

Chicago | May 23~25, 2016



MER Conference 2016

- Exhibitor Terms and Conditions
- Participation Agreement
- Sponsorship Registration Form

May 23 – 25, 2016 | Chicago, Illinois | Pre-Conference Tutorials: May 22, 2016



CohassetAssociates

Guiding the Way to Successful Information and Records Management



EXHIBITOR TERMS & CONDITIONS

1. All Exhibitors are subject to approval by Cohasset Associates.
2. Cohasset Associates will promptly notify Exhibitors whether their agreement for MER 2016 Exhibitor participation has been accepted.
3. The benefits described in the Exhibiting and Sponsorship Information Packet will not be made available until full payment of the Exhibitor fee is received.
4. Confirmation of the private meeting room requested by Tier 1 and Tier 2 Exhibitors (hotel suite vs. conference room) will be issued upon receipt of the Exhibitor's application and full payment. Specific location of the private meeting room (i.e., suite number or meeting room name) will be provided approximately 3-4 weeks prior to the MER.
5. Special requests will be addressed in the order of paid Exhibitor Applications received.
6. Exhibitors may not leave merchandise or printed literature in any area other than the Exhibitor's tabletop or their private meeting room without the permission of MER Conference administration.
7. Exhibitors may not schedule private receptions or dinners before 6:30 p.m. on any day of the MER.

TABLETOP AND PRIVATE ROOM EXHIBITS

Exhibitors should plan to staff both their tabletop and private meeting room throughout the conference during the exhibit hours outlined.

Tabletop

The tabletop exhibit space is located in the MER Exhibitor Room. This is the location of the Sunday evening Welcome Reception, coffee breaks, and all three morning breakfast buffets.



Each Exhibitor is provided a skirted tabletop. No “booth number” is assigned. The MER conference administrator will arrange the Exhibitor tables to minimize the adjacency of competing organizations.

Items permitted at your tabletop:

- ✓ Customized tablecloth with your logo
- ✓ Literature and/or laptop presentations may be placed only on top of the table
- ✓ One stand-alone pull-up banner stand next to the tabletop
- ✓ Small flat screen monitors up to 35 inches.

Items not permitted at your tabletop:

- ✓ No backdrops or tabletop displays, special lighting, stand-alone displays or projection systems are permitted – these types of items should be utilized in the Exhibitor’s assigned private meeting room in the Conference Hotel.
- ✓ Sound systems and other intrusive objects are not permitted.

Private Meeting Room (available only to Tier 1 and Tier 2 Exhibitors)

Your private meeting room space is the primary location for Exhibitors to conduct demos and have meetings regarding their products/services.

Exhibitors have two options for their private meeting rooms: a suite or standard conference room.

Suites – The suites have a casual floor plan that includes couches, loveseats and chairs around a coffee table. It also has a writing desk, wet bar, refrigerator and attached sleeping room. A murphy bed is also included. Suites are approximately 700 square feet.

Note: The attached sleeping room is not included as part of the private meeting room and the fee for this room will be charged to the Exhibitor at the MER conference rate.



Conference Rooms – These range in size from 400 to 900 square feet and are located throughout the hotel. Standard banquet tables, chairs, and linens are provided at no charge. Upgraded furniture requests such as couches can be arranged at an additional cost to the Exhibitor.

Each Exhibitor's Private Meeting Room will be assigned upon:

1. Receipt of a signed Exhibitor application,
2. Cohasset's acceptance of the Exhibitor application, and
3. Payment of the associated Exhibitor participation fee.

There is a limited number of each type of private meeting room.

To ensure your company receives the private exhibit space you prefer (hotel suite vs. conference room), you are encouraged to make your decision to exhibit at the MER early along with your payment. (i.e. your contract reserves, your payment insures.)

INSURANCE

The Exhibitor shall, at its sole cost and expense, procure and maintain throughout the period of the MER, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability, Products Liability coverage and Workman's Compensation in full compliance with statutory limits covering the Exhibitor's employees. All property of the Exhibitor will remain under its custody and control in transit to, within and in transit from the confines of the MER Conference Hotel.



SECURITY

Regular hotel security will be in force during The MER. Cohasset does not provide any additional security during the conference. The Exhibitor agrees to be responsible for any and all of the Exhibitor's property, products or any other tangible material located at the Exhibitor Room or Exhibitor's private communication area and agrees to hold harmless and indemnify Cohasset for any and all harm, lawsuits, claims, losses, damage, etc. arising out of the MER. Cohasset accepts no responsibility for any damage to, or for the loss or destruction of any exhibit, or for the property of an Exhibitor, his/her agents or employees, either from fire, theft, accidents or other causes, or injury to any persons resulting from such causes.

LIABILITY

The Exhibitor agrees to indemnify and hold harmless Cohasset Associates Inc. from and against any and all claims, demands, defense costs, liability, expense, or damages of any kind or nature arising out of or in connection with the Exhibitor's use and/or occupancy of space, or arising out of any act or omission of Exhibitor or any of Exhibitor's employees, agents, contractors, representatives, patrons, guests, or invitees. The Exhibitor also releases Cohasset from liability for any expenses incurred or damage suffered by the Exhibitor if MER 2016 is canceled for any reason including strike, riot, terrorism, natural disaster, or any other cause beyond Cohasset's control.



EXHIBITOR PARTICIPATION AGREEMENT

Key Contact Information	
(Please list information for the person who will serve as the liaison with the MER Administrator)	
Company:	
Address:	
City/State/Zip:	
Exhibitor Contact Person:	
Phone:	Fax:
e-Mail:	

Private Meeting Room Preference	
<i>Please indicate your 1st then 2nd choice from the two options below for hosting your private meetings with MER attendees. Assignments will be guaranteed upon receipt of the full amount due.</i>	
Rank	Private Meeting Room Options (Tier 1 and Tier 2 Exhibitors only)
	Crown Suites – A casual floor plan that includes couches, loveseats and chairs around a coffee table, writing desk, wet bar, refrigerator and attached sleeping room. Murphy bed also included for optional use. Approximately 700 square feet. Note: The attached sleeping room is not included as part of the private communication area and the fee for this room will be charged to the Exhibitor at the MER conference rate.
	Conference Rooms – Ranging from 400 to 700 square feet, rooms are arranged with skirted tables and chairs. Additional furniture requests can be arranged at an additional cost to the Exhibitor. All conference rooms are located on non-sleeping room floors.

Payment Information	
<input type="checkbox"/> Tier 1 (\$25,000) <input type="checkbox"/> Tier 2 (\$16,000) <input type="checkbox"/> Tier 3 (\$10,000)	
The 2016 MER Exhibitor Fee is payable by check, money order, Visa, MC or AmEx. Upon receipt of this signed agreement, Cohasset Associates, Inc. will issue an invoice requesting payment within 30 days. Note: MER Benefits as outlined in the <i>Exhibiting and Sponsorship Packet</i> will only become available upon receipt of the exhibit fee.	

Agreement	
By signing below, the parties agree to the rules and guidelines outlined by Cohasset Associates to exhibit at the MER 2016. Full payment will be required prior to the MER and no cancellations will be accepted nor refunds issued after April 1, 2016.	
Agreed by (Exhibitor Company):	
Name of Exhibitor Company Representative:	
Signature:	Date:
Agreed by: Cohasset Associates, Inc., Christine Glatz, MER Conference Administrator	
Signature:	Date:

Payments can be faxed or mailed to: **Cohasset Associates, Inc.**
 505 North Lake Shore Drive, Suite 3806 • Chicago, IL 60611 • (800) 200-7667 • (800) FAX-7667 • info@MERconference.com