Exhibitor Information & Instructions

Benefits of Exhibiting

Access

- To rural communities throughout the country
- To administrators, state and federal employees and decision-makers who purchase products and services
- To directors who manage government-funded programs

Exhibitor Package

- Six-foot skirted table with two chairs
- One free Conference registration
- Listing in Conference program book with your contact information
- Coffee and dessert breaks with exhibitors and all Conference participants

Exhibitor Logistics

- Setup: Sunday, April 26, 2020, 3:30 – 5:00 PM
- Exhibit period: Monday, April 27, 2020, 7:30 AM – Tuesday, April 28, 2020, 2:00 PM
- Breakdown: Tuesday, April 28, 2020, 2:00 PM
- Booth assignments will be made by MAFO in the order that applications are received
- For internet access and electricity, please see hotel staff

Conference Program or Packet Insert

Package insert materials (400 copies plus 1 original) must arrive at MAFO Conference Headquarters no later than Friday, April 24, 2020.

Cancellation Policy

Booth space cancelled prior to April 17, 2020, will be refunded, less a $150 service charge. No refunds will be issued for cancellations on or after April 17, 2020.

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

Shipping & Receiving Instructions and Guidelines

You may ship directly to the McAllen Convention Center will receive supplies. The shipment of such materials will be accepted no sooner than three (3) days prior to the function. There might a nominal handling fee for material or heavy boxes. You are responsible for the payment of such handling fees. Packages or materials of excessive weight or value must be approved for receipt by the Convention Center prior to shipping. The Convention Center/hotel is not in any way liable for the contents of these packages. Please see pages 3 & 4 for additional convention center guidelines.

Should special arrangements for delivery be necessary, please contact Edgar Serna, McAllen Convention Center, Event Coordinator, at 956-681-3898. To ensures the delivery to your preferred location.

Ship all exhibit materials to arrive by Friday, April 24, 2020.

Packages should be addressed as follows:

ATTENTION: Your Name
Contact Phone: Yours
Group: Your Group/ MAFO Conference
Arrival:
Property Address: Embassy Suites by Hilton, McAllen Convention Center, 800 Convention Center Blvd., McAllen, TX 78501
(Box 1 of 2 another Box 2 of 2, etc.)
Set-up will be done on Sunday, **April 26, 2020** 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 McAllen Convention Center Ballroom Foyer.
Make sure that your boxes are labeled properly and include the name of your organization.
Exhibit take down is on Tuesday, **April 28, 2020**, 2:00 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 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 charged at applicable rates.

**Note: All Conference coffee breaks and refreshments will be in 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: ___________________________
Title ___________________________ Date: _______________
Signature: ___________________________

**OFFICE USE ONLY**
Application Revd. : _______ Ck. Revd.: _______ Ck. #: _______ Amt.: _______

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Convention Center Exhibitor Guidelines

General Planning & Building Information

- The McAllen Convention Center is a non-smoking facility.
- Parking on loading docks is permitted for loading and unloading only. All other parking is prohibited; violators will be towed at owner’s expense.
- Animals are not permitted in the facility, except those in compliance with ADA regulations.
- A request to add or delete equipment (a reset) or a request for a change (a changeover) to the first room setup is subject to additional charges.
- Helium balloons, glitter, confetti, and streamers are not allowed.
- Use of tape or adhesive products, nails, tacks, pins, etc. on any surface in the facility is not allowed.
- Costs for damages to the facility or for clean-up of the facility are billed to the facility contractor.

Alcohol

- Alcoholic beverages may be served within the facilities during certain events (i.e. dances, receptions).
- Centerplate, the exclusive caterer and concessionaire, must provide the service and sale (concession) of food and beverage, including alcohol, for all events in the McAllen Convention Center. Contact a Centerplate representative for more information at (956) 681-3863. Exhibit Booths

Below are regulations that will be enforced during all events. It is requested that this information be listed in show brochures, programs and/or exhibitor packets. It is your responsibility to inform your exhibitors and personnel associated with your event of these regulations.

- Decorations, signs, banners, etc., may not be tape, nailed, tacked, stapled, or otherwise fastened to ceiling, walls, doors, painted surfaces, or columns.
- No carts, hand trucks, etc., with hard wheels are permitted on carpeted surfaces.
- No evergreen plants will be permitted.
- Combustion engines may not be operated on the exhibit floor as part of an exhibit.
- All planting, fountains, etc., should have waterproof plastic materials underneath.
- All sales of food items must be reviewed and approved by the McAllen Convention Center Director.
- No paint, tape or tape residue should remain on show floor or walls of the facility after move-out is completed. Proper precautions should be taken to prevent damage occurring to floor and wall surfaces.
- All doors of the facility must be unlocked during all open hours of the show for the safety of the patrons.
- The McAllen Convention Center is not responsible for the cleaning of exhibit booths.
- The McAllen Convention Center does not furnish equipment or fixtures (i.e. pipe & drape, tables, extra chairs, carpet, wastebaskets, ladders, carts) for exhibitors. Facility Contractor must contract with a general services contractor (decorator) for these items.
Exhibitor Cooking

- Exhibitors may provide “bite size” food samples of their individual brand name products. Approved sample sizes must be 2 ounces or less.
- Fire extinguishers must be available in all cooking booths.
- Fire hose cabinets, fire pull stations, aisle ways and exits may not be blocked or obstructed.
- Covered displays exceeding 300 square feet must meet specific regulations.
- Open flames are not permitted in the facility.
- Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed.
- All costs associated with safe handling of materials, including insurance, are the responsibility of the facility contractor.

Concessions

Concessions, alcoholic beverage and catering services are exclusive to the in-house food and beverage management company, Centerplate. For more information, call (956) 681-3863.

Utilities / Electrical Service

- Utility services (electrical, water & drain, gas, and telephone services) are exclusive to the MCC.
- A three (3) hour minimum is charged for labor unless otherwise specified.
- Unscheduled labor may be subject to the overtime charges of one and one-half (1 1/2) the regular rate.

Rigging

- The department reserves the right to require the use of designated rigging personnel for hanging any item when necessary or when safety is a concern.
- Requests for installation of show banners, exterior signs, interior signs, directional signs and rigging must be submitted to the event coordinator, and approved, before the first contract day.
- All rigging services are performed and/or supervised by the department rigging personnel. Fees may apply.