



# Contract for 2020 Exhibit Space

**Contract Due: October 1, 2019**

**Minneapolis Convention Center, Minneapolis, Minnesota**

**Tuesday, January 28, 2020, 9 am to 5 pm**

**Wednesday, January 29, 2020, 9 am to 1:30 pm**

- ◇ **Move In:** Monday, January 27, 12 pm to 8 pm
- ◇ **Booth Assignments:** based on date contract/payment received, previous participation and show sponsorship
- ◇ **Confirmation:** a confirmation will be sent via e-mail upon receipt of signed contract

Company \_\_\_\_\_ Booth Name \_\_\_\_\_  
 (As you want it to appear in exhibitor listings and booth signage)

Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Website \_\_\_\_\_  
 (Linked from www.mnporkcongress.com to your company website)

**Booth Rental Fee** (U.S. Funds)

Indicate the number of 10' X 10' booths you require.

Check here if you have large equipment you want to move in Monday, January 27, 7 am to 12 pm.

1 booth X \$595 \_\_\_\_\_

2 booths X \$580 \_\_\_\_\_

3 booths X \$530 \_\_\_\_\_  (Check here for 1 free additional booth—4 total)

5 booths X \$400 \_\_\_\_\_  (Check here for 1 free additional booths—6 total)

Each additional booth (above 6) X \$200 each \_\_\_\_\_ Total Dollar Amount Due \$ \_\_\_\_\_

**Check the products you will be exhibiting**

- Breeding Stock/AI Supplies
- Computer Software
- Education/Consultant
- Environmental Management
- Farm/Home Accessories
- Feed Equipment
- Feed/Feed Additive
- Heating/Ventilation Equipment
- Lending/Financial Planning
- Pharmaceuticals/Animal Health
- Publication
- Swine Housing
- Other: \_\_\_\_\_

**Cancellation or Refund Policy:** Cancellation of exhibit space by exhibitor *must be in writing* and received by December 1, 2019 for refund of payment less \$100 per booth. Telephone cancellations will not be accepted. No refund will be made for exhibit space cancelled after December 1, 2019.

**Payment Information**

Type: Check Enclosed: \_\_\_\_\_ Made payable to: Minnesota Pork Producers Association  
 Credit Card: \_\_\_\_\_ Credit Card Type: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover  
 Name on Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
 Expiration Date \_\_\_/\_\_\_/\_\_\_ CC Billing Address (complete) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**All items must be completed for credit card processing! (include zip code)**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

*Acceptance of this application by the Minnesota Pork Producers Association constitutes a contract. You therefore agree to abide by the rules and regulations of the Minnesota Pork Congress and to all conditions under which exhibit space is leased to the Minnesota Pork Producers Association.*

<b>For MPPA use:</b>	Assigned Booth Number
Date Received: _____	
Amount Received: _____	
Confirmation: _____	

**Keep a copy of completed contract for your records!**

Mail completed original contract to:  
 Minnesota Pork Producers Association  
 151 Saint Andrews Court, Ste 810  
 Mankato, MN 56001  
 Phone: 507-345-8814  
 Fax: 507-345-8681

# MINNESOTA PORK CONGRESS CONTRACT

## TERMS AND REGULATIONS

It is agreed that the space contracted for is subject to the following rules and regulations:

### Rental Charge

Contract and full payment must be received by MPPA on or before Oct. 1, 2019, it being understood that if not so paid, MPPA may sell the space contracted for to another exhibitor. A \$50 late fee will be charged for contracts and payments received after Oct. 1, 2019. All checks for space rental fees shall be made payable to Minnesota Pork Producers Association in US Funds.

### Assignment of Exhibit Space

The exhibitor returns the original copy of this contract to MPPA and keeps a copy for their files. **Assignment of exhibit space shall be made on the basis of: when the contract and payment is received; previous participation; diversification of similar exhibits; and sponsorship.** If it becomes necessary to move an exhibitor to a different location, this will be done to the best possible advantage of the exhibitor and the exhibitor will be notified. Space allocation will be made at the discretion of the management. Exhibitors may not sublease their assigned exhibit space or any part thereof. Notification to the exhibitor of assigned exhibit space will be made on or before Dec. 1, 2019.

### Cancellations and Refund Policy

Cancellation of exhibit space by exhibitor **MUST BE IN WRITING** and received by Dec. 1, 2019 for refund of payment less \$100 per booth. Telephone cancellations will not be accepted. No refund will be made for exhibit space cancelled after Dec. 1, 2019.

### Service Contractor

Each booth will be provided with 8' back drape and a 3' side drape. Exhibitors will provide their own furniture and accessories. **Exhibitors may bring their own booth furnishings: i.e. tables, chair, carpeting, etc. A letter with a web site address, username and password will be included in your exhibitor packet sent to you in Nov.** At this web site, exhibitors will find costs and ordering instructions for tables, chairs and other tradeshow equipment rental. The Minneapolis Convention Center will also have forms for electrical hook-up, phone service and other exhibitor services at this site. To avoid late fees, please pay attention to the order deadlines.

### Set-up/Take-down

- Booth materials need to be in place by 8 pm, Monday, Jan. 27 to accommodate aisle carpet installation.
- Display must be in complete form by 9 am, Tuesday, Jan. 28.
- **Absolutely no booth take-down until after 2 pm, Wednesday, Jan. 29.** All exhibits must be removed Jan. 29 due to prior contractual commitments.

### Special Exhibit Rules

- Adhesive backed promotional material and stickers are prohibited.
- Animals are prohibited. No live animals will be permitted in, or as part of, an exhibit.
- Exhibitors may not sublet their space, nor any part thereof.
- Audio-visual equipment and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of the exhibit management, do not interfere with the activities of neighboring exhibitors.
- **Exhibits may not obstruct the view of neighboring exhibits, either those to the side or behind. Specifically, a 20-foot wide end-cap booth may not have a back display more than 10-feet wide, five feet from center. Also, the side of displays should not extend more than three feet from the rear of the display. Booth height limit is 29 feet.**
- Any materials or displays deemed inappropriate by MPPA may be removed. The management reserves the right to oversee necessary changes and/or adjustments.

### Entertainment

Although meetings at Minnesota Pork Congress are conducted for educational purposes, it is recognized that an appropriate social program may contribute to the enjoyment of those attending. **Exhibitor social functions shall be scheduled at a time or place where they will not conflict with activities scheduled by MPPA.**

### Insurance

**Each exhibitor is required to be covered by public liability insurance (naming MPPA as co-insured therein) in the amount of not less than \$300,000 for injury to each person, not less than \$2,000,000 for each accident and not less than \$100,000 property damage for each accident, to protect against possible claims arising out of the operation of the exhibit. Theft and fire insurance floater policies are highly recommended. Small or easily portable articles of value should be properly secured or removed after exhibit hours and placed in safekeeping. The MPPA insurance policies do NOT include fire and theft coverage for individual exhibit booths.**

### Limitation of Liability and Indemnification

Exhibitors must make provision for the safe-guarding of their goods, materials, equipment and display at all times and wherever the same may be located within, on or about the MCC premises. Neither MPPA, its subcontractors, MCC and the City of Minneapolis will be responsible for property damage, or loss by, or for, any cause and exhibitors hereby waive their rights to claim liability against them for the same.

Exhibitors assume full responsibility for property damage, personal injury or death to any party by reason of exhibitors' participation in the Minnesota Pork Congress. Exhibitors agree to defend, indemnify and hold MPPA, its subcontractors, MCC and the City of Minneapolis harmless from all liability which might occur from any Act of God or any cause whatsoever arising out of the exhibitors' participation in the Minnesota Pork Congress. MPPA, its employees, subcontractors, MCC and the City of Minneapolis will not be liable for injuries to any person or for damages to property owned or controlled by exhibitors, whose claims for damages or injuries may be incident to, arise from or be in any way connected with exhibitors' occupation of display space. Exhibitors agree to defend, indemnify and hold MPPA, its subcontractors, MCC and the City of Minneapolis harmless against all such claims.

Exhibitors expressly understand and agree that the foregoing limitation of liability clauses, and each of them, apply not only during the exhibit hours, but also at all other hours of the day for the period extending from the commencement of installation until the final removal of all the exhibitors' property and personnel from MCC, and to any latent or contingent damage, injuries or liability arising or discovered at a later date as the result of or arising out of exhibitors' participation in the Minnesota Pork Congress.

MPPA, its employees, subcontractors, MCC and the City of Minneapolis will not be responsible to any degree whatsoever for any ill effects caused any person or group of persons in attendance prior to, during and after the close of the Minnesota Pork Congress for any samples taken or by other means given them by exhibitors.

### Amendment to Rules

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the MPPA Executive Board. These rules and regulations may be amended any time by the executive board and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.



Minnesota Pork Producers Association  
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Mankato, Minnesota 56001  
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Fax: 507-345-8681  
E-mail: [mnportk@mnportk.com](mailto:mnportk@mnportk.com)  
Web site: [www.mnportk.com](http://www.mnportk.com)