

# TRANSFORMING *the* Family Planning LANDSCAPE

MISSOURI FAMILY HEALTH COUNCIL, INC.

Hilton Garden Inn, Columbia, Missouri

September 18-20, 2019

## Application for Exhibit Space

(Cost is \$250 — Return Form to MFHC via FAX or EMAIL BY August 9, 2019)

PLEASE PRINT or TYPE

Date \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Website \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail (*Confirmation letters and notices to this email*) \_\_\_\_\_

Representative(s) staffing the exhibit space: \_\_\_\_\_

Please provide a brief description of your business and what will be displayed:

Please list any special requests for your space (electrical, internet, extra chairs, etc.). Please be aware there **are additional fees** for special requests. Please contact Rhonda Beul for pricing:

**Lunch:** As part of the fee, exhibitors may participate in the lunch/break services with conference attendees.

Yes, I will be joining MFHC for lunch \_\_\_\_ (# Attending)  No, our organization will not have lunch attendees

### Accommodations - Rate Code (MOFAM)

Exhibitors are responsible for making their own accommodations arrangements. This may be done online, Hilton Garden Inn, or by contacting the hotel directly at 573-814-5464. A room block is available at the negotiated rate of \$99/night for King and \$109/night for Double. Reservation rates are limited; room block ends when full or by August 28, 2019.

### Event Details

Missouri Family Health Council, Inc., (MFHC), will conduct the 2019 Missouri Family Planning Conference at Hilton Garden Inn, September 18-20. Exhibits will be allowed on Thursday, September 19, from 7:00 a.m. to 4:00 p.m. Hilton Garden Inn is located: 3300 Vandiver Drive, Columbia, MO. This meeting will have a statewide audience of health care providers and administrators.

### Application for Space

This application is for exhibit space, which includes a 6-foot table, 2 chairs and floor space. Exhibit space will be located in a designated meeting room at the hotel. Submit requests for power, Ethernet connection, audio-visual equipment and other amenities directly to Rhonda Beul, [rbeul@mfhc.org](mailto:rbeul@mfhc.org), or 573-636-4060, ext. 10, by **08/09/19**, and fees will be discussed at this time.

### Timeframe of Exhibits

1. Exhibitors will make their own arrangements for delivery and receipt of shipments and storage of crates before the events and will be responsible to the hotels for any charges.
2. Exhibit time is Thursday, September 19, from 7:00 a.m. to 4:00 p.m. Exhibits must be removed by 4 p.m. on Thursday, September 19. Set up is available on Wednesday, September 18; however, it will be later in the evening.

### Rules and Responsibilities

1. It is the individual exhibitor's responsibility to safeguard equipment and material from the time it is brought into the facility until it has been removed. Exhibitors are expected to remove any dangerous materials from their displays when their staff is not present to supervise its use.
2. All promotional activities must be contained within the assigned table space. Audiovisual or other devices may not interfere with other exhibitors.
3. Exhibitors will obtain and pay for any necessary permits and licenses. Exhibitors agree to maintain such insurance that will fully protect Missouri Family Health Council, Inc., from any and all claims of any nature, including claims under the Worker's Compensation Act, and for damages for personal injury, including death, which may arise in connection with the operation of exhibitor's display. Exhibitor agrees to indemnify, protect, defend and hold harmless MFHC and its officers and agents and employees from any and all liability including claims, demands, losses, costs, damages, and expenses of every kind and description (including death) or damage to persons or property arising out of exhibitor's use of facilities and services provided hereunder. Damage to inadequately packed property is exhibitor's own responsibility. MFHC may cancel the conference or exhibition for any reason. MFHC and the conference facility shall not be liable for any expenses incurred by the exhibitor.
4. Exhibitor agrees at the conclusion of the exhibit program that exhibitor will surrender the space occupied in the same condition it was in at the commencement of move-in. In the event the exhibitor damages the building, he/she agrees to reimburse the owner of the building for the cost of repairing such damages. The exhibitor expressly agrees to protect, save and hold harmless MFHC from all losses and/or damage or injuries whatsoever caused by exhibitor to said building or any part thereof and persons directly or indirectly.

**The exhibit fee of \$250 is to be paid to the order of Missouri Family Health Council, Inc., by 09/01/2019, in order for exhibit space to be assigned.**

**Please sign and return this application with full payment to: Missouri Family Health Council, Inc., Attn: Rhonda Beul, PO Box 104475, Jefferson City, MO, 65110-4475, fax – 573-636-2045, or [rbeul@mfhc.org](mailto:rbeul@mfhc.org).**

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_