

# EXHIBIT RULES & REGULATIONS

## EXHIBITOR SPACE

There are **127** booths available for convention exhibitors in the Exhibit Hall at the Cross Insurance Center for the 2019 MMA Annual Convention (see enclosed Exhibit Area Diagram). **Booths are 10' wide (aisle) by 10' deep.** Each booth will have a full curtain in back and is divided by half curtains on each side. The basic setup for each booth includes a **8' table**, tablecloth and skirting, two chairs, wi-fi and one standard electrical outlet. Exhibitors with special electrical requirements beyond the standard one outlet per booth must indicate and specify those needs when requesting exhibit space. **Additional electrical outlets and special requirements other than the basic setup will be billed to the exhibitor by the Cross Insurance Center (e.g., extra tables, carpet, etc.).** **\*\*Please note: the Exhibit Hall DOES NOT have carpeting or floor mats. The Cross Insurance Center does not rent or have carpet available for purchase.**

## SHARING EXHIBIT SPACE

MMA does not permit exhibitors representing different companies or agencies to share booth space.

## RESERVATION AND CONFIRMATION OF SPACE

Preference for booth space will be on a first-come, first-served basis. A completed exhibit space contract must be sent to MMA via fax, mail, online or email. Inquiries regarding exhibit space should be directed to Jaime Clark at MMA: (207) 623-8428 ext. 2298. An email confirming your exhibit booth space will be sent after receipt of your Exhibit Space Contract. **The deadline for reserving exhibit space is September 18, 2019.**

## SET UP/DEPARTURE

**Exhibitors may set up between 1:00 p.m. & 6:00 p.m. on Tuesday, Oct. 1 or from 6:00 a.m. to 7:00 a.m. on Wednesday, Oct. 2.** The exhibit area will close down at 3:00 p.m. on Thursday, Oct. 3. **PLEASE DO NOT BREAKDOWN BEFORE 3:00 PM ON THURSDAY, OCT. 3.** All exhibit materials and equipment must be removed from the Cross Insurance Center by 5:00 p.m. on Thursday, Oct. 3.

## THE SHOW

Exhibitors should be at their booths from 7:30 a.m. until 6:00 p.m. on Wed., October 2, and from 7:00 a.m. until 3:00 p.m. on Thur., October 3. Convention delegates will be encouraged in various ways to visit the exhibit area. In order to maintain the value for all conference attendees, we kindly request that exhibitors do not tear down early.

## RATES

**The base price of an exhibit booth is \$750.** A limited number of spaces have been set aside at a discounted rate of \$650 for state agencies and non-profit organizations. The base price includes **FOUR** company rep registrations total for both days. **Each additional rep over four will be billed at \$100 each.**

## **\*\*PAYMENT POLICY FOR EXHIBIT SPACE\*\***

PDF Invoices for exhibit space will be **emailed**, with your booth confirmation, after MMA receives your signed Exhibit Space Contract via email, fax or mail. Remittance in full by credit card, check or money order must be received at Maine Municipal Association no later than **September 18, 2019. If payment is not received by that date, space cannot be guaranteed and will be released.** (\*All invoices and correspondence will be sent to the email address listed on enclosed Exhibit Space Contract. The email will be your online ID for credit card payments using MMA's NEW eBusiness website.)

## **\*\*CANCELLATION/NO SHOW POLICY\*\***

Cancellations of exhibit space will be accepted until September 18, 2019. **All cancellations will be billed a \$200 cancellation fee. No refunds will be made after the cancellation deadline.** You will be billed for the full amount of your booth space if you cancel or are a no show after the cancellation deadline.

## EXHIBIT RULES & REGULATIONS (cont'd)

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### ROOM RESERVATIONS

Overnight room reservations are to be made individually by exhibitors. A list of other area hotels/motels will be available on our website ([www.memun.org](http://www.memun.org)).

#### **Hollywood Casino Hotel**

500 Main Street, Bangor, ME 04401 • (877) 779-7771 or (207) 974-3502

Tuesday, October 1, 2019 and Wednesday, October 2, 2019

Rate: \$94 per night + 9% occupancy tax + \$10 amenity fee

Cutoff date is September 10, 2019

Under: Maine Municipal Association

#### **Bangor Residence Inn by Marriott**

22 Bass Park Blvd., Bangor, ME 04401 • (855) 440-4244

Tuesday, October 1, 2019 and Wednesday, October 2, 2019

Rate: \$159 per night + 9% occupancy tax (King Studio Suites; rate includes full breakfast buffet)

Cutoff date is September 1, 2019

Under: Maine Municipal Association

### MEAL FUNCTIONS

Meals for Exhibitors, on both days, are available for purchase. *(Sponsoring Partner level receives eight (8) and Platinum Sponsor levels will receive four (4) complimentary meal tickets for each luncheon).*

Meals can be ordered using the 2019 Exhibit Space Contract. Simply select each meal for each company representative. The concession stand will also be open both days outside of the Exhibit Hall at the Cross Insurance Center.

### MEMBER APPRECIATION RECEPTION/HOSPITALITY ROOMS

Maine Municipal Association does not arrange hospitality rooms at its convention. Companies wishing to host hospitality rooms for convention delegates may do so on their own. In lieu of hosting a hospitality room, MMA encourages exhibitors to be a Member Appreciation Reception Sponsor. A Sponsorship Form is included with this invitation. MMA invites and encourages exhibitors to attend any meetings or social events of interest to them during the convention.

### EXHIBITOR DOOR PRIZES

Exhibitors are encouraged to offer drawings at their booths during the convention as an attraction for attendees. Exhibitors will provide their own means and devices for conducting prize contests. **MMA is not responsible for shipping or mailing booth prizes awarded to delegates who are not present at time of winner reveal.** Exhibitors will keep door prizes at their booths. Exhibitors desiring to award prizes at their booths are encouraged to list their prize(s) on the Exhibit Space Contract. A representative from MMA will help coordinate posting the winners via monitor on the afternoon of the second day of Convention.

### LIABILITY AND PROTECTION

Maine Municipal Association and its officers, employees and agents are not responsible for any damage to exhibits or for any loss by theft, fire, delay or mechanical failure which may occur while exhibitors use the Cross Insurance Center.