



MID-AMERICA TELECOM SHOWCASE & SEMINAR

October 15-17, 2018

Sheraton Crown Center - Kansas City, Missouri

EXHIBIT SPACE APPLICATION AND CONTRACT

To reserve your space, please complete, sign, and send this application along with the conference registration form with full payment to: **MATSS, 823 SW 10th Avenue, Topeka, KS 66612** by **September 28, 2018**. The exhibit space is assigned on a first come, first served basis. The exhibit space fee includes one (1) Exhibit Show/Conference Registration badge. Every person entering the exhibit hall must have this badge. There are no discount day passes. Every entrant to the exhibit hall must purchase a conference registration at full or late registration fee. Walk-up registrations are charged at full late registration rate. Note to sponsors (other than Diamond): you must complete and return this form with payment if applicable. No sharing of booth space is allowed.

Company Name _____

Contact Name _____ E-Mail _____

Address _____ Phone (____) _____

City _____ State _____ Zip _____

Our company is a member of (check all that apply):

ATA (AR) MTIA (MO) NTA (NE) OTA (OK) SITA (KS)

We are applying for:

___ One 8' x 10' booth @ \$810.00 for Telephone Companies (includes one exhibit badge)

___ One 8' x 10' booth @ \$845.00 for Members (includes one exhibit badge)

___ One 8' x 10' booth @ \$1125.00 for Non-Members (includes one exhibit badge)

___ Additional 8' x 10' booth @ \$400 for Members, \$550.00 for Non-Members (does not include exhibit badge)

CreditCard # _____ Exp. _____ Security Code _____
(3-4 digits)

Please mark the category that best describes your company:

Billing Software Cable installation/Construction Consulting/Engineering Distributors
 Network/Electronics Manufacturers Outside Plant Managers Publishers Other _____

List **two** competitors next to which you do **NOT** want your exhibit space located if possible and MATSS will do its best to accommodate you:

This application becomes a contract when signed. The applicant understands that the fee enclosed with this application will not be refunded except upon failure of MATSS to provide exhibit space for which full payment has been received. The applicant agrees to comply with exhibit regulations, instructions, and the Exhibit Terms and Conditions of the contract as they appear on the back of this form and as a part hereof, and agrees to abide by the contract in its entirety.

Print Name _____ Signature _____ Date _____

Sponsoring Associations: Arkansas Telecommunications Association, Missouri Telecommunications Industry Association, Nebraska Telecommunications Association, Oklahoma Telephone Association and the State Independent Telephone Association of Kansas

MATSS, 823 SW 10th Avenue, Topeka, KS 66612 • 785-232-1083 • matss@caplinger.net • www.sitaofks.com/matss

EXHIBIT TERMS AND CONDITIONS CONTRACT

1. **CONTRACT FOR EXHIBIT SPACE**—This application for space by the Mid-America Telecom Showcase & Seminar (MATSS) constitutes a contract for the right to use the space designated. In the event of unforeseen circumstances that render the building unfit or unavailable for use, this contract shall be cancelled as between the parties. Unless otherwise indicated, exhibits will be located in Exhibit Hall A and B, Sheraton Crown Center, Kansas City, Missouri.
2. **INSTALLATION AND REMOVAL OF EXHIBITS**—Exhibitors will have access to the Exhibit Hall on **Monday, October 15, 2018, from 11:00 a.m. to 5:00 p.m.** and **Tuesday, October 16, 2018 beginning at 7:00 a.m.** All exhibits must be set up and ready for the opening exhibition by 10:00 a.m., Tuesday, October 16, 2018. Exhibitors must pack and remove or consign for shipment all items of value prior to leaving their exhibits unattended. Dismantling and complete removal of exhibits must be completed by 4:30 p.m. on Wednesday, October 17, 2018.
3. **USE OF THE EXHIBIT SPACE**—Exhibitors planning to dispense beverages or food must have prior approval of MATSS and must make arrangements directly with the Sheraton Crown Center.
 - No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space.
 - No exhibitor is permitted to show goods other than those manufactured or dealt by the company they represent.
 - The purpose of the exhibit is to inform and educate attendees regarding services and products available through your company.
 - Displays shall not be placed in such a manner as to interfere with other exhibits.
 - Nothing shall be displayed at a height above the top of the standard booth back wall nor shall any part of the exhibit extend beyond the booth area.
 - No exhibitor shall dispense or give away alcoholic beverages.
4. **LIABILITY AND INSURANCE**—The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel and MATSS (including its sponsoring associations and their member companies) and their officers, agents, and employees from any and all such losses, damages and claims. If insurance is desired, it must be purchased by the exhibitor.
5. **FIRE REGULATIONS**—Booth decorations and construction must conform to local fire regulations. Combustible or explosive materials and substances may not be used. All exhibitors will adhere to regulations governing exhibits and displays in places of public and private assembly as established by the Sheraton Crown Center. FIRE REGULATIONS MUST BE OBSERVED.
6. **CARE OF PREMISES**—Nothing can be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. All charges in connection with cleaning and/or any damages to the premises, booth equipment, and furnishings will be charged to the exhibitor.
7. **RESTRICTIONS**—MATSS reserves the right to restrict any exhibit that, for any reason, becomes objectionable, and may prohibit or evict any exhibit in which the opinion of MATSS may detract from the general character of the convention. In the event of such prohibition, eviction, or restriction, MATSS shall not be liable for any exhibit expenses.

Any exhibitor who intends to utilize any type of audio equipment or noise-making devices that might be heard outside his booth area shall first secure approval from MATSS of such equipment before the exhibit opens. Exhibitors operating such equipment or devices shall do so only at a level that will not interfere with other exhibitors, or MATSS may require discontinuance of their use. All demonstrations, interviews and other exhibit activities must be conducted so as not to infringe on the rights of exhibitors or offend visitors to the exhibit. Any exhibitor utilizing music is responsible for securing and paying any licensing for the public performance of copyrighted music, and agrees to indemnify and hold harmless MATSS (including its sponsoring associations and their member companies) for any claims or causes of action arising therefrom.