

MECA 2011

Annual Trade Show

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Premier Sponsor: \$2,000.00

- 8 x 10 booth in main corridor
- Full page ad in program book
- Logo on trade show website with link
- 2 Annual Dinner tickets
- Logo on Annual Dinner banner



Premium Sponsor: \$1,500.00

- 8 x 10 booth
- Half page ad in program book
- Logo on trade show web site
- 2 Annual Dinner tickets
- Company name on Annual Dinner banner



Select Sponsor: \$1,000.00

- 8 x 8 booth
- Logo & listing in program book
- 2 Annual Dinner tickets
- Listing on trade show web site

Sponsor: \$800.00

- 8 x 8 booth
- Listing in program book

Receive 20% off if
you register by
June, 2011

MECA 2011
Annual Trade Show
Thursday, November 17, 2011

Lombardo's
Randolph, MA

Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Total Due: _____ Check enclosed (Payable to MECA) _____

Charge my: ___ Visa ___ MasterCard ___ AMEX # _____

Exp. Date: _____ Signature: _____

Please send completed form with payment to: MECA, 105 Eastern Ave. Dedham, MA 02026
Or fax to: 781-320-9812. Questions? Contact Lisa Podgurski, MECA Manager at 781 320-9811 or lisa@mecanews.com.
Thank you for your participation and support!

Exhibitor Rules & Regulation

1. Exhibit Registration Forms must be received by August 31, 2010. It is the responsibility of the Exhibiting Company to confirm receipt of materials with the MECA office. Exhibit Registration Forms will not be processed without payment in full.

2. Contract for Space

The Exhibit Registration Form represents a contract for space, the formal notification of space assignment and full payment of fees together constitute a contract between the exhibiting organization, hereinafter known as the Exhibitor, and MECA, for the right to use space at The MECA Trade Show 2010. The contract is based upon the plan of exhibit rates shown on the Exhibit Registration Form and general information contained in the marketing and sales materials, all of which are to be considered along with details on all pages of this form, as part of the contract. Exhibitor Personnel: Staff manning the exhibit will be owners, employees, or agents of exhibiting companies, and such representatives are encouraged to wear proper badge identification furnished by MECA. Each exhibitor will submit a Badge Registration Form, received in the Exhibitor Information Packet to MECA, in advance, and include the names of booth staff. Only names submitted in advance are guaranteed a printed exhibitor badge.

3. Exhibit Areas (Outside/Premier/Premium/Select)

All measurements shown on the floor plan are approximate. MECA reserves the right to make such modifications as may be deemed to be necessary. MECA also reserves the right to adjust the floor plan to meet the needs of the exposition and/or to comply with local and state fire and safety regulations. The floor plan will be maintained as originally presented wherever possible. Space assignment will be indicated by letter after the Exhibit Registration Form is received and payment processed. However, should conditions or situations warrant, MECA has the unqualified right to reassign space for the best interest of the exposition. Exhibitors must rent sufficient space to contain their exhibit completely within the confines of booth lines. Equipment may not extend into the aisles, over the aisles, or across the exhibitor's purchased booth line. Heights and Depths addressed in the Exhibitor Information Packet must be observed.

4. Installation and Dismantling of Exhibits:

Delivery of freight, installation of exhibits, and completion of erection of exhibits will take place on the dates hereinafter shown in the Exhibitor Information Packet to be mailed 4 weeks prior to the MECA Show Date. On the day of the MECA SHOW all exhibits must be ready for inspection no later than 1:00 pm. Should an exhibit not be set by 1:00 pm of the first show day, MECA reserves the right to revoke the contracted space without refund and use the space. Any unopened freight will be returned at the expense of the exhibitor. Dismantling may not begin until the close of the MECA Show at 7:00 pm when the MECA Show will officially close via loudspeaker announcement by a MECA Official. Any exception to this rule must have the written approval of MECA. Dismantling must be completed and all exhibit materials removed by the final move out date and hour listed on the Exhibitor Information Packet or fines and fees will be assessed.

5. Cancellation or Reduction of Space:

Cancellation of this contract or reduction of sponsorship must be in writing, and by mutual consent of the applicant and MECA, except that MECA may unilaterally cancel this contract for non-payment of any balance due by the date specified. If cancellation or reduction of space is agreed to, applicant will be entitled to a refund based on the following schedule: Cancellation or Reduction of Space Penalty: Space cancelled or reduced on or before October 16, 2010 will be charged a 50% service charge on the net cost of the original space. The full contract price is due, payable, and non-refundable for any space cancelled or reduced after October 16, 2010.

6. Sharing/Subletting Space:

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted. MECA policy prohibits subcontracting of exhibit space unless a written agreement has been approved. Should an exhibitor decide to cancel, exhibit space reverts back to MECA.

7. Exhibitor Services:

All services, such as furniture, carpeting, labor, cleaning, storage of boxes and crates, shipping, and other special services must be arranged through the Official Exhibit Services Contractor. Services such as audio visual rentals and electrical services requests must be made through the host hotel. Exhibitor Services forms will be included in the Exhibitor Information Packet. Forms should be carefully prepared PRIOR TO THE SHOW and returned by the deadlines noted to avoid late charges and additional fees. MECA is not responsible for any orders sent to the MECA Office in error and will not be responsible for resolving disputes, following up on orders placed and/or managing placed orders the day of the show.

8. Equipment Restrictions:

The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided MECA is notified in writing thirty (30) days prior to the first day of the show. Exhibitors may be asked to discontinue any demonstrations indoors during show hours if surrounding exhibitors lodge complaints of excessive noise or other disruptions.

9. Flammable Materials:

Flammable fluids, substances, or material of any nature are prohibited in the booth and in the storage area behind the booth. All decorative materials must be flame proofed before being taken into the exhibit hall and must comply with local fire regulations. Transferring of flammable liquids while in the exhibit hall is expressly prohibited. Electrical equipment and wiring must meet all safety codes.

10. Beverages and Foods:

Food and/or beverages may be supplied by the exhibitor, with the prior written consent of MECA and the host hotel. Alcoholic beverages may not be served by exhibitors.

11. Liability:

Neither MECA, the official service contractors, hotel management, nor any of the officers or employees of the above will be responsible for the safety exhibitor property from theft, strikes, damage by fire, water, storm, vandalism or other causes. Note: Exhibitors are to carry insurance to cover exhibit materials against damage and loss and public liability insurance against injury to the person and property of others. By signing the Exhibit Registration Form, the Exhibitor warrants that there is in effect said insurance policy covering the Exhibitor, with coverage remaining current through Exhibitor's occupancy of The MECA Trade Show and the host hotel. Exhibitors must comply with all federal, state, local and hotel facilities' safety regulations.

12. Indemnity:

Exhibitor agrees to indemnify, defend, and hold harmless MECA, its officers, employees, and agents, from and against any and all third party claims and other liabilities (including attorney's fees) that are caused by, arise from, or grow out of the negligent acts or omissions of the Exhibitor, its agents, officers, employees, representatives, servants, invitees, patrons, or guests. The exhibitor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, if prevention and public safety affecting his participation in the exposition. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of the exhibitor. MECA will not be liable for the fulfillment of this contract in any portion or form if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other causes beyond the control of MECA, including a state declared weather emergency and/or any act of war. In the event of not being able to hold the MECA Trade Show for any of these reasons, MECA will refund to each exhibitor 50% the total amount of the contracted space and the 50% the amount of any additional paid sponsorships.

13. Damage:

Exhibitors will be liable for any damage caused by unauthorized fastening of fixtures to the floors, walls, columns or ceilings of the exhibit building. All hanging banners, signs, and anything affixed to the walls, ceiling or floor will be approved prior to the show in writing by the host and MECA.

14. Violation:

The interpretation and application of these rules and regulations are the responsibility of MECA. Any violation by the exhibitor of any of the terms or conditions herein shall subject the exhibitor to cancellation of its contract to occupy booth space and to future monies paid on the account thereof. Upon written notice of such cancellation, MECA shall have the right to take possession of the exhibitor's space, remove all persons and properties of the exhibitor and hold the exhibitor accountable for all risks and expenses incurred in such removal.

By signing below I demonstrate that I have read and understand these regulations, and agree that all members of my exhibiting team will adhere to and comply with them while representing my company at the MECA Trade Show.

Company: _____

Contact Name: _____

Authorized Signature: _____

Title: _____

Date: _____

Massachusetts Electrical Contractors Association
105 Eastern Ave., Suite 208, Dedham, MA 02026
Fax: 781 320-9812 ~ Phone: 781 320-9811