

RULES AND REGULATIONS GOVERNING ALL EXHIBITS

- Location of Exhibits:** GranTree Inn, Billings, Montana
- Installation Hours:** Exhibitors may set their exhibits up after 5:00 p.m. April 11, 2018. Exhibits must be set-up by 8:00 a.m. April 12, 2018.
- Description of Exhibit:** Booths are 8' x 10' wide and consists of 1 draped table, 2 chairs and electrical outlet with each space. The exhibit hall is carpeted.
- Arrangements for Special Equipment:** Complimentary wireless internet will be provided for exhibitors.

Shipping & Receiving:

If it is necessary for you to ship materials to the Hotel, each item should be clearly marked as shown below and should arrive no earlier than one (1) week before the conference. The Hotel cannot be held responsible for receiving any insufficiently identified materials.

Organization Name / Name of Event
Arrival Date / Date of Event
Name of your Sales contact

A labor charge may be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas. The Hotel should be advised of any items over 100 pounds that will be displayed in any function room, or shipment of over five (5) boxes of materials. Arrangements must be made for prompt return or shipping of material upon conclusion of the event. A daily storage fee may be assessed for any items remaining in the Hotel's possession 24 hours after the conclusion of the event.

- Hours of Exhibition:** Exhibits will be open 9:00 a.m. to 5:30 p.m. Thursday, April 12th; and 8:00 a.m. to 4:00 p.m. Friday, April 13th.

- Liability for Losses:** The **Montana Library Association** will not be responsible for loss or carnage which might ensue from any cause in connection with transfer, installation, maintenance, storage or removal of exhibits or management of the Conference. The site will exert reasonable diligence and safeguards conforming to conference standards, but will not be responsible for damage, loss or theft. All points not covered by these rules are subject to the judgment of the hotel management.

- Cancellation:** No exhibitor fees will be refunded after March 1, 2018 and a \$25 fee will be withheld from any refund.

Please contact:

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