

Exhibitor Information & Instructions

Benefits of Exhibiting

Access:

- To rural communities from throughout the region
- To ranchers and growers employing farm labor
- To administrators, state and federal employees and decision makers who purchase products and services
- To directors who manage government-funded programs
- To service providers and regional community residents
- All attendees will be directed to the Exhibit Hall the first day of the SUMMIT, December 3, 2018 at 3:30 p.m.

Exhibitor Package:

- Six-foot skirted table with two chairs
- One free SUMMIT registration
- Listing in SUMMIT Program book with your contact information
- Breaks with exhibitors and all SUMMIT participants

Exhibitor Logistics:

- Setup: **Sunday, December 2, 2018, 1:00 – 5:00 PM**
- Exhibit period: **Monday, December 3, 7:30 AM – Tuesday, December 4, 2018 at 12:00 (noon)**
- Breakdown: **Tuesday, December 4, 2018, 12:00 noon**
- Booth assignments will be made by MAFO in the order that applications are received
- For internet access and electricity, please see hotel staff

SUMMIT Program or Packet Insert

Package insert materials (200 copies plus 1 original) must arrive at MAFO Conference Headquarters at the Marriott Hotel, Colorado Springs, CO no later than **November 20, 2018**.

Cancellation Policy:

Booth space **cancelled prior to November 20, 2018**, will be refunded, less a \$150 service charge. **No refunds** will be issued for cancellations on or **after November 20, 2018**.

All cancellation notifications must be made in writing to Lalo Zavala, CEO, at heladio.zavala@mafofarmworker.org

Shipping & Receiving Instructions and Guidelines

You may ship directly to hotel. Ship all exhibit materials to arrive by **Friday, November 30, 2018**. Items will be charged storage and drayage fees.

Receiving

- Letter Package = no charge
- Boxes = \$5.00 per box.
- Crates (0 – 200 lbs.) = \$20.00 per crate; over 200 lbs. – an additional \$10.00 per 100 lbs.
- Pallets (Not to exceed 500 lbs.) = \$75.00
- Pallets larger than 500 lbs. will not be accepted at the hotel

To ensure you and your guests will receive their packages in a timely manner; here are a few guidelines to follow:

All incoming packages for your convention should be addressed to _____; the name of the person who will claim the package, and the name of the Meeting.

Packages should be addressed as follows:

Name of Person & Company Picking up Package
C/O MAFO Summit

(Box 1 of 2 another Box 2 of 2)

Colorado Agriculture & Farm Labor SUMMIT

Exhibitor Understanding and Agreement

MAFO, Inc. can provide the following:

- Set-up will be done on Sunday, December 2, 2018 from 1:00 PM to 5:00 PM
- Electrical outlets are available.
- Extension cords will need to be brought in by exhibitors.
- One six-foot skirted table and two chairs will be provided.
- The exhibit area will be at the Hotel.
- Make sure that your boxes are labeled properly and include the name of your organization.
- Exhibit take down is on Tuesday, December 4, 2018, 12:00 noon to 2:00 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 Monday, 8:00 AM - 4:00 PM. and Tuesday, 8:00 AM - 12:00 noon
- 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/tear down an exhibit will be passed 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.*

Due to storage space limitations, 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. 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 SUMMIT coffee breaks and refreshments will be located in the exhibit hall.*

IMPORTANT NOTICE: The exhibitor will hold MAFO and the Hotel (Colorado Springs Marriott) 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: _____
Title _____ Date: _____
Signature: _____

OFFICE USE ONLY

Application Revd. : _____ Ck. Revd.: _____ Ck. #: _____ Amt.: _____