

**Midwest Finance Association**  
**Annual Meeting Exhibit Days, February 27-March 1, 2008**  
 Marriott River Center Hotel, San Antonio, Texas

**EXHIBIT BOOTHS**

Assignment of booth space is on a first-come, first-served basis. Booths are eight feet wide by ten feet deep. Side and back drape is furnished as well as a small identification sign.

**Rates**

Single Booth	<b>\$400</b>
Double Booth	<b>\$ 600</b>
8 feet of space in a Combined Publishers Booth (unattended)	<b>\$ 300</b>

**FOCUS GROUPS, PROGRAM SESSIONS**

Exhibitors may host focus groups and sponsor hospitality suites through the hotel's catering office. However, we would hope these events would not compete with association events but enhance the program. However, please schedule events such that they do not compete with the MFA's events but enhance the program. However, please schedule events such that they do not compete with the MFA's events but enhance the program.

**EXHIBIT HOURS**

Exhibits may be open during the meetings on the following schedule:

- Thursday, February 28: 8:00 a.m. – 6.00 p.m.
- Friday, February 29: 8:00 a.m. – 6:00 p.m.
- Saturday, March 1: 8:00 a.m. – 1:00 p.m.

Booths will be accessible to exhibitors for set up from 3:00-5:00 p.m. on Wednesday, February 27. Packing and removal may start **no earlier** than 5:00 p.m. on Friday, February 29, and all exhibits must be removed from the hotel by 5:00 p.m. Saturday, March 1, 2008.

**EXHIBITOR KITS**

Our exhibition company is Freeman's 3323, N. Pan Am Expressway, Suite 120, San Antonio, Texas, 78219, Tel: 210-227-0341. Please contact them and they will send information on shipping your materials to and from the event, order forms for furniture, set-up details, internet and power connections.

**CONTRACT**

As payment for rental space, we enclose our remittance of \_\_\_\_\_. We understand that this payment is **exclusive** of the regular charges of Freeman's fees for set-up and dismantling of your exhibits.

Name \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

**Please complete, sign, and return a copy of page one of this contract to Glenn Pettengill, MFA Executive Director, Grand Valley State University, Seidman College of Business, 401 West Fulton Street, Grand Rapids, MI, 49504 Fax: 616-331-7445. For questions contact Glenn Pettengill at 616-331-7430 or pettengg@gvsu.edu.**

**Make check payable to the Midwest Finance Association or fill in credit information below.**

**CREDIT CARD INFORMATION**



\_\_\_\_\_ Exp. Date \_\_\_/\_\_\_ Security Code \_\_\_\_\_

Card number

\_\_\_\_ MasterCard \_\_\_\_ Visa \_\_\_\_ Discover

Signature

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**DETAILS OF CONTRACT FOR EXHIBIT SPACE**

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**ASSIGNMENT OF SPACE**

Exhibit space will be assigned in the order in which the applications are received. If more than one booth is desired, it should be clearly stated in the application. All applications should be returned as early as possible to obtain desired location. Applications and inquiries should be directed to: Mary Ann Lawrence, Key Corp, 5592 Wellesley Ave., North Olmsted, OH 44070, Office: 216-828-7507, Fax: 216-828-7482, [maryann.lawrence@key.com](mailto:maryann.lawrence@key.com).

**CANCELLATION**

If an exhibitor cancels participation on or after January 9, 2008, or if the exhibitor fails to occupy space contracted for, the Midwest Finance Association is entitled to the full amount of the rental payment. Any cancellation prior to that date will be allowed a refund of eighty percent (80%) of the contract amount. If the booth space is not occupied by 10:00 a.m., Thursday, February 28, the Association shall have the right to use such space as it sees fit to eliminate blank spaces in the exhibit hall.

**INSTALLATION AND REMOVAL**

Exhibits are to be in place and may open during the meetings on the following schedule:

Thursday, February 28: 8:00 a.m. – 6:00 p.m.

Friday, February 29: 8:00 a.m. – 6:00 p.m.

Saturday, March 1: 8:00 a.m. – 1:00 p.m.

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**STANDARD BOOTH EQUIPMENT**

Each booth in the Exhibit Area will be provided with one booth sign and the side and rear draping. Tables, chairs, electricity, etc will need to be ordered from the exhibition company.

## BOOTH OPERATION

The exhibitor may not erect materials that will substantially affect the view of and/or operation of any other exhibitor.

All materials including any food or drink catered by an exhibitor must be kept within the confines of the exhibit. *The aisles cannot be used in any way.* Fire Department regulations require that aisles be kept free and clear.

To comply with regulations of the Internal Revenue Service *no books or materials* are to be sold during the show. The purpose of the exhibit is to allow for exhibit and presentation of educational materials to members attending the conference. Non-compliance with this requirement will be sufficient grounds for refusing an exhibit contract in any following year.

## RECEPTIONS AND HOSPITALITY SUITES

Exhibitors are free to host receptions, focus groups and sponsor hospitality suites through the hotel's catering office. However, we would hope these events would not compete with association events but would instead enhance the program. Exhibitors may also choose to organize a session or panel discussion as part of the daily program of events. Please ask the MFA office about procedures and costs.

## RESPONSIBILITY FOR DAMAGE TO PROPERTY

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the MFA, the Hotel, its owners, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages and claims.

The exhibitor understands that neither the MFA, nor the Hotel maintains insurance covering the exhibitor's property or lost revenue and it is the sole responsibility of the exhibitor to obtain such insurance. All signs must be professionally printed and approved and they may not be put up within the hotel without the knowledge and prior approval of the Convention Services Manager.

Scotch tape, nails, staples, push pins or potentially damaging fasteners may not be used to hang signs or other materials on walls in any area or in any function room.

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The exhibition company will mail shipping instructions and service order forms to each exhibitor late in 2007.

By signing the first page of this contract, the exhibitor agrees to abide by the above conditions.

**Glenn Pettengill**  
**MFA Executive Director**  
**Grand Valley State University**  
**Seidman College of Business**  
**401 West Fulton Street**  
**Grand Rapids, MI 49504**  
**Fax: 616-331-7445**  
**Phone: 616-331-7430**  
**Email: [pettengg@gvsu.edu](mailto:pettengg@gvsu.edu).**