2018 MMLA CONVENTION EXHIBIT CONTRACT

1. The 59th Annual Convention of the Midwest Modern Language Association (hereafter referred to as the MMLA) will be held November 15-18, 2018 at the Kansas City Marriott Downtown. All table tops will be 6’ x 3’, and rental charges, payable by check to Midwest Modern Language Association, are $300 for one table and $100 for each additional table. Two exhibitors may opt to share one table that will be pro-rated at the same rate between the parties.

Exhibitor payments should be made payable to the MMLA and mailed to:

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

2. The MMLA agrees to host one reception in the exhibit hall from 6:30-7:30 p.m. on Friday, November 10 and to set up an 8 hour coffee/tea service station on Friday and Saturday. These events will entail no cost to exhibitors, but sales representatives should plan to be in the exhibit hall until 7:30 p.m. on Friday.

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 8:00 a.m. on Thursday, November 15. On Thursday, November 15, the exhibit hall will open at 10:00 a.m. and will close at 5:15 p.m. Saturday, November 17. Dismantling must be completed by 4:00 p.m. on Saturday. 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 service will be provided by the MMLA. Neither the MMLA nor the Marriott is responsible for items left in the exhibit hall, either during the 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: c/o Kansas City Marriott Downtown, 200 West 12th Street, Kansas City, MO 64105.

Labels should include:

Name of Meeting Planner: Linda Winnard
Event Name: MMLA Convention
Event Date: 11/15-11/18
Your contact name and arrival date
Box Number(s): 1 of #

Boxes can be accepted four (4) days before the meeting.
6. The exhibitor agrees to protect, save, and keep the MMLA and the 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 Marriott and the MMLA regarding the exhibition premises. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless the MMLA, the 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 Marriott and the MMLA 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 Marriott or while in the 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 scanning and emailing the signed contract to mmla@luc.edu. Below (print clearly or type) please provide the requested information, including the names of your representatives at the convention. The MMLA will have badges made in advance, which may be picked up, without payment of the registration fee, at the MMLA’s registration desk at the 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:

________________________________________________________________________________________