

Exhibits, Sponsorships & Advertising *Please make copies of this form for multiple registrations.*

Step 1: COMPANY INFORMATION

Please print or type

Name of Contact: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Company Web Site: _____

Step 2: EXHIBITS AND SPONSORSHIP

Please select your choice

Sponsor: Choose One Awards Luncheon Annual Luncheon \$5,000

Exhibitor Number of Booths _____ \$600 Each _____

Coffee Breaks Monday Morning Monday AM Break Monday PM Break \$ 700

Tuesday Morning Tuesday AM Break Tuesday PM Break

Wednesday Morning Wednesday AM Break

Total Exhibits & Sponsorship \$ _____

Step 3: CONFERENCE PROGRAM ADVERTISING

Please select your choice

Pull out insert to carry throughout the conference \$1,500

Center of Program Booklet (must be both pages) \$1,400

Inside Front Cover \$ 700

Inside Back Cover \$ 700

MAHC will conduct a lottery to fill the premium advertising pages above.

All completed applications must be in the MAHC office by December 12, 2018.

MAHC dues must be paid in full to participate in the lottery drawing.

The lottery drawing will be held December 16, 2018.

Full Page \$ 500

One Half Page \$ 300

Cooperative Full Page \$ 200

Cooperative Half Page \$ 150

Total Conference Program Advertising \$ _____

Cancellation Policy

Cancellations of booth space, sponsorship or advertising commitments must be made in writing to MAHC by February 28, 2019. Contracts for booths cancelled on or before this date will forfeit \$200 per booth for processing and handling. All other funds will be returned. If an exhibitor cancels after February 28, 2019, all funds will be retained by MAHC. Contracts for sponsorship or advertising cancelled on or before February 28, 2019 will forfeit 25% of the sponsorship or advertising cost for processing and handling. All other funds will be returned. If a sponsor or advertiser cancels after February 28, 2019, all funds will be retained by MAHC.

Step 4: BOOTH PERSONNEL REGISTRATION

Representative in charge of exhibit at show :

Name: _____ Title: _____

Email: _____ Phone # _____

The registration fee for one exhibitor per booth is included,

Step 5: PREMIUM ADVERTISING REQUEST

PLEASE MARK CLEARLY WITH 1-4, TO INDICATE ORDER OF PREFERENCE

Back of program pull out	_____
Center of program (must be both pages)	_____
Inside front	_____
Inside back	_____

Step 6: CONFERENCE TOTALS

TOTAL EXHIBITS AND SPONSORSHIP FEES \$ _____

Step 2, Page 1

TOTAL CONFERENCE PROGRAM ADVERTISING FEES \$ _____

Step 3 Page 1

GRAND TOTAL \$ _____

(MAHC requires pre-payment with Exhibitor, Sponsorship & Advertising Application in order to process.)

Mail or fax this form with payment to :

MAHC

37140 Goddard Street, P.O. Box 185, Romulus, MI 48174

CONTRACT FOR EXHIBITION SPACE

MIDWEST ASSOCIATION OF HOUSING COOPERATIVE ANNUAL CONFERENCE AND TRADE SHOW 2019 TERMS, RULES, AND REGULATIONS.

AGREEMENT DATED THIS ____ DAY OF _____ 20____,

By and between the entity listed in spaces provided below (hereinafter referred to as "exhibitor") and the Midwest Association Of Housing Cooperatives, Inc. a Michigan Non-profit charitable corporation,(hereinafter referred to as "MAHC"). To wit:

The Group is responsible for submitting to MAHC by Monday, April 1, 2019 a summary of its requirements for the exhibit area, which shall include the number of table top exhibits, A drawing must be submitted for approval by MAHC for anything other than just on the table top.

Exhibit rental includes:

1. set-up and dismantle days
2. general lighting
3. standard heating and/or air conditioning.

Exhibit rental does not include:

1. drayage
2. decoration
3. labor
4. guard/security service
5. cleaning or janitorial services
6. electrical

INSURANCE :

Group and Hotel are required to insure their obligations set forth in the section entitled "Indemnification and Hold Harmless" below, and to provide evidence of such insurance upon request. For any activity introduced onto the premises by an outside contractor hired by Group, Group will be fully responsible for the actions of such outside contractor. Upon request, Group will provide a certificate of insurance covering the actions of such outside contractor, naming MAHC the Hotel and Hyatt Corporation as additional insureds with regard to the activities of such outside contractor.

LIABILITY:

Group is responsible for submitting an executed release of liability from each Exhibitor or its third party representative in charge of providing installation and dismantling services prior to setup. The release must include the following language:

Exhibitor shall be fully responsible to pay for any and all damage to property owned by Hyatt Regency Seattle, its owners or managers that results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hyatt Corporation, as agent of HT-Seattle Owner, LLC, a Delaware limited liability company, d/b/a Hyatt Regency Seattle, Midwest Association of Housing Cooperatives, and their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

In accordance with the terms, rules, and regulations governing exhibition at the annual conference and trade show, attached hereto and incorporated by reference herein, the undersigned hereby contracts for exhibition space(s) as follow:

- 1. Number of spaces requested: _____
- 2. To exhibit the following: _____
- 3. Full exhibition fee of \$600.00 per space accompanies this signed contract.
- 4. Firm or organization name and address as it should appear in the program guide.

Phone: _____ Fax: _____

Name: _____ **Title:** _____

Signature: _____ **Date** _____