



APPLICATION AGREEMENT

Midwest Regional Users Group
Semi-Annual Conference
April 1 - 4, 2012

Wyndham Lake Buena Vista Resort
Reservations: **1-407-827-6500**
1850 Hotel Plaza Boulevard
Lake Buena Vista FL 32830-2202

Make Checks Payable to: MIDWEST REGIONAL USERS GROUP

The undersigned desires to participate in the semi-annual conference of the Midwest Regional Users Group to be held at the Wyndham Lake Buena Visa Resort. The undersigned is subject to the terms, conditions, rules and regulations governing said conference, which are set forth on the enclosed and which are expressly made a part of the application agreement as though repeated herein in full, preceding the signature of the undersigned.

Applicant agrees to pay Midwest Regional Users Group a space rental fee of **\$750** per booth. A 6' x 3' skirted table and two chairs will be provided for each exhibit space.

Refund Policy: If it is necessary for an exhibitor to cancel the contract agreement with Midwest Regional Users Group:

1. Midwest Regional Users Group will issue a full refund if cancellation occurs three weeks prior to conference start date.
2. No refund will be made if cancellation occurs less than three weeks prior to conference start date. Refund request must be received by **March 12th, 2012.**
3. Notice of cancellation must be in writing.

This application is not binding until and unless accepted and signed on behalf of the Midwest Regional Users Group, subject to the terms, conditions, rules and regulations included in the material sent. Please **print** the following information clearly. Failure to do so may delay the acceptance of your agreement.

FEES: Booth & Sponsorship Fee **\$750**

FIRM: _____

BY: _____

SIGNATURE & TITLE

TELEPHONE

E-MAIL



**MIDWEST REGIONAL USERS GROUP EXHIBITS
RULES AND REGULATIONS**

1. Contract for space – Applicants for exhibit space are required to forward to MRUG the formal application agreement provided. To be valid, each application must include the full exhibitor’s fee and all other requested information.

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2. Dates and hours – Exhibits must be open and attended during exhibit hours by applicant’s representative. Exhibits will be open as follows:

Monday, April 2, 2012

8:00 AM – 4:00 PM

Tuesday, April 3, 2012

8:00 AM – 3:30 PM

Installation and dismantling – Booths may be set up between 3:00 PM and 5:30 PM Sunday, April 1, 2012. There will be no need to staff your booth on Sunday evening – **there will be a reception from 6:00 PM – 8:00 PM which they are invited to attend.** The exhibitor expressly agrees not to dismantle the exhibit before 3:30 PM on Tuesday, October 4, 2011. Exhibits must be removed by 5:00 PM on Tuesday, April 3, 2012.

3. Exhibit and use of space – Exhibit space includes general heat/air conditioning, lighting and clean up of aisle space before and after show hours. Extra linens, chairs and trash receptacles are available at additional charges. All demonstrations, or other sales activities, must be confined to the limits of the exhibit booth. Exhibitors shall not assign, share or sublet their allotted space. No exhibitor is permitted to show goods other than those manufactured or sold in the regular course of business.
4. Irregular canvassing and/or selling activities beyond exhibitor’s space – Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material.
5. Electrical and sound devices –Electricity is provided. Phone lines can be requested through the hotel at an additional charge.
6. Restriction in operation of exhibits – MRUG reserves the right to restrict exhibits, which, because of noise, method of operation, materials or any reason, may become objectionable.
7. Care of building and equipment – Exhibitors or their agents are liable to the owner of the property for any damage to the walls, floor or booths. Do not affix signs or advertising on walls without hotel approval. When doing so, use double-sided tape or hang a wire. No nails or tacks are permitted.
8. Fire protection – Inflammable or other dangerous fluids, substances, materials, equipment, or any other item, the use of which is in violation of city, county or state laws or regulations may not be used in any booth. Exhibitors must use flame-resistant decorative materials. Exhibitors will abide by fire codes, i.e. will not obstruct corridors or exits when positioning exhibits.
9. Liability and insurance – Neither MRUG or the hotel management, or any of their officers, agents, employees or other representatives shall be accountable or liable for any damage, loss, harm or injury to the person or property of the applicant or any of its officers, agents, employees or other representatives, resulting from theft, water, accident or any other cause.

- 10. Selection of exhibitors – MRUG reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate; this reservation being all-inclusive as to persons, things, printed matter, products and conduct.
- 11. Assignment of space – Assignments of space are determined by date postmarked or date/time faxed.
- 12. Shipping and labeling information –



Conference & Convention Package Procedures

The Wyndham LBV strives to provide our guests with a convenient and efficient method of receiving packages. A few important procedures must be followed in order to insure that guest packages are accounted for and delivered promptly.

We ask that when labeling packages, the following details are provided on the label:

- 1. Name of conference or convention the package is to be held for
- 2. Dates of the conference or convention
- 3. The name of the person who will pick up the package
- 4. Current Charges for storing and delivering are \$5.00 per box or \$125.00 per pallet
- 5. All charges for boxes are posted only to the master account

Shipments will only be accepted within 7 days of the conference or convention. Please do not indicate any employee name on the label. This can cause your package to be "lost", since the shipper may try to deliver to an office or to a person who may be unavailable at that time.

SAMPLE LABEL:

Name of person with group claiming package
Wyndham Lake Buena Vista Resort
1850 Hotel Plaza Boulevard
Lake Buena Vista FL 32830-2202

HOLD FOR:

Name of conference or convention
Dates of convention

The hotel cannot be responsible for mislabeled packages. Special arrangements are necessary for any large (over 10 pieces) shipment – labor and storage charges will apply. All outgoing shipping will be handled through our Purchasing/Receiving Department. Charges will apply. Any other outgoing shipping arrangements are the responsibility of the shipper.

Any alternate arrangements are to be approved by the hotel. Exhibitors are responsible for prior arrangements for return shipping of all packages including pick-up call, form of payment, and appropriate packaging and labeling. Arrange a time in advance for delivery, storage and pick-up of show related materials. The hotel does not accept responsibility for materials that arrive early, damaged or remain past pick-up date.



13. Refunds – We regret there will be no refunds three weeks prior to the conference start date, refund request must be received by 03/12/2012.

These regulations become a part of the contract between the exhibitor and MRUG. They have been formulated in the best interest of the exhibitors. We respectfully ask consideration in their observance.

Please provide a brief statement of the nature of the proposed exhibit, products to be shown and/or distributed at the conference:
