

EXHIBIT RULES AND REGULATIONS

1. *Contract for Space*— The receipt of a complete and signed Contract Form, accompanied by payment for the full amount required for booth rental, will constitute a duly executed contract for the right to use the allocated space. Cancellations and requests for refunds cannot be honored unless the space can be resold.
2. *Standard Booth Package*— The booth for industrial exhibitors will be 10 feet wide by 8 feet deep. The cost, which includes two free meeting registrations, is \$550. The booth for academic exhibitors will be 8 feet wide by 6 feet deep. The cost is \$280, and does not include free registrations. Each booth will be provided with two chairs, a skirted table, an ID sign, and a small trash can.
3. *Space Restrictions*— All demonstrations, discussions, distribution of any descriptive literature, or other similar activities, must be confined to the exhibitor's booth space. Exhibitors shall not assign, sublet, or share the whole or any part of their assigned booth space without the approval of the Midwest Regional Meeting. Displays shall not be placed in such a manner as to interfere with other exhibitors. No sidewall panel or equipment shall project further than thirty inches from the main back wall, nor exceed eight feet in height. There shall be no obstruction of the aisles.
4. *Building Restrictions*— No objects may be pasted, tacked, nailed, screwed, or in any manner attached to the walls, floors, columns, or other parts of the Sheraton Westport or its furnishings.
5. *Fire Precautions*— Combustible decorations cannot be used in any manner by an exhibitor. All packing and shipping materials must be removed from the Exhibition area upon completion of booth arrangement. Volatile or flammable matter or any other substance representing a danger to the attendees or the physical facilities will not be permitted in the building. The Midwest Regional Meeting and the Sheraton Westport Hotel reserve the right to enforce this regulation as it sees fit in accordance with prudent and cautious practice.
6. *Furniture*— If additional furniture is required, beyond that described in 2 above, it may be ordered later directly from Paramount Convention Services, the company that is providing the booth set-ups. Details will be provided in the Exhibitor Package, about 8 weeks prior to the meeting date.
7. *Liability*— There is an indemnity clause on the attached Contract Form. The Exhibit Hall will be locked during the hours when the Exhibition is closed to the public and every reasonable precaution will be taken to protect your firm against a loss, but we cannot guarantee this.
8. *Delivery of Exhibition Materials*— Details will be provided in the Exhibitor Package. You may arrange to have materials delivered directly to Paramount Convention Services, who will then deliver them to your booth. Some storage will be available from Paramount Convention Services.
9. *Assembly of Exhibits*— Installation of exhibits may commence at 8 am on Wednesday, October 19. Installation should be completed no later than 6:00 pm that evening. The Midwest Regional Meeting reserves the right to re-sell booth space not claimed by 3:00 pm, October 19.
10. *Dismantling of Exhibits*— All exhibitors must remain for the entire Exposition, which ends at 12 noon on Friday, October 21. Exhibits may not be dismantled until after the close of the Exposition. Exhibits must be completely dismantled and removed by 3:00 pm, Friday, October 21.
11. *Booth Personnel*— The booth should be staffed by exhibitor personnel at all times that the Exposition is open to attendees. Each industrial exhibitor will be provided with two badges that will allow admission to the Exhibition and to the technical sessions at the Meeting. Academic booths may be staffed by any institutional affiliate who is registered for the meeting.
12. *Admission to the Exhibition Area*— Admission to the Exhibition Hall will be by badge only. This rule will be strictly enforced.