



MOCARH Annual Conference and Vendor Fair

Exhibitor Contract and Conference Manual

May 14-16. 2024

Branson Convention Center

Embassy Suites by Hilton St. Louis – St. Charles Hotel

INSTRUCTIONS

1. Please read all information in this contract carefully and print or type all information requested.
2. Complete and sign original copy and remit with 50% deposit of total Exhibit Space rental to: Missouri Council for Affordable Rental Housing (MOCARH). Mail signed contract along with payment to P.O. Box 184, Liberty, MO 64069.
3. Confirmation of your booth assignment will be sent to you in the form of one signed copy of this contract.

BOOTH SPACE

BOOTH CHARGES ARE BASED ON A COST OF \$500 per space (note: all displays are "table-top" with limited backdrops and display materials). All displays will be in the located in "pre function" area outside the Windsor Room of the convention center.

DISPLAY and COMPANY DESCRIPTION

The following items/information will be displayed in our booth and should appear as written below. This information will be used in promotional materials.

Address, telephone and fax number, email address and company website to be listed below along with a brief description of your company and the goods and/or services supplied to the industry. This information will be used in promotional materials.



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COMPANY LIAISON

Name of person in charge of exhibit, and to whom instructions should be sent (include address and telephone and email address:

MOCARH, in its sole discretion, reserves the right to make changes in space assignment that it deems are in the overall best interest of the Exhibit.

Enclosed herewith is a 50% deposit of the total Exhibit Space Rental. In accordance, the undersigned agrees to the following provisions: Space will be assigned by MOCARH based on the order in which the Application/Contracts are received. If the Exhibitor fails to pay the balance of space rental on or before Exhibitor's right to exhibit may be cancelled without further notice or refund of any deposit. If Exhibitors cancels its participation in the Exhibit, such cancellation shall be considered a default on its part, and any monies paid hereunder shall be retained by MOCARH as liquidated damages. The EXHIBITOR AND MOCARH SHALL BE BOUND BY THE TERMS, CONDITIONS AND RULES for exhibiting in a MOCARH Exhibit which has been received and considered as part of this agreement.

COMPANY/ORGANIZATION _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____ TELEPHONE () _____

BY _____ DATE _____
(authorized signature)

NAME _____ TITLE _____
(Please Print)

FOR MOCARH USE ONLY

Total Booth Space Rental _____ Contract Received _____
Amount of Deposit _____ Date Space Confirmed _____
Balance Due on Space Rental _____ Booth Assigned _____
Balance on Space Rental Received _____ By _____



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Terms, Conditions and Rules for Exhibiting in an MOCARH-Sponsored Exhibit

1. PURPOSE OF EXHIBIT

Missouri Council for Affordable Rental Housing (hereinafter MOCARH) is a not-for-profit trade organization for educational purposes. Since 1985, MOCARH has served as Missouri's premier association for participants in the affordable housing profession. MOCARH's membership includes owners, developers, management companies, site managers, non-profits, syndicators, accountants, and companies that supply goods and services to the industry. MOCARH's primary focus is to provide training, education, and professional development to our membership and others involved in the affordable housing industry. As such, it sponsors conferences as one means of accomplishing this end. The main purpose of these Conferences is educational, and the exhibit staged in conjunction with the conference sessions is a vital element of this education's process.

2. INDEMNITY AND LIMITATION OF LIABILITY

Neither MOCARH, the Branson Convention Center, nor the host Hilton Hotel/convention facility (hereinafter Exhibit Building, nor any of its officers, agents employees or other representatives shall be held liable for, and they are hereby released from liability for, any damage, loss, harm or injury to the person or property of the Exhibitor or any of its visitors, officers agents, employees or other representatives, resulting from their theft, fire, water or accident or any other cause. The Exhibitor shall indemnify, defend, and protect MOCARH and the Exhibit Building and save MOCARH and the Exhibit Building, harmless from any and claims, demands, suits, liability damages, loss, costs, attorneys fees and expenses of any kind which might result from or arise of any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. It is the responsibility of the Exhibitor to maintain proper insurance cover be for its property and liability.

3. ASSIGNMENT OF EXHIBIT SPACE

MOCARH shall assign the Exhibit Space to the Exhibitor for the period of the Exhibit (provided the Exhibit Building is made available to MOCARH) in priority order passed on receipt of enclosed contract. Such assignment is made for the period of this Exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the Exhibitor's space choices whenever possible, but MOCARH's decision will be final. MOCARH reserves the right to transfer assignments when such an action is deemed to be in the best interest of the total exhibition. MOCARH reserves the right to withdraw its acceptance of this Application/Contract if it determines in its sole discretion that the Exhibitor is not eligible to participate, or the Exhibitor's product or services is not eligible to be displayed in this Exhibit.

4. USE OF EXHIBIT SPACE

An exhibitor shall not assign to a third party its right hereunder to the Exhibit Space or any portion thereof without the prior written consent of MOCARH, which it may withhold at its sole discretion if such consent is given, the Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives, and the Exhibitor shall not charge its assignee more than a proportionate share of the exhibit fee based upon the amount of Exhibit Space assigned.



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5. EXHIBIT HOURS

MOCARH will establish exhibition hours and reserves the right to make choices, however, such changes will be made as far in advance of the exhibition as possible. Each Exhibitor is required to keep at least one attendant in his booth during exhibit hours; failure to do so may result in removal of his/her exhibit from the show at his/her expense.

6. INSTALLATION AND DISMANTLING

The Exhibitor explicitly agrees that in the event he/she fails to install his/her products in assigned Exhibit Space or fails to remit payment for required space rental at time specified MOCARH shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper in addition the Exhibitor shall not dismantle or otherwise interfere with the orderly conduct and display of the exhibits until the Exhibit Floor is finally closed to the public.

7. DISPLAYS AND DECORATIONS

Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed, or tacked to walls. No Exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to Exhibit Space No signs or advertising devices shall be displayed outside Exhibit Space or projecting beyond limits of Exhibit Space as to interfere with any neighboring Exhibit. All displays will be limited to a "Table-Top" format with limited display materials including backdrops, signage, merchandise, etc.

8. UNION LABOR

The exhibitor must comply with all union regulations applicable to installation, dismantling and display of the exhibits.

9. FIRE REGULATIONS

Exhibitors shall not pack merchandise in paper, straw, excelsior, or any other readily inflammable materials. All cartons stored in the Exhibit Building shall be emptied of contents. Exhibitors shall use no inflammable decorations or covering for display fixtures and all fabrics or other material used for decoration or covering shall be flameproof. If required by local law or ordinances, Exhibitor shall have on hand in its Exhibit Space a notarized affidavit establishing that its display material has been treated during the last year by an approved chemical. All wiring devices and sockets shall be in good condition and meet the requirements of local law.

10. BOOTH EQUIPMENT AND SERVICES

Space rental includes those terms listed in the accompanying exhibit brochure or letter.

11. STORAGE AND PACKING CRATES AND BOXES

Exhibitors will not be permitted to store packing crates and boxes in the booth or the Exhibit Hall during the Exhibit, unless the items store completely and neatly under the table otherwise these items, when properly marked, will be stored, and returned to the booth by service contractors. It is the Exhibitor's responsibility to mark



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and identify all crates and boxes and to pay any storage fees assessed by the conference center. Crates and boxes not properly labeled may be destroyed. No trunks, cases or packing material shall be brought into or out of the Exhibit Space during exhibit hours.

12. CONTRACTOR SERVICES AND INFORMATION

MOCARH has, in the best interest of the Exhibitor, selected certain firms to serve as the official contractors to provide necessary services to Exhibitors. Complete information, instructions, and schedule of prices regarding drayage, labor for set-up and dismantling, electric work, furniture, special cleaning services, etc. will be included in the Exhibitor Service Kit to be forwarded after space has been confirmed. An Exhibitor Service Center will be maintained near the Exhibit Floor to facilitate service requests from the Exhibitor. MOCARH assumes no responsibility or liability for any of the services performed or materials delivered by the foregoing persons and parties.

13. OBSERVANCE OF LAWS

The exhibitor shall abide by and observe all laws, rules, regulations and ordinances of any applicable government authority and all rules of the Exhibit Building.

14. CANCELLATION OR TERMINATION OF EXHIBIT

If because of war, fire, strike, Exhibit facility construction or renovation project, government regulation, public catastrophe, Act of God, or the public enemy or other CAUSE beyond the control of MOCARH, the Exhibit or any part thereof is prevented from being held, is canceled by MOCARH or, the Exhibit Space becomes unavailable, MOCARH, in its sole discretion, shall determine and refund to the Exhibitor its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by MOCARH and reasonable compensation to MOCARH. In no case should the amount of refund to Exhibitor exceed the amount of the exhibit fee paid.

15. EXHIBITOR CANCELLATION

Cancellation of any portion of this Application/Contract by the Exhibitor will be accepted upon the following refund schedule: At least 30 days-50% of contract. Less than 30 days-no refund Except as the Exhibitors rental obligation may be reduced as set forth in the preceding sentence, the Exhibitor is responsible for total booth rental irrespective of the reason for the cancellation by the Exhibitor because of the failure of an Exhibit to arrive for any reason.

16. EXHIBITOR CONDUCT

The exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of MOCARH is required for the employment or use of any live model, demonstrator, solicitor, or device for the mechanism reproduction of sound. Such employment or use shall be confined to the Exhibit Space. MOCARH, in its sole and absolute discretion, may withdraw its consent at any time, in which event Exhibitor shall terminate such activity immediately All promotional plans must be submitted to MOCARH for approved Distribution of pamphlets, brochures or any advertising matter must be confined to the Exhibit Space. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Exhibitor shall not lead attendees from one Exhibit Space to another or to elevators or escalators. Exhibitors or any of its representatives shall not conduct themselves in a manner offensive to standards of decency or good taste.



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17. PHOTOGRAPHS

No photographs shall be taken without prior consent of MOCARH, or the Exhibitors involved.

18. AGREEMENT TO TERMS CONDITIONS AND RULES

Exhibitor agrees to observe and abide by the foregoing Terms, Conditions and Rules and by such additions Terms, Conditions and Rules made by MOCARH from time to time for the efficient or sale operation of the Exhibit, including but not limited to, those contained in this contract. In addition to MOCARH's right to close an Exhibit and withdraw its acceptance of this Application/Contract MOCARH in its sole judgment, may refuse to consider for participation in future Exhibits an Exhibitor who violates or fails to abide by all such Terms, Conditions and Rules. There is no other agreement or warranty between the Exhibitor and MOCARH except as set forth in this document. The rights of MOCARH under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of MOCARH.

19. Conference Location and Dates

Dates: May 14-16, 2024

Location: Embassy Suites by Hilton, St. Louis / St. Charles
Two Convention Center Plaza
St. Charles, MO 63303

Conference Event Manager, Embassy Suites by Hilton: Alison Gawedzinski
Direct: 636- 866- 0172
Email: alison.gawedzinski@atriumhospitality.com

Shipped Materials should be marked:

HOLD for Arrival Date of Tuesday, May 13, 2024, MOCARH Conference

The conference center charges a handling fee as follows:

Envelope	\$ 5.00 per envelope
Small box less than 1x1x1	\$ 10.00 per box
Medium box between 1x1x1 and 2x2x2	\$ 25.00 per box
Pallets received / monitoring departure	\$100.00 per pallet
Pallet disposal	\$ 50.00 per pallet

20. MOCARH Contact Information

Sonja Bennett
Executive Director
Cell: 816-679-4581
Email: executivedirector.mocarh@gmail.com

Contract Submitted by: