



# RAISING THE BAR



April 26-28, 2012 • Indianapolis, IN

## EXHIBITOR/ADVERTISEMENT AGREEMENT

In accordance with the Rules and Regulations stated in this agreement the organization below has entered into this contract with the Midwest Propane Gas Association for the space and/or the services indicated below.

### PLEASE PRINT OR TYPE

CONTACT NAME															TITLE														
COMPANY																													
ADDRESS																													
CITY															STATE					ZIP									
PHONE										EXTENSION										FAX									
EMAIL																													
WEBSITE																													

I, a duly authorized representative of the organization listed above, agree to all Rules and Regulations contained in this agreement.

Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. MEMBERSHIP INFORMATION

Check all that apply. Non-members must pay an additional \$200.

- NPGA
- Kentucky
- Michigan
- Ohio

### 2. FULL RECOGNITION PACKAGE UPGRADES

Only available with booth or truck purchase (does not include booth space in price)

- Diamond \$5,400
- Platinum \$3,760
- Gold \$2,100
- Silver \$1,670
- Bronze \$500

Sponsorship selection \_\_\_\_\_

### 3. EXHIBIT SPACE SELECTION

Check the booth size needed.

Quantity	
10'x10' Booth	<input type="checkbox"/> \$1,300
20'x30' Peninsula	<input type="checkbox"/> \$9,360
20'x50' Peninsula	<input type="checkbox"/> \$15,600
10'x30' Vehicle space**	<input type="checkbox"/> \$2,073
10'x40' Vehicle space**	<input type="checkbox"/> \$2,681
10'x50' Vehicle space**	<input type="checkbox"/> \$3,289

If not a member of an Association above, add  \$200  
 Premium Spaces  \$100 additional  Free (Diamond level only)  
 Corner Booths  \$50 additional  Free (Platinum level only)

Total Booth Cost \$ \_\_\_\_\_

\*\* Space rented must accommodate the vehicle/truck displayed, plus any table and/or chairs desired by exhibitor. See Section 2 of Rules and Regulations on back of this agreement.

### 4. BOOTH LOCATION

Select four (4) different locations. Exhibit space is reserved on a first-come, first-served basis, based on receipt of your contract and payment. If you are not assigned any of your choices, know they have been contracted to another exhibiting company.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

Check here if your booth requires a gas connection. (This will effect your booth location)

We desire booth separation from: (list company names)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Products and Services – please check all that apply

- Bobtails
- Software
- Wholesaler
- Equipment Sales
- Manufacturer
- Account Receivables
- Cranes & Forklifts
- Distributor
- Management
- Insurance
- Meter Reading
- Tank Sales
- Paints & Primers
- Repair
- Safety
- Training
- Supply
- Heating
- Delivery

List Special Activities Planned (i.e. loud music, cooking demonstration)

\_\_\_\_\_

### 5. ADVERTISEMENT IN CONVENTION PROGRAM

Indicate your advertisement size. Full payment of your advertisement is required with the contract. Artwork is required by March 16, 2012.

- Color outside cover (4" w x 9" h) ..... \$850
- Color inside front cover (4" w x 9" h) ..... \$750
- Color inside back cover (4" w x 9" h) ..... \$650
- Full Page (3 1/2" w x 8 1/2" h) ..... \$350
- 2/3 Page (3 1/2" w x 5 3/4" h) ..... \$250
- 1/3 Page (3 1/2" w x 2 3/4" h) ..... \$150

CREDIT CARD Pay by check and receive a 2% discount

- Visa
- MasterCard

CREDIT CARD \_\_\_\_\_

EX. DATE \_\_\_\_\_

Print name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorizing Midwest Propane Gas Association to charge account)

### INSTRUCTIONS TO VALIDATE AGREEMENT

- Attach a check, payable to **Midwest Propane Gas Association**, for the full cost of your requested exhibit space and/or advertisement and/or sponsorship and save 2%, or include a credit card number to secure the space.
- Return completed form and check to: **Midwest Propane Gas Association**, 135 S. Mitthoeffer Rd., Indianapolis, IN 46229.
- Questions call MPG at 800-319-5823 Fax: 317-578-0621 or email propane@conventionmanagers.com.

# RULES & REGULATIONS

Please read these rules and regulations. This section contains information you must know and agree to.

## 1. EXPOSITION SPONSORSHIP & MANAGEMENT:

The Midwest Propane Gas Convention and Trade Show is produced by and is the property of Midwest Propane Gas Association (MPGA). The MPGA will provide show management and attendance promotion.

No exhibits, displays or demonstrations will be permitted in hotel meeting rooms, suites, guest sleeping rooms, or other locations outside the designated exhibit area. Violation of this policy may result in sanctions at future MPGA trade shows. Such sanctions could include forfeiture or restriction of future participation privileges.

## 2. CONTRACT FOR EXHIBIT SPACE:

The order for booths, assignment of space, and/or the full payment of rental charge, constitutes a contract or rental of the space assigned. An exhibitor failing to occupy space is not relieved of the obligation to pay the full rental price. Exhibitors must agree to furnish their exhibits so as not to obstruct the view of other exhibits. No partition other than the 36 inches high side dividers provided by MPGA will be permitted unless specifically approved. Uniform booth signs bearing the name of the exhibiting company will be provided by MPGA at no extra cost, or exhibitors may use their own sign if desired. No signs of any kind may be displayed at a height greater than 8 feet from the floor to the top of the sign unless an island or peninsula is rented. Standard booth back and side rails will be provided without charge. Booth back drapes are 8 feet in height and side divider rails are 36 inches in height. Width of special back drapes must be 2 inches less than back drape and may be 8 feet high only to half the depth of the booth. Any exhibits exceeding the maximum height and width indicated above will have to conform to the required size or pay for the exhibit spaces surrounding them. Carpet for each 10' x 10' exhibit booth will be furnished by the MPGA.

**VEHICLES:** Space contracted must accommodate exhibitor tables and chairs in addition to display vehicle. Only vehicles may be displayed in these spaces. If aisle space is encroached, exhibitor will be required to tear down the encroachment.

## 3. ASSIGNMENT OF SPACE:

Allocations of available space will be made first-come, first-served, based on size of space. MPGA reserves the right to make final space assignment or change the space assignment after the acceptance of the application should it be in the best interest of the show. All booths are clearly shown on the floor plan. Dimensions are believed to be accurate but only warranted to be approximate. The price of space includes booths of appropriate construction, uniform signs for each booth and adequate illumination of space. Exhibitors having booths of their own construction may use them if they conform to the size and height limitations indicated. All efforts will be made to honor separation from other companies indicated on agreement, but separation is not guaranteed. "Separation" is determined as not being directly beside or across from a competitor.

## 4. PAYMENT OF SPACE:

Contracts must be accompanied by the full payment made payable to Midwest Propane Gas Association. Exhibitors failing to make the payment for their exhibit space will not be allowed to have space held for them.

## 5. CANCELLATION OR WITHDRAWAL:

Upon giving written notice, an Exhibitor may cancel or withdraw from the MPGA prior to November 14, 2011, however, no refund will be given unless all booth space has been sold; then 50 (fifty) percent of the deposit will be returned approximately 30 (thirty) days after the show closes. After November 14, 2011, no refund will be given. Payment for reserved exhibit space will not be refunded for cancellations made after November 14, 2011. The date upon which the notice of cancellation is received will apply as the official date of cancellation. MPGA has the right to resell the space vacated upon notification of cancellation.

## 6. OCCUPANCY OF SPACE:

Truck/Vehicle space must be available to move in Thursday, April 26, 2012 from 12:30 -2:00 pm.

Installation for all other exhibitors will be from 8:00 am - 2:00 pm on Friday, April 27, 2012. All items must be removed from the aisles by 2:00 pm on Friday, April 27, 2012. The Trade Show will officially open at 3:15 pm, Friday, April 27, 2012 and close at 12:30 pm on Saturday, April 29, 2012. Exhibits must be removed by 4:30 pm on Saturday, April 29, 2012. All times subject to change. Final times will be listed in exhibitor kit.

## 7. TERMINATION OF EXHIBIT:

If the premises, where the MPGA is hosted, are destroyed or damaged, or the MPGA fails to take place as scheduled, or is relocated or interrupted and discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency, or for any other reason, this contract may be terminated by the Midwest Propane Gas Association. In the event of such termination, the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of Midwest Propane Gas Association will be to return the Exhibitor's rental payment.

## 8. EXHIBITOR'S REPRESENTATIVE:

Each Exhibiting organization must name at least one person to be its official representative, with authorization to enter into such service contracts necessary for the installation and removal of exhibits and

the provision of services, for which the Exhibitor will be responsible. At least one person and a professional display must be in the Exhibit Booth space when the Exposition is open. An exhibitor without a display will not be entitled to the complimentary name badges. Should the complimentary name badges be issued and the exhibitor does not have a display and a person in the rented Exhibit Booth space, an additional charge of \$500 per badge issued will be assessed.

Exhibitor agrees not to assign or sublet the whole or any portion of the rented space covered by this contract. No two companies of different ownership can share a single booth.

## 9. SOLICITATION IN THE EXPOSITION:

The aisles and other space in the Exposition Area are not leased to the exhibitors and will be under the control of MPGA. All displays, interviews, conferences, distribution of literature, lectures, or any other type of activity will be conducted inside the space contracted. Exhibitors' representatives standing in aisles or in front of exhibit booths of other Exhibitors for advertising purposes is strictly prohibited.

Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Signs, rails, etc. will not be permitted to intrude into or over aisles.

## 10. EXHIBIT STANDARDS:

MPGA will have the right to prohibit any exhibit or part of an exhibit that in its opinion is not suitable to, or in keeping with the character or purpose of the show. Questionable exhibits will be modified at the request of Show Management. Show Management reserves the right to interpret and remove from the show program materials, advertising, or literature that which they feel would be in bad taste if such materials were displayed. This includes themes or shows that are sexually explicit, feature nudity, or display any other content of distasteful or objectionable nature.

## 11. SOLICITATION BY NON-EXHIBITORS AND NON-REGISTERED ATTENDEES:

Persons connected with non-exhibiting concerns are prohibited from any dealings, exhibiting, or soliciting within the exposition area or conference facilities. Exhibitors are urged to report immediately any violations of this rule to the Show Management.

## 12. LIABILITY AND INSURANCE:

Exhibitor agrees to protect, save, and keep Midwest Propane Gas Association forever harmless from any damages or charges imposed for violation of any law or ordinance, by the negligence of the Exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the Indiana Convention Center and Midwest Propane Gas Association regarding the exposition premises. Further, Exhibitor will at all times protect, indemnify, save, and keep harmless the Board of Directors and Steering Committee for Midwest Propane Gas Association, Show Management, and subcontractors against and from any and all loss, cost, damage, liability, or expense arising from or out of or by reason of said Exhibitor's occupancy and use of the Exposition premises or a part thereof.

The MPGA will exercise responsible care for the protection of Exhibitor's material and displays. However, the Exhibitor, on signing the contract expressly releases Midwest Propane Gas Association and the Indiana Convention Center from, and agrees to indemnify same against any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.

Security guards will be furnished during the installation, open hours, and dismantling of the show. The furnishing of the guards will not increase the liability of Show Management or Show Sponsors. ONLY THOSE EXHIBITORS PROPERLY IDENTIFIED AND WITH PERMISSION OF SHOW MANAGEMENT MAY ENTER THE EXHIBIT AREA DURING NON-SHOW HOURS.

## 13. SAFETY:

Fire regulations require all display material used for decoration to be flame proofed. All electrical equipment, including signs and lights, will be in good condition and able to pass inspection of the Fire Marshal. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the MPGA trade show. The use of flammable materials, substances or fluids of any nature, which are prohibited by fire regulations, may not be used in any booth.

The materials which may be displayed include liquefied petroleum gas systems, gas consuming appliances, measuring instruments, recording and control apparatus, gas storage utilization equipment, and any other devices, materials or services applying to the marketing, storage, transportation or utilization of liquefied petroleum gas. NO LP-Gas may be brought into the Indiana Convention Center. Natural gas hook-ups are available.

## VEHICLES:

LP-Gas tanks that contain LP-Gas are not permitted in the Exhibit Hall, and must be emptied and purged before entering the Indiana Convention Center. Refueling may be available at move-out if demand warrants.

## 14. SHIPPING:

Exhibitor agrees to ship, at his own risk and expense, property to be exhibited. All shipments must be prepaid. Further information will be forwarded upon receipt of signed contract.

## 15. BOOTH FURNITURE AND SPECIAL WORK:

Information will be forwarded upon receipt of signed contract.

## 16. ELECTRICITY:

There will be a charge for exhibitors' electrical hook-ups. A form will be included in the information sent to you upon receipt of your signed contract.

## 17. COPYRIGHT PERMISSION & INDEMNIFICATION:

Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, by or on behalf of the exhibiting firm, at the Midwest Propane Gas Convention, unless exhibitor has previously obtained written permission from copyright owner or the copyright owner's designee (e.g. ASCAP, BMI, or SESAC) for such use.

The Exhibitor further represents and warrants that it will be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees.

## 18. MISCELLANEOUS REGULATIONS:

The Exhibitor will not foster or conduct outside activities that would take qualified attendees from the conference functions and/or Exposition during scheduled hours.

Manufacturers or suppliers must be exhibitors in order to use a hospitality suite and must obtain authorization from the MPGA. The term hospitality suite will include any open room with readily available food, drink, and/or entertainment where same may have been publicly announced or advertised.

## 19. RULES & REGULATIONS:

Each exhibitor agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto that may hereafter be established or put into effect by the MPGA. These rules are subject to revision by the MPGA and all points not covered are subject to its decision. They have been formulated for the best interest of the exhibitors as well as the Midwest Propane Gas Association, and all participants in the exposition are asked to cooperate in the observance of them.

Rules and regulations relevant to the Indiana Convention Center will be provided to the exhibitor by the MPGA upon receipt of the signed contract. Union rules specific to Indianapolis will be included and by signing the contract all will agree to adhere.

## 20. FOOD AND BEVERAGE:

Centerplate is the exclusive caterer for the Indiana Convention Center. No outside food or beverages are permitted. Exhibitors wishing to dispense food or beverages in the exhibit hall should contact Centerplate, 317-262-3500.

## 21. ADVERTISEMENT SPACE:

Reservations for advertisement space in the official Convention Program must be paid in full to reserve the space. Specifications for artwork size, layout and format are described in the Exhibitor Brochure. Cancellations for advertisement space must be received in writing prior to November 14, 2011 to receive full refund. Advertisement space cancelled after November 14, 2011 is non-refundable. No modifications will be made. Improperly formatted artwork will be returned to the advertiser and no refund of the advertisement cost will be given after November 14, 2011. All Artwork is required by March 16, 2012.

## 22. RESTRICTED MARKET AREAS:

Any exhibitor displaying goods and/or services whose distribution, sale or use is prohibited in any area of the United States must provide information to trade show attendees showing those areas of restriction OR those areas approved for the goods and/or services in question.

## 23. RULES OF CONDUCT OR ADMISSION:

Midwest Propane Gas Association prohibits firearms, ammunition and firearm accessories of any kind to be brought into the Indiana Convention Center during the Midwest Propane Gas Convention. Midwest Propane Gas Association has directed and authorizes The Capital Improvement Board of Managers of Marion County, Indiana to implement and enforce such rules.

## 24. AMENDMENTS TO REGULATIONS:

Any and all matters and questions not specifically covered by the articles in this contract will be subject to the decision of the MPGA. The aforementioned items covered by this contract may be amended at any time by the MPGA in the interest of the show and notice thereof will be binding on exhibitor equally with the foregoing rules set forth in this contract.

## 25. RESPONSIBILITY:

It is the responsibility of the Exhibitor to be fully familiar with these rules and regulations and to see that each member of the firm attending the MPGA trade show, either as exhibitor personnel or registrant or both, is familiar with these rules and regulations.