



Application and Contract for Exhibitor Space

2010

Minnesota Catholic Education Association Convention

Monday, August 23, 2010 - 8:30 a.m. - 8:30 p.m.

Tuesday, August 24, 2010 - 8:00 a.m. - 1:00 p.m.

Duluth Entertainment Convention Center

We, the undersigned, do hereby submit this application and contract for exhibit space as indicated below for our use at the MCEA Convention and Exposition to be held at the Duluth Entertainment and Convention Center on August 23-24, 2010. We have read and agree to comply with the exhibit regulations and instructions on the reverse side of this application and contract form and in the exhibitor brochure, which is part of this application and contract. Payment in full is enclosed.

**MAKE CHECK PAYABLE TO: MCEA, 475 University Ave. W., St. Paul, MN 55103.**

**Price:** Regular 10' x 10' booth package is \$450<sup>1</sup>; \$400 for each additional booth<sup>2</sup>

**Booth Package:** <sup>1</sup> First booth includes: 10 x10 booth with back and side draping; one 8-ft., white-top table with skirting; one padded chair; booth I.D.; inclusion in program; and one breakfast and one lunch per day.

<sup>2</sup> Additional booths include drape and table with skirting only.

**Booths will be placed on the exhibit floor in accordance with the order applications are received by the MCEA with full payment.**

**PLEASE PRINT OR TYPE**

First booth \$450.00 = \$ \_\_\_\_\_

# of additional booths: \_\_\_\_\_ @ \$400.00 = \$ \_\_\_\_\_

\$ _____ <b>TOTAL ENCLOSED</b>
-----------------------------------

Over-the-counter sales (check one)

- We shall engage in direct over-the-counter sales during the Convention.
- We shall not engage in direct-over-the-counter sales during the Convention.

We will display the following items:

\_\_\_\_\_

The names of our exhibit representatives are (limit 2):

\_\_\_\_\_

Submitted by:

Name of Firm/Org. \_\_\_\_\_

Street Address \_\_\_\_\_

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

Telephone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

By \_\_\_\_\_ signature Date \_\_\_\_\_

Name \_\_\_\_\_ print or type Title \_\_\_\_\_

Email Address \_\_\_\_\_

Website Address \_\_\_\_\_

For MCEA Use: Check # _____ Date Recv'd _____ Amt. Recv'd _____ Space(s)# _____ Notes:
---

**Sign and mail application and contract with payment in full by July 16, 2010 to:**

**MCEA, 475 University Ave. W., St. Paul, MN 55103**

**Please copy both sides for your records**

## 2010 MCEA Convention Official Exhibitor Regulations

### Dates and Hours of Exhibition:

Monday, August 23, 2010 8:30 a.m. - 5:00 p.m.  
Tuesday, August 24, 2010 8:00 a.m. - 1:00 p.m.

### Location:

Duluth Entertainment Convention Center  
350 Harbor Drive  
Duluth, MN 55802

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Association," and letters "MCEA" herein refer to the Minnesota Catholic Education Association acting through its officers, employees or agents in the management of the convention.

**1. Convention Sponsorship and Objectives.** The MCEA Convention is produced by and is property of the Minnesota Catholic Education Association, herein referred to as MCEA. The exhibition is a practical, educational adjunct to the professional meetings held during the MCEA Convention and is meant to supplement the professional meetings by showing educators the latest educational equipment supplies and services. Exhibitors are expected to display their products or discuss their services with awareness of the professional and practical needs of Catholic educators. MCEA reserves the right to refuse space to any applicant who, in the opinion of MCEA, is unlikely to contribute to the overall objectives of the convention.

**2. Contract for Space.** This application for exhibit space, the notice of space assignment by MCEA, and the full payment of rental charges together constitute a contract for the right to use the space. Applications should be filed promptly and must be accompanied by full payment of \$450 for the first booth and \$400 for subsequent booths. (Applications will not be processed without full payment.) No payment for space will be refunded for cancellations made after June 1, 2010.

**3. Arrangement of Exhibits.** All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided the exhibitor is listed on the front of this contract and in the exhibitor prospectus. No construction or built-up exhibit, including signs, shall exceed the height of the back wall unless approved by Management. Exhibitors may not obstruct the aisles.

**4. Installation.** Exhibits may be installed in Pioneer Hall at the Duluth Entertainment Convention Center beginning at 9:00a.m on Sunday, August 22, 2010. All exhibits must be set up by 5:00 p.m. on Sunday, August 22, 2010.

**5. Dismantling.** THE MCEA CONVENTION EXHIBIT HALL OFFICIALLY CLOSES ON TUESDAY, AUGUST 24, 2010 AT 1:00 p.m. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at forthcoming conventions. All exhibits and accompanying supplies must be dismantled and removed from the Exhibit Hall by 9:00 p.m. on Tuesday August 24, 2010.

**6. Shipping/Work Rules.** Exhibit materials and supplies can be accepted no earlier than Monday, August 16, 2010. Materials are stored on-site, at the Duluth Entertainment Convention Center. Material handling services are available through the DECC at [www.decc.org](http://www.decc.org). Click on the Convention Center tab, then Exhibitor Info. On the sidebar, click on Exhibitor Online Ordering.

**7. Care of Building/Regulations.** Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, the equipment or furnishings in the booth. The exhibitor will be held liable for any such damage caused by him or his agent. The exhibitor assumes full responsibility for complying with union regulations, local, city and state laws regarding sales tax and regulations concerning fire, safety, electrical wiring and health.

**8. Use of Exhibit Space.** No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of the Management and approval of the terms thereof.

**9. Fire/Safety Regulations.** Exhibitors assume all responsibility for compliance with all city and state ordinances and regulations including those covering fire and safety. All exhibit equipment and materials must be made of flame-proofed material and must clear the floor. If the exhibitor neglects or violates these regulations or incurs fire hazards, the Management may cancel, without refund, all or such parts of the exhibit that may be irregular.

**10. Entertainment.** The exhibitor agrees not to sponsor group functions such as tours, film showings, speeches or other activities during convention hours that would in any way interfere with delegates' attendance at regular MCEA meetings or induce visitors away from the convention.

**11. Circularization and Solicitation.** Distribution by the exhibitor of any printed matter, souvenirs or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. Exhibitors are responsible for keeping the aisles near their booth (s) free of congestion or promotion. No exhibit or advertising matter will be allowed to extend beyond the exhibitor's space.

**12. Over-the-Counter Sales.** Over-the-counter sales are defined as the on-the spot transfer of goods for money, check, credit card, draft or any other kind of payment. Over-the-counter sales will be permitted in the booth areas only. Exhibitors are responsible for collection and remittance of all taxes. All exhibitors who sell merchandise from the show floor, or who take orders on a wholesale or retail basis, must have a valid Minnesota State Tax Permit.

**13. General Restrictions.** (a) Exhibitors can distribute only those food and drink samples which are manufactured or handled by them in the regular course of business. Approval must be obtained from the MCEA for distribution of food or beverages. For approval, call the MCEA at 651-227-8777. (b) The Management reserves the right to restrict exhibits which, because of noise, methods of operation or any reason become objectionable, and also to prohibit or evict without refund, any exhibit or person, which in the opinion of the Management, may detract from the general character of the convention. (c) No items may be attached to the walls or ceilings at the Duluth Entertainment Convention Center. (d) Helium balloons are not allowed. (e) No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted. (f) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites or lobbies.

**14. Location of Exhibits.** The Management reserves the right to alter the location of exhibits or booths shown on the official floor plans as it deems advisable and in the best interest of the convention; however, no change of location will be made without full discussion with the exhibitor affected by such changes.

**15. Liability and Insurance.** The Management will not be liable for loss or damage to property of the exhibitor or his representatives or employees from theft, fire, accident or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury.

**16. Failure to Open Convention.** In the case the Duluth Entertainment Convention Center shall be destroyed or damaged, or if the MCEA Convention fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by the MCEA. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of MCEA shall be to return to each exhibitor his/her space payments, less the pro-rated share of all costs and expenses incurred and committed by MCEA.

**17. Regulations and Contracts.** These regulations have been formulated in the best interest of all concerned and become part of the contract between the exhibitor and the MCEA. All matters and questions not covered by these regulations are subject to the decisions of the Management.

Minnesota Catholic Education Association  
475 University Avenue West  
St. Paul, Minnesota 55103

Phone: (651) 227-8777, Fax: (651) 227-2675