



2017 Missouri Family Planning Conference

Navigating change. Promoting access. Improving health.

MISSOURI FAMILY HEALTH COUNCIL, INC.
Capitol Plaza Hotel, Jefferson City, Missouri
April 27-28, 2017

Application for Exhibit Space

(PLEASE PRINT—RETURN FORM VIA FAX or MAIL BY April 14, 2017) 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 service with conference attendees.

Yes, I will be joining MFHC for lunch No, our organization will not have lunch attendees

_____ (# Attending)

Accommodations

Exhibitors are responsible for making their own accommodations arrangements. This may be done online, [Capitol Plaza Hotel](#), or by contacting the hotel directly at 573-635-1234. A room block has been established at the negotiated rate of \$91/night. Reservation rates are limited and must be booked by March 27, 2017.

Event Details

Missouri Family Health Council, Inc., (MFHC), will conduct the 2017 Missouri Family Planning Conference at Capitol Plaza Hotel, April 27-28, 2017. Exhibits will be allowed on Friday, April 28, from 7:00 a.m. to 4:00 p.m. Capitol Plaza Hotel is located at 415 W McCarty Street, Jefferson City, 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. Requests for power, Ethernet connection, audio-visual equipment and other amenities must be made directly to Rhonda Beul, rbeul@mfhc.org, or 573-636-4060, ext. 10, **by 04/14/17**, 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 Friday, April 28, from 7:00 a.m. to 4:00 p.m. Exhibits must be removed by 4 p.m. on Friday, April 28. Set up is available on Thursday, April 28; 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 4/14/2017, 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.

Authorized signature _____ Date _____