



KCMPI 2003 Professional  
Education Conference  
April 23 – 24, 2003

Overland Park Convention Center  
Sheraton Overland Park at the Convention Center

## Exhibitor and Marketplace Rules and Regulations

### Exhibits

- Application for an Exhibit booth and Marketplace table must be made on the printed registration form provided by KCMPI. Completion of the forms should indicate the specific request of the applicant. KCMPI reserves the right to decline space/opportunity to any applicant if in its judgment the proposed display would not enhance the exposition or carry out the intent as viewed by the association. KCMPI also reserves the right to evict exhibitors whose presentation is in any manner deemed by KCMPI as offensive. In the event of such prohibition or eviction, KCMPI shall not be liable to exhibitor for refund of the exhibit fees.
- All Exhibit representatives must register upon arrival at the registration desk and must wear their identification badges at all times. Limit two (2) exhibitors in the 8'x10' booths.
- All exhibits may begin set-up at 6pm, Tuesday, April 22, 2003. Booths must be complete and in place by 8am, Wednesday, April 23, 2003. Geo. E. Fern will offer assistance in booth set-up at prevailing labor rates. Contact Geo. E. Fern, 816-221-0525.
- Prizes, awards, drawings, raffles, lotteries and/or contests sponsored by the exhibitors are allowed in their booths during the breaks.
- Security will not be provided during off-hours.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters. Display fabrics must be flameproof.
- Charges for electrical usage will be an additional fee through Geo. E. Fern.
- Exhibitors are urged to carry their own insurance for purposes of liability coverage on their personal property during the period of their attendance at the conference and do agree to indemnify and hold harmless Kansas City Meeting Professional International, Overland Park Convention Center and Geo. E. Fern Exposition for any loss, damage, theft or injury.
- Serving alcoholic beverages by exhibitors is prohibited. Unopened bottles may be used for display or giveaways purposes.
- All exhibitors must be contained within the contracted exhibit space. Not items may be placed in the aisles. All displays must be freestanding and self-supporting.
- Any exhibitor failing to occupy a contracted space is not relieved of the obligation for payment of the full rental of such space. No refunds will be made.
- No booth will be dismantled until after 3:45pm, April 24, 2003. All booths must be removed by 7:00pm, Thursday, April 24, 2003.

### Marketplace

- All Marketplace representatives must register upon arrival at the registration desk and must wear their identification badges at all times.
- Marketplace participants are limited in space for any additional set-up, promotional material, re-arranging of furniture, etc.
- Committee retains the right to limit additional space to allow for ease of passage of attendees during rotation.
- One company/entity per table is allowed.
- One presenter is allowed at a table.

### General

- Cancellations postmarked on or before March 14, 2003 will be subject to a \$25.00 administrative processing fee. No refund will be made for cancellations postmark after March 14, 2003.
- There will be a \$5.00 fee to replace any lost badge or ribbon.
- Any matters arising not specifically provided herein shall be cared for at the discretion of the Kansas City Chapter of Meeting Professional International, Overland Park Convention Center, Sheraton Overland Park at the Convention Center and/or Geo. E. Fern Exposition.

I understand the above Rules and Regulations and will abide by them:

Signature \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

**Return this signed form to: Kansas City Meeting Professionals International  
Marketplace/Exhibitor Committee, Carolyn McClure  
775 Brasilia Avenue, KCMO 64153 816-243-1288 816-464-5613 (fax) carolyn.mcclure@marriott.com**