

Conference Vendor Exhibitor Policies

1. The display area for exhibitors will be at the DoubleTree by Hilton, Bloomington-Minneapolis South, Minnesota
2. Display Area - **The table display must fit on the 6 ft. draped display table provided. The Committee will have the right to decline setup of any floor display or display wider than 6 ft.** A representative should be available at the table during conference sessions as well as during session breaks.
3. The cost of the conference includes vendor table and electricity to the table.
4. Refund: Upon written notice to the Minnesota Collection Network prior to September 28, 2018 of intent to cancel your registration; registration paid by exhibitor less an administrative fee of \$100.00 will be refunded. **No refunds after September 28, 2018.**
5. Door Prizes- Door prize drawings will be scheduled by the Network Committee. **Vendors may maintain a box at the display table for the purpose of collecting information only.** Drawing slips will be provided for all attendees names (except vendors - sorry).
6. All door prizes will be announced on Tuesday October 16, 2018, during lunch and Wednesday October 17, 2018, during the breakfast buffet, unless otherwise specified. A representative from the exhibitor will announce and present to the winners. We suggest that you attach your business card to the door prize.
7. The exhibit area may not be secure when the conference is not in session. If you need to store articles from the exhibit, you may talk to the conference registration desk personnel for suggestions.
8. All attendees at the conference and in your exhibit area must be registered. No events may be scheduled at times that conflict with other conference activities or without prior approval from the Minnesota Collection Network Steering Committee.
9. All local, safety, and fire regulations will be strictly enforced. The exhibitor assumes all responsibility for compliance with such regulations. No combustible materials will be stored in or around the exhibit area.

Exhibitor assumes entire responsibility and hereby to protect, indemnify and defend the Minnesota Collection Network and the DoubleTree by Hilton and their respective employees and agents against all claims, losses and damages to persons or property, government charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof. In addition, exhibitor acknowledges that neither the Minnesota Collection Network nor the DoubleTree by Hilton maintains insurance covering exhibitors' property, and that it is the sole responsibility of the exhibitor to obtain business interruption and property insurance covering such losses by exhibitor.

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