

## **EXHIBITOR INFORMATION**

### **2010 MID-AMERICA SAFETY, HEALTH AND ENVIRONMENTAL CONFERENCE AND EXPOSITION**

**MAY 05 - 07, 2010**

#### **Exhibit Hall Events**

To ensure maximum traffic flow, numerous functions have been scheduled in the exhibit hall. In addition to regular viewing there will be a grand opening PARTY Wednesday evening 6:00 PM to 8:30 PM, a buffet breakfast and lunch on Thursday, plus all snack/coffee breaks. On Thursday Exhibit Hall will be open at 7:30 AM with a continental breakfast and remain open until 6:00 PM with a reception from 4:45 PM to 6:00 PM. We will conduct prize drawings on Thursday evening.

#### **Exhibitor Amenities**

Complimentary registration will be provided for two (2) company representatives per booth. Registration includes badging and entrance to all conference meetings and social functions.\* A \$75.00 registration fee will be assessed for each additional representative. Total number of representatives limited to four (4) per booth.

Your companies' names and booth location will be listed in the conference program. Your listing will also be included on the Conference website. In order to be so listed, the Exhibit Space Application must be received in the Missouri Safety Council Office by April 11, 2010.

\*Does not include admission to Pre-Conference Seminars on Tuesday and Wednesday.

#### **Booth Rental Fee**

One Booth	\$395.00
Multiple Booths	\$370.00

#### **Booth Equipment**

A standard booth is 8' X 10' which includes pipe and drape, a 6' X 30" draped and skirted table, 2 chairs, 1 wastebasket and an identification sign. Electrical service, additional furnishings or any other extra services must be ordered through Tan-Tar-A at exhibitors' expense. The appropriate order forms will be provided with your exhibit space confirmation notice.

#### **Application for Exhibit Space and Payment of Fees**

Requests for booth space(s) should be submitted on the enclosed application form. Upon receipt of the appropriate paperwork and fees, a letter confirming your booth(s) assignment and any additional instructions will be sent. A minimum deposit of \$100.00 per booth is required with payment in full by April 11, 2010.

### **Sponsorship Opportunities**

Platinum, Gold, Silver, and Bronze sponsorship opportunities will be available this year. Sponsor benefits and full details are listed on the enclosed Special Sponsor form.

### **Assignment of Booths**

Booth assignments will be based on application receipt date, location preference, type of display, and number of booths requested.

### **Installation of Exhibits**

Booth display set-up will begin 10:00 AM Wednesday and must be complete by 5:00 PM.

### **Dismantling of Exhibits**

Exhibitors may dismantle booths between the hours of 6:00 PM and 10:00 PM, Thursday.

### **Booth Attractions**

Optimum traffic is important to any show. May we suggest you incorporate some type of game, refreshment, or giveaway in your booth. These are excellent tools for increasing traffic. In addition, a number of door prize drawings will be held for conference delegates in the Exhibit Hall based on their attendance and interaction with exhibitors. Exhibitors making gifts available for this purpose will be announced.

### **Prizes**

Some exhibitors may want to donate major gifts for conference delegates via drawings of their own. Time will be allocated Thursday evening in the Exhibit Hall for individual exhibitors to hold their drawings. Please notify the Council if you will be participating in this event so we

can insert this information in the delegate packets.

### **Contractor Services**

The professionals at Tan-Tar-A will be the official service contractor for the exposition. You will receive information with your booth confirmation notice regarding electrical service, additional booth equipment, shipping, etc. Payment for special service provided by the service contractor is the responsibility of the exhibitor.

### **Liability**

The Missouri Safety Council and their officers, staff members, employees, agents, and representatives will not, under any condition or circumstances, be responsible for any loss sustained by any exhibitor or any other person by reason of fire, theft, water, injuries, or damage which might ensue from any cause in connection with the transfer, maintenance, removal of exhibits, management of the conference, or for any actions whatsoever.

Each exhibitor agrees that it shall assume sole responsibility for any damages to property or injuries to person, and shall indemnify, defend, and hold harmless the Missouri Safety Council and all of its officers, employees, agents and members for any and all alleged claims and liabilities which might ensue from any cause whatsoever, including any actions of any kind generally, and specifically, personal injuries to any exhibitors, officers, staff members, employees, agents, representatives, attendees and guests. It is understood that all fees, costs and expenses incurred by an exhibitor that is caused by any legal actions shall be the sole responsibility of the exhibitor and reimbursement shall not be sought against the Missouri Safety Council.