2019 MMLA CONVENTION EXHIBIT CONTRACT

1. The 61st Annual Convention of the *Midwest Modern Language Association* (hereafter referred to as the *MMLA*) will be held **November 14-17, 2019** at the **Hilton Chicago** on Michigan Avenue. All table tops will be 6’ x 3’, and rental charges will be waived.

Exhibitor contracts should be 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 14 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 14.* On Thursday, **November 14**, the exhibit hall will open at 10:00 a.m. and will close at 5:15 p.m. **Saturday, November 16.** 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 *Hilton* 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.


Labels should include:

Name of Meeting Planner: Linda Winnard  
Event Name: MMLA Convention  
Event Date: 11/1-11/17  
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 Hilton 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 Hilton and the MMLA regarding the exhibition
premises. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless the MMLA,
the Hilton, 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 Hilton 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 Hilton
or while in the Hilton. 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 Hilton.

Firm: ____________________________________________________________________________

Street Address: __________________________________________________________________________

City, State, Zip Code: __________________________________________________________________________

Phone: _______________________________ Email: _______________________________

Name: ____________________________________________________________________________

Signature _______________________________ Title: _______________________________

Date: _______________________________

Number of tables requested: ______________________________

Representatives Who Will Be Attending the Convention:

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