

# 25<sup>th</sup> Annual Workshop on MRA

20 - 23 August, 2013  
Hunter College, New York, NY,

## Exhibitor's Information Package

### Location of Exhibits

The exposition will be held on the 7<sup>th</sup> floor of Hunter College. The workshop reserves the right to make modifications and change booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of the workshop, exhibitors and exhibits.

### Exhibit Hours

The exposition will be held 20<sup>th</sup> – 23<sup>rd</sup>, 2013 with hours of operation as followings:

<u>Monday</u> (set up for Educational Course only)	Exhibit area opens Exhibit area closes	3:00 pm 6:00 pm
<u>Tuesday</u> (Educational Course exhibitors only)	Exhibit area opens Exhibit area closes	8:30 am 6:00 pm
<u>Tuesday Evening</u> (set up for all exhibitors)	Exhibit area opens Exhibit area closes	5:00 pm 7:00 pm
<u>Wednesday</u>	Exhibit area opens Exhibit area closes	8:00 am 6:00 pm
<u>Thursday</u>	Exhibit area opens Exhibit area closes	8:00 am 6:00 pm
<u>Friday</u>	Exhibit area opens Exhibit area closes	8:00 am 4:00 pm (Tear down begins)

### Booth Equipment:

The exhibit is designed for a **table-top exhibit arrangement**. Each booth will be 5 feet deep by 6 feet wide. Each booth will be equipped with the following:

1. One booth identification sign (company name and booth number)
2. One 2-foot x 6-foot decorated table (white vinyl top)
3. Two molded folding chairs.

**The electric service is the responsibility of the exhibitor directly with hotel, both for arrangement and payment (please see attached A/V price list).**

### **Opening Reception**

An Opening Reception will take place on Tuesday evening, August 20<sup>th</sup>, 2013.

### **End of Exhibit**

Exhibit booths should begin to dismantle by 6:00 on Friday, August 23<sup>rd</sup>.

### **Security and Insurance**

The exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any cause whatsoever. All property of the exhibitor is understood to remain in its care, custody, and control in transit to and/or from or within the confines of the exhibit location.

The exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitor's displays, equipment and other property brought upon the premises of the Banff Centre and shall indemnify and hold harmless the association from any and all such losses, damages and claims.

**You are advised to consult with your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until its return. In most cases, a rider can be added to your present policy at a very nominal cost.**

### **Care of Building and Equipment:**

Exhibitors and/or agents shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decorations must be flame proofed. Electrical wiring shall conform to National Electric Code Safety Rules, and all applicable fire laws, electrical codes and other laws which affect the installation, conduct and disassembly of the exhibit. Combustible material and/or explosives are not permitted in the exhibit hall. The exhibitor shall also comply with all reasonable requests of officials of Hunter College with respect to installation, conduct and disassembly of its exhibits.

### **Contact Person:**

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