

# 2011 M/MLA CONVENTION EXHIBIT CONTRACT

1. The 53rd Annual Convention of the *Midwest Modern Language Association* (hereafter referred to as the *M/MLA*) will be held **November 3-6, 2011** at the *St. Louis Union Station Marriott* in St. Louis, Missouri. All table tops will be 6' x 3', and rental charges, payable by check to **Midwest Modern Language Association**, are \$400 for one table and \$100 for each additional table.

Exhibitor payments should be mailed to:

Midwest Modern Language Association  
Department of English  
Loyola University  
1032 W. Sheridan Road  
Chicago, IL 60660

2. The M/MLA also agrees to host two receptions in the exhibit hall from 5:30-6:30 p.m. on Friday and Saturday, November 4 and 5, 2011. These events will entail no cost to exhibitors, but sales representatives should plan to be in the exhibit hall until 6:30 p.m. on those days.

3. It is mutually agreed that it is the duty and responsibility of each exhibitor to install and dismantle his/her exhibit. *Exhibit set-up will begin at 3:00 p.m. on Thursday, November 3.* On Friday, **November 4**, the exhibit hall will open at 8:00 a.m. (1/2 hour before the first session) and will close at 6:30 p.m.; Saturday, **November 5**, the exhibit area will open at 8:00 a.m. and will close at 6:30 p.m.; Sunday, **November 6**, the hall will open at 8:00 a.m. and remain open until 11:00 a.m. Dismantling must be completed by 3:00 p.m. During the evening hours when the exhibit area is closed to the public, the exhibit hall will be locked. If the room cannot be locked, security guard service will be provided by the *M/MLA*. Neither the *M/MLA* nor the *St. Louis Union Station Marriott* is responsible for items left in the exhibit hall, either during the listed times the exhibit is open or when the exhibit hall is closed.

4. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

5. Shipping and Receiving Details. Ship to: St. Louis Union Station Marriott, 1820 Market Street, St. Louis, Missouri, 63103. Labels should include:

Event Name: M/MLA Convention  
Event Date: 11/3-6/11  
Your contact name and arrival date  
Hotel Contact: Dan Belmont  
Total number of boxes

Boxes can be accepted four (4) days before the meeting.

6. The exhibitor agrees to protect, save, and keep the *M/MLA* and the *St. Louis Union Station Marriott* forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between the *St. Louis Union Station Marriott* and the *M/MLA* regarding the exhibition premises. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless the *M/MLA*, the *St. Louis Union Station Marriott*, and their representatives or employees against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees or exhibit materials from any cause whatsoever, either prior to, during, or subsequent to the exhibit, which arise out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof. The exhibitor must agree that the *St. Louis Union Station Marriott* and the *M/MLA* shall not be responsible or liable for injury to any person(s) or for loss or damage to any property belonging to the exhibitor or any person(s) while in transit to or from the *St. Louis Union Station Marriott* or while in the *St. Louis Union Station Marriott*. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents, servants, and employees from any and all such losses, damages, and claims.

7. Please sign one copy of this contract in the space provided below, signifying your acceptance of the terms of this contract, and return these pages by fax (773-508-6062). Below (print clearly or type) please provide the requested information, including the names of your representatives at the convention. The *M/MLA* will have badges made in advance, which may be picked up, without payment of the registration fee, at the *M/MLA*'s registration desk at the *St. Louis Union Station Marriott*.

Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Number of tables requested: \_\_\_\_\_

Representatives Who Will Be Attending the Convention:

\_\_\_\_\_  
\_\_\_\_\_