

## Minnesota Orthopaedic Annual Meeting

May 4, 2018

The Commons Hotel



### Exhibitors Terms and Conditions

**Deadline:** Exhibitor forms and payment are due by April 27, 2018. Full payment is required with signed contract. Make checks payable to the Minnesota Orthopaedic Society (MOS) and mail to: MOS Exhibits, P.O. Box 24475, Minneapolis, MN. No space will be assigned without a receipt of the total cost paid in full.

**Logo Visibility:** Your Company's logo will be used in the meeting materials. In order to take full advantage of this benefit, you must send your company's logo to the MOS office by April 25, 2018 as a vectored-art EPS file. (If your company does not have its logo in this format, contact the MOS office for alternatives.) Please email logos to [office@mnorthopaedic.org](mailto:office@mnorthopaedic.org). If logos are not received by April 25, 2018 by 5pm CDT, they will not be included in the meeting materials.

**Exhibit Space:** Each exhibit will include one skirted 6' table and two chairs. Your exhibit space will be approximately 6'x8'. All exhibition materials must fit in that area. All road case and/or boxes must be cleared from the area or not be visible. Exhibit tables will be assigned as payment is received. Electricity is available upon request, and is the exhibitor's responsibility to secure. Electricity forms can be requested from the MOS Office. To protect the safety and security of all guests and Hotel property, exhibitor agrees that it will not use any items in the function space that create any amplified noise, smell or visual effect other than decorations without advance notification and written approval by MOS and the hotel.

**Exhibit hours:** All booths must be set up by 7am CDT. Exhibitors are expected to be in attendance the entire length of exhibit hours.

**Exhibitor Attendance:** Each exhibit booth includes two registrations to the event. Any additional onsite exhibitors must be registered at the \$60 additional exhibitor rate. Exhibitor representatives outside of the two inclusive registrations are welcome to register either online before the conference or onsite. If registering onsite, exhibitors must pay at the door – invoices will not be sent.

**Cancellation Policy:** Cancellations from the exhibitors must be received in writing. Cancellations received before April 18, 2018 will receive a 90% refund; cancellations received on or after April 18, 2018 will receive no refund. Cancellations should be sent to the MOS Office, [office@mnorthopaedic.org](mailto:office@mnorthopaedic.org).

**Security:** The exhibit area is unsecured, although it is a space that is separate from the general facility guest traffic. Personal property is at the sole risk of the owner. Exhibitors are responsible for safekeeping of their personal property.

**Liability:** Each exhibitor will be responsible for the space leased during the convention, will keep it free from hazards to persons on the premises and will surrender space in the same condition as it was at the time of occupation. The MOS and its members will not be responsible for any injury that may occur due to exhibit operators, their associates or employees. It is agreed that in no case shall MOS and its members be responsible for any loss, theft or damage by fire, or any injury to any person or article. Each exhibitor is responsible for complying with all federal, state, local, and conference facility fire and safety codes. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

**Cancellation or Postponement of Conference** – In the event the conference is postponed due to any occurrence not occasioned by the conduct of MOS, The Commons Hotel or the exhibitor, or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this contract, then the performance of such parties under this agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the conference, each party hereby releases the other from all obligations under this agreement.

**General:** All matters and questions not covered by these regulations are subject to the decision of MOS. These regulations may be amended at any time by MOS and all amendments that may be made shall be equally binding on all parties allocated by them, as are the original regulations. In the event of any amendment of addition to these regulations, written notice will be given by MOS to such exhibitor as may be affected by them.