



MONTANA SOLUTIONS FOR MONTANA JOBS

Montana Economic Development Summit

EXHIBITOR CONTRACT

Please carefully read the following contract for exhibiting at the 2013 Montana Economic Development Summit. Initial where indicated to verify that you have read and understood each item. Please sign at the bottom to accept the contract and terms stated therein.

Rules and Regulations

- **EXHIBIT HOURS** Initial: _____
The Exhibit Hall will be open from 8:00am– 5:00pm on Monday, September 16th and 8:00am -1:00pm on Tuesday September 17th. Please make plans to staff your booth 12:30pm- 5:50pm on Monday September 16th.
- **DISMANTLING TIME** Initial: _____
Booths should be dismantled on Tuesday, September 17th after 1:00 pm. ***Please do not dismantle your booth prior to this time.*** Exhibits should be removed from the exhibit rooms by 3:00 p.m. Arrangements for return shipping can be made through the Montana Tech Mail Room, located in the Montana Tech Student Union Building.
- **EXHIBITOR REGISTRATION AND SET-UP** Initial: _____
Registration for exhibitors will begin at 3:00 pm on Sunday, September 15th in the Montana Tech Student Union Building. A representative of the exhibiting firm will be required to register and will receive an identifying badge. Exhibits ***must*** be in place by 8:00 p.m. on Sunday, September 15th. If you are mailing your booth to the Summit, please send it to: Montana Tech Mailroom, c/o Montana Economic Development Summit, 1300 W. Park Street, Butte, MT 59701. Plan to have your booth arrive by Friday, September 13th. No freight delivery is available on Saturday or Sunday. Booths that are pre-shipped will be delivered to the exhibit hall and placed at your designated exhibit space.
- **PROMOTION** Initial: _____
The Summit will provide your company's 200-word summary in its WEB materials and your company will be listed in the official Summit program. Announcements concerning the importance of the exhibits will be made on a continual basis during the program. Please complete your on-line registration by **August 23, 2013 to assure inclusion in the Summit program.**

- **ELECTRICAL SERVICES** Initial: _____
 If your booth requires electricity, please bring an approved power strip and electrical cord. The facility will provide standard electrical service to exhibitors if you have requested that on your registration form.
- **SECURITY** Initial: _____
 The conference cannot guarantee against loss or damage and will assume no liability for damages or guarantee the exhibitor against loss of any kind. The exhibitor understands and agrees to be responsible for damages that may occur as a result of the exhibitor's use of the facility. The Exhibit area will be locked at night and the Montana Tech campus does provide security personnel 24-hour/day.
- **SPACE ASSIGNMENT** Initial: _____
 Space is reserved on a first-come first-served basis. Applications are processed in order they are received. You must complete the registration form on-line at www.montanajobssummit.com and return the signed exhibitor contract (3 pages total) to the address provided. Please note that incomplete applications will not be processed until completed.
- **DECORATING SERVICES** Initial: _____
 Each booth is approximately 6' x 10' comes with a standard 8' exhibit table and two chairs. Piping and drapes will be set up for all exhibits. The exhibit hall is carpeted.
- **MISCELLANEOUS INFORMATION** Initial: _____
 I understand that I am responsible for providing each of my representatives with a copy of the signed contract.

Standards for Exhibiting

1. Exhibitors' displays ***must not*** obstruct the view of neighboring exhibitors and must not exceed the height of the eight-foot backdrop. Please remember that the booth size is 6' X 10' when planning your display. If your exhibit blocks the view of your neighbor's booth, you will be asked to remove the display.
2. Sound devices above conversation level will not be permitted in any booth.
3. Please be sure that you have staff available to work the booth on Monday September 16th from 12:30pm-5:30 pm.
4. Distribution of literature, samples, etc. in the Exhibit Hall by firms which are not participating in the exhibit is prohibited.
5. Unethical conduct or infraction of rules on the part of the exhibitor, his representative, or both, will subject the exhibitor or his representative to dismissal from the Exhibit Hall.

It is expressly understood that in using space in the Exhibit Hall, the exhibitor agrees to abide by all rules and regulations; moreover, that the Summit, in accepting the application for space, agrees to furnish ordinary facilities and services as enumerated in this Prospectus.

SIGNATURE & ACCEPTANCE OF CONTRACT

By signing below, I state that I have read and understand all information contained within the exhibitor contract and application. I agree to abide by all rules, regulations and standards. I understand that by violating any of the above rules, regulations, or standards I can be asked to leave the meeting.

Name (Printed)

Signature

Date

Organization or Business

Mailing Address *City* *State* *Zip Code*

Phone

Email

Please return this form to:

Jane Johnson
Field Representative
Kalispell Office of Senator Max Baucus
8 Third Street East
Kalispell, MT 59901
Phone: (406) 756-1150
Fax: (406) 756-1152
jane_johnson@baucus.senate.gov