

## Rules and Regulations

**Cancellation Policy:** Payment is required at time of signing contract and confirms your booth space. Once payment is received, absolutely no refunds will be given unless booth space or sponsorship can be re-sold. Sponsorship, Booth and Staff Cancellations made within 2 weeks of conference do not receive a refund under any circumstances.

Please review and adhere to these rules you checked on your contract

\_\_\_ [Exhibitor] agrees and does confirm that it does not engage in any direct solicitation of potential clients for law firms and all its operations are conducted in full compliance with all legal and ethical requirements pertaining to the practice of law, and that all medical and other personal information, if any, is gathered and utilized in a manner in complete compliance with HIPAA and all other applicable ethical and legal requirements. Exhibitors who represent defendants in mass tort or product liability/personal injury litigation may be subject to review by MTMP and may be prohibited from attending.

\_\_\_[Exhibitor] hereby grants Mass Torts Made Perfect, LLC and all of its owners and agents permission to publish photographs/videos of me taken at MTMP seminar locations and related events. These images/videos may be published in any manner, or in any medium. [Exhibitor] understands that editing and cropping may be required, and color and exposure shifts that may occur in reproducing these images.

\_\_\_I affirm that I am 18 years of age or older, and competent to sign this release on my own behalf. I have read this release and fully understand its implications.

\_\_\_Exhibitors and sponsors agree that MTMP and their legal entities shall be held harmless from claims of any nature arising from assigned space or from activities of our employees or representatives.

\_\_\_I understand that if my company decides NOT to use Freeman, the contracted Expo provider, for booth assembly we are responsible for providing all required EAC paperwork at least one month prior to the conference, and are contractually bound to comply with all the EAC requirements for this conference.

\_\_\_All exhibitors and sponsors attending any MTMP event agree to comply with the norms of complete business professionalism at all times, both in conduct and attire. Exhibitors, sponsors, their employees, representatives, and hired personnel agree to correct any concerns about professionalism identified by MTMP, and in the sole discretion of MTMP, failing which they may be asked to leave any MTMP event or staging area.

\_\_\_All exhibitor/sponsor collateral is restricted to your contracted booth space only. Exhibitors/Sponsors are prohibited from walking around and handing out/leaving collateral outside their booth (foyers, meeting rooms, receptions, etc.), unless authorized by MTMP.

\_\_\_There is absolutely no alcohol to be served or consumed from your booth in the exhibit hall or foyer. Any companies found to be in violation of this policy will be asked to leave.

\_\_\_The Wynn is the sole provider of food & beverage within the conference space. Exhibitor may provide small food items up to 1 oz. in size. All other food & beverage options must be pre-approved by MTMP and The Wynn Hotel.

\_\_\_All signage MUST fit within the allotted space and height restrictions. See Regulations below for details.

\_\_\_Floorplan is subject to Fire Marshal approval and may change. MTMP reserves the right to make booth changes if necessary. By signing this contract you authorize your understanding.

\_\_\_The hotel reserves the right to adjust airwall door locations within the exhibit hall that may shift your booth location. By signing the contract you authorize your understanding and do not hold MTMP responsible for any on-site changes.

\_\_\_Exhibitors are contractually bound to complete ALL BOOTH SET UP by 6:00pm on **Tuesday, April 2, 6:00pm**. Failure to do so will result in \$750 fine. This includes furniture placement, trash removal, and general booth completion. [Exhibitor] understands our company is contractually obligated to keep our booth intact and staffed until **Friday, April 5 until 2:30pm**. Failure to do so will result

in a \$500 fine. [Exhibitor] will assign staff to make the necessary travel arrangements to accommodate these timeframes or penalties will apply.

\_\_\_\_ **Staff Passes/Guest Passes:** Exhibit Booths come with passes for **4 booth staff FROM YOUR COMPANY**. These passes are reserved for employee use only. It is designed for your employees who are coming to staff the exhibit booth and attend as an exhibitor. You are prohibited from inviting another vendor, or an attorney client or friend, as one of your comped staff. You also cannot give a booth staff pass to a guest from a firm or company who is coming to MTMP to check out the conference or exhibit space, etc. Badges will only reflect your company name—booth staff cannot change badges to reflect different company names. If you have any questions on qualifying attendees please contact Heather Shanahan. You are required to share this information with your company. By checking this box and signing below you authorize your understanding and responsibility for you and your company. In addition, Guest Badges must be submitted for pre-approval two weeks before the conference.

#### Additional Exhibitor Regulations:

##### **Booth Height inside the Exhibit Hall**

Center Booth height is restricted to 8-feet high. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Perimeter Booths may build up to 12 feet high. A perimeter booth is anything along the wall/perimeter of the ballroom. The maximum width is 10ft at the center of the backwall.

##### **Display within Booth**

2 feet from edge (no signage/TVs) blocking/obstructing sight lines of your neighbor. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

##### **Foyer Booth Height**

8x8 Space, signage not to exceed this space. If there are questions about your signage please contact Heather at [Hshanahan@mtmp.com](mailto:Hshanahan@mtmp.com)

##### **Noise**

No volume on videos. Please be mindful of neighboring booths and keep noise restricted to your booth. Neighboring booths should not hear music or audio from your booth. If doing presentation, exhibitor can provide headphones to viewer if possible.

##### **Trash**

All booth trash from set up must be removed by **6:00pm Tuesday, April 2**.

##### **Alcohol**

Absolutely no alcohol is to be served or consumed from your booth unless it is during an MTMP reception.