30 p.m., June 23<sup>rd</sup>.

**EXHIBIT HALL HOURS** -

Thursday, June 20, 2019: 1:00 p.m. – 5:00 p.m. - OPTIONAL  
Friday, June 21, 2019: 7:00 a.m. through Adjournment (tentatively 12:00 noon)  
Saturday, June 22, 2019: 7:00 a.m. through Adjournment (tentatively 12:00 noon)

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

**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.

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