

MAFO: National Farmworker Conference Exhibitor Understanding and Agreement

MAFO, Inc. can provide the following:

- Set-up will be done on Sunday, **March 20, 2011**, from 1:00 PM to 6:00 PM
- Electrical outlets are available.
- Extension cords will need to be brought in by exhibitors.
- One eight-foot table and two chairs will be provided.
- The exhibit area will be at the **Hyatt Regency Foyer** at **the Hyatt Regency San Antonio**.
- Make sure that your boxes are labeled properly and include the name of your organization.
- Exhibit take down is on Tuesday, **March 22, 2011**, 1:00 PM to 4:00 PM.
- Drayage will be made available to exhibitors and for exhibitor's use upon request from the hotel.
- Exhibitors need to be present at their booths from at least 8:00 AM to at least 4:00 PM.
- Exhibit shipping and packing is the responsibility of exhibitor.
- Exhibitor, immediately upon closing of exhibit, is responsible for own shipping arrangements.
- Any extra costs incurred by MAFO to set up an exhibit will pass on to the Exhibitor.

The agreement does not include the following:

- Placement of display equipment.
- Decoration and related services.
- Guard Services.
- Labor: carpenters, electricians, and drapes.
- Storage of any exhibit-related materials after the event.
- Gas and water supply.
- Phone lines
- Electrical power lines, etc.

**** Note: Any of the above items should be obtained directly from the hotel itself.**

Due to storage space limitation, the shipping of display materials must be pre-arranged with the hotel convention services and there may be an additional charge for labor and/or storage. Any materials arriving at the hotel prior to the day of exhibit setup will be forwarded to the official drayage company of booth decorator's choice. MAFO and the hotel will not be liable for additional freight or storage charges. Package room and storage will be charges at applicable rates.

****Note: All conference coffee breaks and refreshments will be located at the exhibit hall.**

IMPORTANT NOTICE: The exhibitor will hold MAFO and the Hotel HARMLESS OF ANY DAMAGES and any LOSSES INCURRED. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities and will indemnify, defend and hold harmless MAFO and the hotel, its agents, servants, and employees from any and all such losses, damage and claim.

The undersigned hereby agrees to the above mentioned terms and conditions.

Organization: _____

Agency Representative: _____ Date: _____

Title _____

Signature: _____

OFFICE USE ONLY

Application Recv'd: _____ Ck Recv'd: _____ Ck#: _____ Amt: _____