

MATCP 21st Annual Conference

May 6-7, 2020

Private Partner Rules and Expectations

Exhibit Space Assignments and Occupancy: Determined based on the floor plan of the venue, status based on levels of Private Partnership, and on a first come/first serve basis from the date the Private Partner registration and payment is submitted to MATCP. · MATCP reserves the right to make changes as deemed necessary. · Private Partner should review the hotel site plan and exhibit floor plan ahead of the conference to ensure proper planning for the exhibit. · Private Partner may not alter the location of exhibits without the consent of MATCP staff prior to the conference. · All exhibits must be staffed during regular exhibit hours. · Private Partner may not permit non-exhibiting companies' "representatives" or materials in their exhibit area, unless approved by the MATCP Executive Director or designee. · All Private Partner and Private Partner Guests must wear their name badges at all times while on the conference site. · Placement of table, determined by MATCP staff, may be based on order in which payment is received and conference-veteran status (i.e., number of prior MATCP conferences Private Partner has participated in) General Standards of Conduct: Private Partners are to present their products and services, and their personnel, in a professional manner. · Any activity or behavior that is disruptive, distracting, or undignified in the vendor area or elsewhere on the conference site is prohibited. Any activity or behavior of this nature will result in removal from the conference and forfeiture of payment or refund. · Attire and grooming must comport with the professional standards expected in a court-related setting. · No recorded or live music may be played or performed in the exhibit area unless part of an evening event. · Space assignments, subletting, sharing, or apportioning of space without approval by MATCP is not permitted. · A Private Partner may not exhibit, advertise, or offer for sale goods or services other than those of the Private Partner. · No exhibition or solicitation is permitted outside of the Private Partner's assigned space, including elsewhere in the hotel or surrounding geographic area, unless initiated and approved by MATCP staff. · Private Partner may not conduct any activity that would induce conference attendees to leave the hotel or other facility at which the conference is being held during regular business hours. · Smoking and drug use is prohibited. · Interference with the exhibits of others will not be tolerated. Attendee Roster: In lieu of providing attendee rosters, MATCP markets on behalf of all Private Partners & Vendors to attendees using information provided on the Private Partner form. · Private Partner, Vendor and attendee information will be included in emails distributed to attendees immediately prior to the event. · MATCP does not provide an advanced electronic list of attendees to vendors unless they hold Platinum Plus, Platinum, or Gold Private Partner status. Exhibit Specifications: · All exhibits must fit into the MATCP exhibit space as defined by the 2 x 6 foot table(s) provided. · Private Partner desiring to use other than the standard exhibit equipment or any signs, decorations, or arrangements of display materials conflicting in any way must seek prior approval from MATCP, which should include a detailed sketch of the proposed layout and must receive written approval from MATCP prior to exhibiting. · Each exhibit should be installed so that it will not project beyond the space allotted and obstruct or interfere with the other exhibits. · Exhibit space is accessible after 2:00 p.m. the afternoon before the full conference, and access will be available for two hours after the close of the final session. · Private Partner shall leave the location clean

of trash and substantially in the same condition it was found before the Private Partner occupied it. Terms of Payment, Cancellation and Refund: · FULL PAYMENT FOR ANNUAL PRIVATE SPONSORSHIP IS DUE WITH THE PRIVATE PARTNER REGISTRATION. · This includes registration of TWO (2) people (for Silver & Gold levels) and THREE (3) people (for Platinum & Platinum Plus levels) from your business/organization only. An additional Private Partner representative fee of \$40.00 per person will apply to any additional person to attend/cover your table during the conference. · A Private Partner may only be given access to an electrical outlet near its exhibit space if the AV option is selected with this registration. · If you cancel at any time prior to the conference, no portion of your Private Partner sponsorship will be refunded. · MATCP reserves the right to deny exhibit space to companies that have overdue account balances with MATCP.

Vendor Rules and Expectations

Exhibit Space Assignments and Occupancy: Determined based on the floor plan of the venue, status as Private Partner or Vendor, and on a first come/first serve basis from the date the Vendor registration and payment is submitted to MATCP. · MATCP reserves the right to make changes as deemed necessary. · Vendors should review the hotel site plan and exhibit floor plan ahead of the conference to ensure proper planning for the exhibit. · Vendors may not alter the location of exhibits without the consent of MATCP staff prior to the conference. · All exhibits must be staffed during regular exhibit hours. · Vendors may not permit non-exhibiting companies' "representatives" or materials in their exhibit area, unless approved by the MATCP Executive Director or designee. · All Vendor and Vendor Guests must wear their name badges at all times while on the conference site. · Placement of table, determined by MATCP staff, may be based on order in which payment is received and conference-veteran status (i.e., number of prior MATCP conferences Vendor has participated in) General Standards of Conduct: Vendor is to present their products and services, and their personnel, in a professional manner. · Any activity or behavior that is disruptive, distracting, or undignified in the Vendor area or elsewhere on the conference site is prohibited. Any activity or behavior of this nature will result in removal from the conference and forfeiture of payment or refund. · Attire and grooming must comport with the professional standards expected in a court-related setting. · No recorded or live music may be played or performed in the exhibit area unless part of an evening event. · Space assignments, subletting, sharing, or apportioning of space without approval by MATCP is not permitted. · A Vendor may not exhibit, advertise, or offer for sale goods or services other than those of the Vendor. · No exhibition or solicitation is permitted outside of the Vendor's assigned space, including elsewhere in the hotel or surrounding geographic area, unless initiated and approved by MATCP staff. · Vendor may not conduct any activity that would induce conference attendees to leave the hotel or other facility at which the conference is being held during regular business hours. · Smoking and drug use is prohibited. · Interference with the exhibits of others will not be tolerated. Attendee Roster: In lieu of providing attendee rosters, MATCP markets on behalf of all Vendors to attendees using information provided on the Vendor form. · Vendor and attendee information will be included in emails distributed to attendees immediately prior to the event. · MATCP does not provide an advanced electronic list of attendees to vendors unless they hold Platinum Plus, Platinum, or Gold Private Partner status. Exhibit Specifications: · All exhibits must fit into the MATCP exhibit space as defined by the 2 x 6 foot table provided. · Vendor desiring to use other than the standard exhibit equipment or any signs, decorations, or

arrangements of display materials conflicting in any way must seek prior approval from MATCP, which should include a detailed sketch of the proposed layout and must receive written approval from MATCP prior to exhibiting. · Each exhibit should be installed so that it will not project beyond the space allotted and obstruct or interfere with the other exhibits. · Exhibit space is accessible after 2:00 p.m. the afternoon before the full conference, and access will be available for two hours after the close of the final session. · Vendor shall leave the location clean of trash and substantially in the same condition it was found before the Vendor occupied it. Terms of Payment, Cancellation and Refund: · FULL PAYMENT FOR EXHIBIT SPACE IS DUE WITH THE VENDOR REGISTRATION. · Space fee is \$800.00 for for-profit organizations and \$400.00 for non-profit organizations. This includes registration of ONE (1) person from your business/organization only. An additional Vendor guest fee of \$40.00 per person will apply to any additional person to attend/cover your table during the conference. · Only those Vendors who select and pay the AV fee of \$65.00 per Vendor registration will receive access to an electrical outlet · Cancellations received in writing by email, fax or mail 45 days prior to the meeting dates, will receive a refund less 50% of the Vendor table fee. · If you cancel less than 45 days prior to the conference, your entire Vendor fee will be forfeited. · MATCP reserves the right to deny exhibit space to companies that have overdue account balances with MATCP.