



The Merchant Risk Council is pleased to confirm your participation as an Exhibitor in the Annual MRC Conference (the "Conference") to be held at The Aria Resort. This Exhibitor Agreement sets forth the terms and conditions on which your company has agreed to participate in the Conference. Please read this document in its entirety as you are responsible for the information contained herein.

Sales/Marketing Contact Information:

Company Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Name:

Title:

Phone:

Email:

Primary Contact: _____

Additional Contacts /email (logistics, communications): _____

BOOTH ORDER:

Price of Exhibit

<input type="checkbox"/> 10x10	\$9500	TOTAL	_____
<input type="checkbox"/> 10x20	\$19,000	Membership Discount	- _____
<input type="checkbox"/> Additional 10x10	\$9500	Total Booth Price	_____

Booth Location Preference:	1st Choice:	2nd Choice:	3rd Choice:
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Payment Due Dates:

Due with contract: \$1000 non-refundable deposit

8-January, 2016 – 100% of all booth fees must be paid

Membership Discounts

Exhibitor discounts apply as follows:

10x10 booth: Elite = \$9500 discount, Signature = \$2,500 discount, Premier = \$1,000 discount

Cancellation & Refund Policy:

- Cancellation received after to October 1, 2015 will be charged 100% of total booth fees (no refunds, credits or transfers will be provided after time)(Initial here that you have read and understand the Cancellation and Refund Policy _____)
- Initial here that you have read the Terms & Conditions/Rules & Regulations Policies _____

Submit Contract and Payment to:

Merchant Risk Council
1809 7th Ave, Suite 1403
Seattle, WA 98101 USA

Or Fax to:
(206) 367-1115

☐ Visa ☐ MasterCard ☐ American Express ☐ Invoice*

*Deposit payment in the amount of \$1000 must be received within 30 days of invoicing, or you forfeit your booth preference.

Card # _____ Expiration Date: _____

Signature: _____

**Enclosed is our payment to the Merchant Risk Council. Acceptance of this application binds me/us to the payments as stated above.
I/We agree to abide by the Standard Terms and Conditions, and Rules of the Show.**

Print Name: _____

Signature: _____



MRC Exhibit Hall Information

10 x 10 Exhibit Hall Package Includes:

- 10 x 10 hard wall Exhibit hall booth with 8' back wall and 3' side drape
- One (1) full conference pass* (*please see below for exception*)
- Two (2) Welcome Reception and Exhibit Hall Only passes. Additional passes may be purchased separately.
- 11x17 one-line ID sign with company name and booth number, 6' x 30" draped table, 2 chairs, and 1 wastebasket.
- Presence in the conference program, via exhibitor directory
Complimentary Participation in MRC Exhibit Hall Game (additional recognition with prize donation/contribution)

10 x 20 Exhibit Hall Package Includes:

- 10 x 20 hard wall Exhibit hall booth with 8' back wall and 3' side drape
- Two (2) full conference passes* (*please see below for exception*)
- Four (4) Welcome Reception and Exhibit Hall Only passes. Additional passes may be purchased separately.
- 11x17 one-line ID sign with company name and booth number, two (2) 6' x 30" draped table, 4 chairs, and 2 wastebaskets.
- Presence in the conference program

Complimentary Participation in MRC Exhibit Hall Game (additional recognition with prize donation/contribution)

Additional 10x10 space purchased will include the following benefits:

- One (1) full conference pass
- Two (2) Welcome Reception and Exhibit Hall Only passes. Additional passes may be purchased separately.
- 6' x 30" draped table, 2 chairs, and 1 wastebasket.

**Elite members do not receive complimentary full conference pass for a 10x10 booth as this is included in membership benefits.*

**Elite members will receive one (1) full conference pass for a 10x20 booth space.*

Booth Delegates

Exhibit Hall Only passes: Each Exhibitor can name 2 booth delegates per 10x10 footprint to work the booth. Booth delegates have access to set-up/tear down, the Welcome Reception, Keynotes, breakfast and lunch

Additional delegates/attendees who wish to attend the sessions will be required to go through the normal registration process and adhere to all registration deadlines. No exceptions.

Badges will be available onsite at "registration". We do not mail badges in advance.



MRC Exhibitor Rules and Regulations:

Booth restrictions are imposed to provide all Exhibitors an equal opportunity to showcase their solutions and products in a safe environment that will provide them with the best visibility possible.

Please note: booths that do not follow the regulations may be altered on-site to meet guidances, at the Exhibitor's expense.

Items requiring special permission:

- **Canopies and ceilings-** installation of tents, awnings, ceilings, umbrellas or canopies (for decoration or functional). Additional restrictions and diagrams are available upon approval of requests.
- **Towers-** freestanding components separate from the main fixture are not permitted without prior approval from MRC Management. Additional restrictions and diagrams are available upon approval of requests.
- **Multi-story booths-** structures, fixtures or display materials that exceed 8' (inline booths) in height and may include more than one level are not permitted.
- **Hanging Signs & Graphics-** hanging banners or display materials are not permitted with the exception of event-produced Sponsor banners.
- **Booth materials-** Booth equipment, structures or display materials that exceed 250 lbs. per square foot require prior authorization from MRC Management
- **Lighting-** specialized lighting that flashes, rotates, changes color, pulses, uses lasers or ultraviolet is not permitted.
- **Vehicles-** may not be displayed on the show floor without the prior written approval of the MRC Management. Exhibitor-owned or Exhibitor-leased vehicles are NOT allowed to drive on to the MRC floor to unload or load. Access to the MRC floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the official decorator. Additional restrictions for vehicles are available upon approval of requests.

Other booth display requirements:

- **Americans with Disabilities Act (ADA)** All Exhibitors are required to be in compliance with ADA and are encouraged to be sensitive and reasonably accommodating to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and web site www.usdoj.gov/crt/ada/infoline.htm.
- **Structural integrity-** all booth displays should be designed and erected in a manner to withstand normal contact, vibration from neighboring booths, installation/dismantle equipment such as forklifts and wind from air conditioning, fans or open freight doors. All structures, equipment and display materials must be stable without bolting or anchoring to floors or walls. In addition, display fixtures such as racks, shelves, tables, counters... should be installed properly to ensure they are able to support marketing materials or equipment displayed upon them.
- **Storage-** Fire regulations prohibit storing product, literature or empty packing materials behind back drapes or under draped tables. However, Exhibitors may store a limited supply of literature and product within the booth space provided it does not impede access to utilities or traffic flow, create a safety issue or look unsightly.
- **Flammable and toxic materials-** all materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Exhibitors should dispose of any waste products generated during installation/dismantle or the event in accordance with guidelines established by the Environmental Protection Agency and the facility.
- **Electrical-** all electrical should be installed/dismantled by the electrical vendor listed in the Exhibitor Services Manual. Power strips should be UL approved, with built-in over-load protectors. All power cords should be managed in a way to prevent Exposed cords in traffic areas. Enclosed

spaces, such as a demo station, counter or closet, with equipment should be properly ventilated to prevent overheating.

- **Appearance-** all Exposed parts, including the back of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths.
- **Lighting fixtures-** no lighting, fixtures, lighting truss or overhead lighting are permitted outside of the boundaries of the MRC space. All lighting should be directed to the inner confines of the booth and not impact other Exhibitor booths or aisles
- **Sound equipment-** should be positioned to direct sound into the booth, rather than the aisle, in order to minimize disruption to neighboring Exhibitor booths. Exhibitor will be required to stop any sound-related activities that exceed 85 decibels, disrupt neighboring booths or are considered offensive.
- **License for music-** music within the booth, played live or recorded, may be subject to laws governing the use of copyrighted material. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- **Computer Equipment-** computers, keyboards, mice, monitors, USB connectors and hubs... are not provided as part of the MRC package and are the Exhibitor's responsibility, if required.
- **Installation/dismantle activities-** the venue, decorator and MRC Management will not be responsible for any injuries that may result from the improper use of chairs, tables, display structures, equipment... to stand on prior to, during or after the event.

Items/ activities that are *not* permitted:

- **Line of sight-** booth structures, fixtures, signage... that obstruct or completely block the sightlines into neighboring booths are not permitted. Exhibitor must adhere to the applicable guidelines for the type of booth space it has on the MRC floor.
- **Decorations-** such as **balloons, helium balloons**, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, stickers, decals, tape, etc... are not permitted on the MRC floor.
- **Hazardous materials-** gasoline, kerosene, combustible gases, or other flammable liquids are not permitted on the MRC floor.
- **Fire & pyrotechnics-** open flames and pyrotechnics are not permitted on the MRC floor.
- **Fog & smoke machines-** are not permitted on the MRC floor.
- **Animals-** are not permitted on the MRC floor.
- **Giveaways & promotional items-** Exhibitor **may not** distribute any giveaways that would be considered potentially dangerous or destructive from the MRC floor or in the conference facility. Examples of potentially dangerous/ destructive giveaways include: pocket knives, box knives, stickers, adhesive decals, helium balloons, glitter, laser pointers, dart guns, etc. Any raffles or contests may not use actual currency but must use play currency.
- **Food & beverage**
 - The Aria Resort is solely licensed to sell and/or dispense alcoholic beverages
 - Exhibitor may not dispense food and/ or beverages of any kind, including packages candy, bottled water without prior approval of Show Management and the Aria Las Vegas. The Aria offers onsite catering services exhibitors may contract, at their expense, if desired.
- **Photography-** Exhibitor may take photographs and video of its booth only. Photographing and/ or videotaping are not permitted on the floor unless approved by the MRC.
- **Sale of products and services on the MRC floor-** no selling (exchange of goods or money) can take place on the MRC floor. Exhibitor may take orders, but may not accept any form of payment or deliver product to their customers.

- **Liability and insurance-** the MRC assumes no liability for loss or damage to Exhibitor's property. While the MRC will provide security for the hall during move-in, move-out, receptions, and overnight, it cannot assume responsibility for loss, damage or theft of Exhibitors' materials. Exhibitor is required to carry proper insurance coverage per the terms of the Event Sponsorship or Exhibitor Agreement.
- **Smoking-** will not be permitted within the venue prior to, during or after the event.

Booth Information

Show Hours/Set Up and Tear Down*

The Exhibit Hall will be located in Pinyon Ballroom at the Aria Resort and Casino.

Exhibit Set Up:	Tuesday	March 8 th , 2016	8:00am – 4:00pm*
Exhibit Hall Open:			
(Welcome Reception)	Tuesday	March 8 th , 2016	5:00pm – 7:00pm
	Wednesday	March 9 th , 2016	7:30am – 4:00pm**
(Themed Party)	Wednesday	March 9 th , 2016	5:00pm – 7:00pm
	Thursday	March 10 th , 2016	8:00am – 1:00pm
Exhibit Hall Tear Down:	Thursday	March 10 th , 2016	1:00pm – 4:00pm

*(earlier set-up times available for booths over 20'x20' with prior written approval. Please contact Sydney for information: sydney@sound-planning.com)

**All times subject to change- final agenda available January 2016*

***On Wednesday, March 9th the Hall must close with all exhibitors, including meeting pod users vacating from 4:00pm to 5:00pm to allow for Themed Party preparations*

Badges	<p>Each 10x10 booth space* will receive two (2) Welcome Reception and Exhibit Hall only staff badges and one (1) complimentary conference pass. Each 10x20 booth space* will receive four (4) Welcome Reception and Exhibit Hall only staff badges and two (2) complimentary conference passes. <i>*Elite members do not receive complimentary passes for a 10x10 booth as this is included in membership benefits.</i></p> <p>Booth delegates have access to set-up/tear down, the Welcome Reception, Keynotes, breakfast and lunch.</p> <p>Additional delegates/attendees who wish to attend the sessions will be required to go through the normal registration process and adhere to all registration deadlines. No exceptions.</p> <p>Badges will be available onsite at “registration”. We do not mail badges in advance.</p> <p>Upon arrival to the Aria Las Vegas, please proceed to Exhibitor registration and pick up your badges. You will need these badges to gain entrance to the Exhibitor area. Prior to registration opening, anyone setting up your booth will be required to check in at the MRC Exhibitor Registration desk and obtain a set up badge or wristband. Without this credential, they will be asked to leave the hall.</p>
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EAC (Exhibitor Appointed Contractor) Insurance	If you are using a contractor to help install your booth, please make sure you have completed the EAC form at the end of this document and that your contractor has submitted a Certificate of Insurance in the amount of \$2,000,000.00 liability coverage, including property damage, to GES and show management by January 25 th , 2016. Forms available in the Exhibitor Services Manual.
Booth Attire	Booth attire is business casual. You are welcome to wear a business suit if you wish, or khaki or black pants with your company logoed shirt. No tennis shoes, sandals, T-shirts or shorts. Please listen to the weather forecast and dress accordingly. Due to freight doors being open during move-in, the area can be unusually cold or hot depending on the outdoor weather. Please keep this in mind during set-up.
Booth Etiquette Smoking Food & Beverage	While in the booth, always be ready for the customer. No Smoking – the Aria Las Vegas Pinyon Ballroom is a Non-Smoking Location. No eating and/or drinking (other than water) in your booth. All Exhibitors must adhere to specifics relating to their presence in the MRC Hall as outlined in the Exhibitor Services Manual. Show Management will cease any activity by Exhibitors that is considered objectionable for any reason which may detract from the general character of the event or interferes with other Exhibitors.
10x10 Booth Space Package	<ul style="list-style-type: none">• 10 x 10 Exhibit hall booth with 8' back wall and 3' side wall• One (1) full conference pass*• Two (2) Welcome Reception and Exhibit Hall Only passes. Additional passes may be purchased separately.• ID sign with company name and booth number, 6' x 30' draped table, 2 chairs, 1 wastebasket• Presence in the conference program• Complimentary Participation in the MRC Exhibit Hall Game <i>*Elite members do not receive complimentary passes for a 10x10 booth as this is included in membership benefits.</i>
10x20 Booth Space Package	<ul style="list-style-type: none">• 10 x 20 Exhibit hall booth with 8' back wall and 3' side drape• Two (2) full conference pass*• Four (4) Welcome Reception and Exhibit Hall Only passes. Additional passes may be purchased separately.• ID sign with company name and booth number, 6' x 30' draped table, 2 chairs, 1 wastebasket• Presence in the conference program• Complimentary Participation in the MRC Exhibit Hall Game <i>*Elite members do not receive complimentary passes for a 10x10 booth as this is included in membership benefits.</i>
Booth Staffing	All exhibitors must have a minimum of one staff member at the booth at least 15 minutes prior to the show and for the duration of the official show hours. You will need to coordinate relief staff for lunch and breaks so it is recommended that you bring at least two people to staff your station. Under no circumstances should your station be left unattended during show hours.
Display Materials & Presentations	All display materials must fit within the space allocated for your booth. This includes all presentations and demonstrations. No booth staff, signs, literature, equipment, furniture or promotional items may be placed, distributed or posted outside the parameters of your booth space. If presentations to a group are



	<p>planned, there must be adequate space provided within the booth to accommodate the audience, keeping aisle space free. The audio volume of presentations must be kept to a level that will not interfere with or encroach on surrounding booths. Show management reserves the right to control the volume coming from each booth.</p> <p>Due to tight security regulations, any giveaways that would be considered a potentially dangerous item will not be allowed on the Exhibit Hall floor. Please plan your giveaways accordingly. Example: pocket knives, box knives, dart guns, laser pointers, etc.</p> <p>Vehicles may not be displayed on the show floor without prior written approval from the Aria Las Vegas and Show Management. Please contact Sydney Healey (sydney@sound-planning.com) for further information on vehicle displays.</p> <p>Games and raffles are allowed with prizes awarded to winners. However, due to city, county and state restrictions, no cash may be used as a prize or used as part of the raffle (i.e., money booth).</p>
Set-up and Dismantle	<p>Set-up Date & Time</p> <ul style="list-style-type: none">• Tuesday, March 8th, 8:00am – 4:00pm• Empty crates and containers must be ready for removal from the MRC hall and the aisles cleared no later than 4:00pm, Tuesday, March 8th <p>Dismantle Date & Time</p> <ul style="list-style-type: none">• Thursday, 1:00pm – 4:00pm, March 10th <p>1) Your representative must stay until the show officially closes, and is responsible for packing all equipment, literature, etc. in your booth, in addition to preparing the shipping documents to have your boxes picked up by your designated carrier. DO NOT start your dismantle early – even if you have no customers at your station. It is extremely unprofessional looking and detracts from the overall presence in the booth.</p> <p>2) Every effort will be made to have your empty containers returned as promptly as possible. However, this is not always adequate for early flights – PLEASE, make your departure arrangements accordingly.</p> <p>3) All Exhibitor freight/materials must be cleared from the MRC floor by 4:00pm, Thursday March 10th, 2016</p>
Signage	<p>All Exhibitors will receive a company identification sign. You may bring additional signage as long as it does not extend beyond the pipe and drape areas above or to the sides of your assigned booth.</p>
Special Requests	<p>Please advise by February 23rd, 2016 if you will be in need of any special service needs while at Aria Las Vegas. Please send all requests to Sydney Healey (sydney@sound-planning.com)</p>

**ACKNOWLEDGEMENT OF
RULES AND REGULATIONS**

Deadline Date

January 25th, 2016