

MEDIA FINANCIAL MANAGEMENT 2023 ANNUAL CONFERENCE — EXHIBIT SPACE CONTRACT — MAY 22–24, 2023

EXHIBIT HOURS*

Monday, May 22 12:00pm – 7:00pm
Tuesday, May 23 9:30am – 4:30pm

SET-UP HOURS*

Sunday, May 21 1:00pm – 5:00pm

TEAR-DOWN HOURS**

Tuesday, May 23 4:30pm – 7:30pm

*Subject to Change

EXHIBIT FEES/TABLETOP BOOTH

Each exhibit booth includes one 6' foot draped table w/2 chairs
Hall is carpeted. Complimentary wi-fi is included.

Booths do NOT include electricity.

- MFM Member Rate** \$3,495
- Non-Member Rate** \$3,995
- Add \$450 if you would like to become an MFM member***.

Note: Add an additional \$250 for commitments after 3/15/2023

**Each Booth includes two (2) full conference registrations.
*** Membership is NOT included with booth purchase.

50% DEPOSIT MUST ACCOMPANY CONTRACT; balance due 3/1/2023.

Full payment due for contracts submitted after 3/15/2023.

CANCELLATIONS

50% of the total cost of exhibit space is non-refundable for written cancellations received before 3/1/2023.

NO REFUNDS AFTER 3/15/23. Exhibitor is responsible for unpaid exhibit fees upon cancellation.

SHOW COLORS

TBD

VENUE

Loews Hollywood Hotel, Hollywood, CA

A. Total Tabletop Booths requested _____.

B. Booth Location Preference: (Booth space/s assigned on first-come, first-served basis. Next best available booth to be assigned if your choices have been filled.)

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

C. If possible, do not assign space adjacent to: (Specify a maximum of 4 company names, NOT CATEGORIES.)

1. _____ 2. _____ 3. _____ 4. _____

D. Product/Services Category: (Please check appropriate category.)

- Traffic Software Other Software Investment/Tax Services Insurance Services
- Banking/Revenue Services Collection Agency Services/Supplies Other _____

E. Exhibitor Acceptance:

I have read and understand the Rules & Regulations that govern the MFM Conference & Exhibition that are a part of this contract, and agree to abide by said Rules & Regulations. I have read and fully understand the cancellation penalty clause that is a part of the Rules & Regulations referenced.

Exhibitor Authorized Signature _____ Date _____

F. Payment Enclosed: (Minimum deposit of 50% required until 3/1/2023; full payment required thereafter. Credit card payments can be made online or by sending with signed contract to info@mediafinance.org.)

- Check payable to MFM Visa MasterCard AmEx Discover **MFM FEIN: 13-1984011**

Credit Card Account # _____ Expiration Date _____ Security Code _____ \$ Amount _____

Mail payment and contract (and membership application if applicable) to: MFM Conference Exhibits, 550 W. Frontage Road # 3600, Northfield, IL 60093.
Questions? Call 847/716-7000 or E-mail: info@mediafinance.org

G. MFM Acceptance:

MFM Authorized Signature _____ Date _____ Booth/s Assigned _____

FOR OFFICE USE ONLY. DO NOT WRITE IN THIS SPACE # Booths _____
Date _____ \$ _____ Ck # _____ Balance Due \$ _____
Date _____ \$ _____ Ck # _____ Balance Due \$ _____

Please type or legibly print:

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Please send all exhibit information to:

Contact Person _____

Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

MEDIA FINANCIAL MANAGEMENT 2023 ANNUAL CONFERENCE

EXHIBIT RULES & REGULATIONS

Nothing shall be constructed, built or used as part of or in connection with an exhibit that does not conform to the requirements of federal, state and municipal laws, ordinances, fire codes and regulations. Rules of the Loews Hollywood Hotel management must be observed and adhered to. MFM retains the right hereby expressly reserved to make such additional Rules and Regulations as deemed necessary and proper. The MFM Exhibits Manager shall be the final arbiter in all interpretations or disputes arising from the Rules and Regulations herein set forth.

1. **EXHIBIT SPACE** The space contracted for herein is to be used strictly for the Exhibitor whose name appears on the Contract for the space. It is specifically understood and agreed that the Exhibitor will not sublet nor assign any portion of the space contracted for herein. Exhibitors who resell or sublet space or render their badges to unauthorized persons will forego their exhibit space and/or future exhibit privileges. Exhibitors must show only goods manufactured and/or distributed or services provided by them in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area. No exhibits or displays of any kind are permitted in rooms or suites. MFM reserves the right to prohibit or restrict and, if necessary, remove or require correction of any exhibit that is unsuitable or objectionable for the MFM Conference or the exhibit area. Exhibitor is encouraged to discuss the intended exhibit with the MFM Exhibits Manager in advance of signing the Contract.

2. **CANCELLATION FEE** Fifty percent (50%) of the Total Cost of Exhibit Space Contracted will be assessed in the event of cancellation by the Exhibitor more than sixty (60) days prior to the opening date of the show. After that date Exhibitor will be responsible for total amount of space contracted for and will be billed for any balances outstanding at time of cancellation. No refunds for cancellations less than sixty (60) days prior to the opening date of the show.

3. **INDEMNITY AND INSURANCE** Exhibitor agrees to indemnify and hold harmless MFM, the Media Financial Management Association and its Directors, Officers, Employees, Agents and each of them, from any and all liability to any person or persons for or by reason of the breach by Exhibitor, its agents, contract or staff employees of any conditions of the Rules and Regulations, or by reason of any condition, defective or otherwise, of any apparatus, equipment or fixtures furnished by Exhibitor in connection with its exhibit. Exhibitor further agrees to hold harmless MFM and its Directors, Officers, Employees and members from any and all liability to any person or persons for or by any reason or any act or omission of said Exhibitor, its Agents, servants or Employees. Indemnity includes, but is not limited to, claims of copyright, trademark or patent infringement, unfair competition and products liability. Exhibitor, on signing this contract, expressly releases MFM and other indemnified persons from any and all claim for all loss, damage or injury relating to or arising from the exhibition. Further, Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitors' displays, equipment and other property brought upon the premises of The Loews Hollywood Hotel and shall indemnify and hold harmless The Loews Hollywood Hotel, its Agents, and Employees from any and all such losses, damages and claims. Exhibitor agrees to provide insurance coverage for personal injury and property damage liability covering Exhibitor and Exhibitor's property in such amounts as the exhibition facility may require. Insurance protection shall be carried at Exhibitor's expense.

4. **USE OF AISLES, ETC.** The aisles, passageways and overhead spaces remain strictly under control of MFM, and no signs, decorations, banners, advertising matter or special exhibits will be permitted in them except by special permission of MFM. All exhibits must remain within the confines of their own spaces. Exhibits may not extend more than five (5) feet from the back wall of the booth and back panels must not exceed eight (8) feet in height. No Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantageously affect the display of other Exhibitors.

5. **SECURITY: NON-LIABILITY OF MFM** may provide security during the hours the exhibit area is closed but will have no liability for any loss or damage sustained by Exhibitor during such hours nor at any other time, whatever the cause.

6. **SET-UP OF EXHIBITS** Exhibitor will be supplied with set-up times and show hours upon receipt of signed space contract. No set-up will be permitted once the show is open. If an Exhibitor is a "no-show" when set-up hours close, his space is automatically forfeited, and no refunds will be made.

Standing on chairs, tables or other hotel furniture is prohibited since these products are not engineered to support a person's standing weight.

7. **FREIGHT HANDLING** Full-time employees of exhibiting companies may 'hand carry' materials.

8. **ELECTRICAL** All hardwiring ordered outlets to the line side of the exhibitors' equipment is under union jurisdiction. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

9. **STAFFING OF BOOTHS** Exhibits must be staffed during Exhibit Hall event hours.

10. **EXHIBIT TEARDOWN** No teardown of exhibits will be permitted until the closing hour of the final day of the show, and no exceptions to this rule without prior approval.

11. **CHANGE IN FLOOR PLAN** MFM reserves the right to change the booth floor plan and booth locations.

12. **CONFLICT WITH OFFICIAL MFM FUNCTIONS** Exhibitor agrees to conduct no activities outside of the Exhibit Hall that are in direct conflict with the official functions of the MFM Conference. This shall include, but is not limited to, meetings, meal functions, seminars or any other activity in conflict with the Official MFM Conference schedule. MFM will advise Exhibitors of official hours in ample time for Exhibitor to schedule any non-conflicting outside activities.

13. **LIABILITY** If any emergency arises prior to the opening date of the exhibit that would prevent its scheduled opening or make it inadvisable, such as destruction or damage to the Exhibit area by fire, windstorm, strikes or Acts of God, etc., or declaration of emergency by the government of the United States, the State of California or local jurisdiction, it is expressly understood and agreed that MFM may reschedule the event as near to the original date and site as possible. MFM may retain as much of the pre-payment for exhibit space as it deems necessary to cover expenses incurred, should it be impossible to reschedule the MFM Conference. Regardless of the reason for cancellation or postponement of the MFM Conference, MFM will not be liable for any loss by Exhibitor resulting therefrom.

14. **MFM NON-ENDORSEMENT** The exhibition of products and services at the MFM Conference does not constitute an endorsement of any product or service displayed. An Exhibitor is not permitted to represent in any manner that its goods or services have been endorsed by MFM.

Due to insurance and liability restrictions, no one under 16 years of age is permitted on Exhibit Floor.

New MEMBER APPLICATION
Media Finance Focus 2023 Conference Exhibitor

Please complete Member Application, then include with Exhibit Space Contract.

First Name Initial Last Preferred Name

Organization Title/Position

Address City/State Zip

Phone Email

Education level: BA BS MBA JDS PhD

Designation: CPA CFM CMA

Sex: Male Female MM/DD/YY of Birth: _____

What is your professional level? Entry (1-3 yrs) Mid (4-9 yrs) Senior (10+ yrs)

Year of entry in: _____ Media industry _____ Your current position

Product/Services Category (Please check appropriate box/es.)

Accounting Firm Computer Software Law Firm Brokerage

Collection Agency Insurance Other _____

New Membership Add-On to Exhibit Booth Fee: **\$450**

I was referred to MFM by _____

Note: Contributions or gifts to MFM are not deductible as charitable contributions for federal income tax purposes. However, dues payments are deductible by members as an ordinary and necessary business expense.