

## **Exhibitors General** **Rules and Regulations**

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1. The Maryland Association of the Deaf (MDAD) reserves the right to refuse, deny, cancel, or prioritize any application at anytime.
2. All General Exhibitors and Sponsors must limit their materials to table-tops. No free-standing displays or extra tables are permitted. The single 6'X2' table will be provided by the Universities of Shady Grove.
3. MDAD has the exclusive right to remove signs, products that are deemed inappropriate. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance.
4. MDAD reserves the right to refuse to insert any materials into its attendee packets. Sample materials should be sent to the appropriate Director.
5. General Exhibitors and Sponsors assume responsibility and agree to indemnify and defend The Maryland Association of the Deaf (MDAD) and the Universities of Shady Grove and their respective employees and agents against any claims or expenses arising out of the use of the exhibit premises.
6. The General Exhibitors and Sponsors understand that neither the MDAD nor the UNIVERSITIES AT SHADY GROVE maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitors and Sponsors to obtain such insurance.
7. MDAD reserves the right to change the rules stipulated in this contract.
8. Any other services (e.g. electricity, more power, or special lighting) will be arranged by the exhibitor with the Universities of Shady Grove and any extra fees will be paid by the exhibitor. The Exhibit Director and Sponsors will act as the initial contact and will assist you in connecting with the appropriate the Universities of Shady Grove representative.
9. Cancellation: Should a General Exhibitor and Sponsor wish to cancel, the refund schedule is as follows: 1) Notification of cancellation of contract on or before October 10, 2007 – refund of 100% of total contracted costs; 2) Notification of cancellation of contract after October 10, 2007, or if Exhibitor fails to occupy the space – MDAD retains 100% of contracted costs. Exhibitor contracts are not considered cancelled unless MDAD has received notice in writing. No exceptions.
10. Exhibitors are responsible for other auxiliary aids and services requirements.
11. It is the Exhibitor's responsibility to arrange interpreting services for their exhibit booths.
12. Exhibit tables will be staffed by a person or persons from the exhibiting organization or business at all times during the hours of 9am – 5:00 pm on Friday, November 30, 2007 and Saturday, December 1, 2007.
13. No-shows or late-show-ups, or leaving booths unmanned may be subjected to the penalty of \$150.00.
14. Payment and contract must be received before advertising space, exhibit location and printed recognition in the program book is assigned.

We have read and agree to abide by the Rules and Regulations as forth in this Contract.

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Signature/Representative in Charge

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Date