

# Exhibitor Information & Instructions

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## 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, **May 5, 2019**, 1:00 – 5:00 PM
- Exhibit period: Monday, **May 6**, 2019, 7:30 AM – Tuesday, **May 7**, 2019, 2:00 PM
- Breakdown: Tuesday, **May 7**, 2019, **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, **May 3**, 2019

### Cancellation Policy

Booth space **cancelled prior to April 26, 2019**, will be refunded, less a \$150 service charge. **No refunds** will be issued for cancellations on or **after April 26, 2019**.

All cancellation notifications must be made in writing to Lalo Zavala, MAFO CEO, at [heladio.zavala@mafofarmworker.org](mailto:heladio.zavala@mafofarmworker.org).

### Shipping & Receiving Instructions and Guidelines

You may ship directly to the hotel. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be a \$3.00 per box, incoming and \$3.00 outgoing handling charge for all boxes processed by the Hotel Security Department. Each pallet or crate delivered to the Hotel is subject to a \$5.00 handling charge. Shipping and receiving hours are 7:00 a.m. – 4:30 p.m., Monday through Friday. Any boxes received or shipped on Saturday or Sunday will incur an incoming and outgoing, \$50.00 per box handling fee. A storage fee of \$10.00 per box per day will apply for any boxes received prior to 48 hours of the first function. This storage fee will also apply to each empty packing container stored during the function. The Omni San Antonio Hotel At The Colonnade is not in any way liable for the contents of these packages.

Should special arrangements for delivery be necessary, please contact Ms. Lou Garcia, Sales Manager, 210-699-5837, [imgarcia@omnihotels.com](mailto:imgarcia@omnihotels.com).

Ship all exhibit materials to arrive by **Friday, May 3, 2019**.

**Packages should be addressed as follows:**

ATTENTION: Ashly Wash

Contact Phone: Yours

Group: Your Group/ MAFO Conference

Arrival:

Property Address: Omni San Antonio Hotel At The Colonnade, 9821 Colonnade Blvd., San Antonio, TX 78230

**(Box 1 of 2 another Box 2 of 2)**

# MAFO: National Farmworker Conference Exhibitor Understanding and Agreement

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- Set-up will be done on Sunday, [May 5, 2019 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 [Omni San Antonio Hotel At The Colonnade](#).
- Make sure that your boxes are labeled properly and include the name of your organization.
- Exhibit take down is on Tuesday, [May 7, 2019, 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 located 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: \_\_\_\_\_

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## OFFICE USE ONLY

Application Revd. : \_\_\_\_\_ Ck. Revd.: \_\_\_\_\_ Ck. #: \_\_\_\_\_ Amt.: \_\_\_\_\_

MAFO | PO Box 7569 | St. Cloud, MN 56302-7569  
Office: 320.251.1711 | Fax: 320-203-8910 | Cell 414.791.0221