



EXHIBIT SPACE CONTRACT

August 4 • 2023

8:00AM – 8:00PM

This contract indicates our acceptance of all regulations in this prospectus.

Costs / Payment

Booths @ \$500 10x10 per booth

*No discounts for multiple booths

Exhibitors who have not paid in full will not be allowed to set up.

Cancellations / Refunds

- No refund will be made for space that is unused during the Show.
- In the event that the Mayo Civic Center shuts down due to a resurgence of the pandemic, booth cost will be refunded.

Booth Regulations

- These regulations may be changed at any future time based on requirements due to a pandemic.
- No subletting of booth space - only your company can occupy your space. The booth will be advertised by the name that is on the registration. You are allowed to co-market with other companies who have a direct business relationship with your company. If you have questions, <mailto:info@nextlevelconf.com>
- The Ballroom and 2nd Floor Lobby have a finished carpeted floor, so additional floor covering is NOT ALLOWED without approval from Next Level.
- Side walls cannot exceed 8 feet high and extend further than 6 feet.
- Any exhibit over 8 feet in height must be approved by Next Level Conference & Expo.
- Video games, radios, amplifiers, and any other device that may interfere with other exhibitors are not permitted.
- We do NOT allow the following to be given away: shelled peanuts and popcorn because of housekeeping problems. Helium balloons are not allowed by the Mayo Civic Center.
- Signs and displays must be kept within the confines of each booth. The dimensions of multiple booths will be taped off prior to set-up.
- There can be no soliciting or setting literature or displays or signage outside your designated booth space.
- All sides of your booth exposed to the adjacent booth or to the public must be finished by Thursday evening or you will be charged by the service contractor the cost of having the walls draped.
- Nothing can be removed from your booth, or your booth dismantled before Friday, August 4th at 8:00pm. Exhibitors found dismantling before 8:00pm will be fined \$100. Any fines not paid, could result in being banned from future shows.
- Exhibitors must have a representative in their space at the time the exhibits are open to the public.
- Exhibitors who violate booth regulations may lose their rights to exhibit in future shows.

Electrical Service / WiFi

Arrangements for electrical power/WiFi are contracted with **Mayo Civic Center**. A link to electricity can be found on our website. Please note that rates for electrical service are set by the Mayo Civic Center. Please direct payment for electrical service/WiFi directly to the Mayo Civic Center's website.

Service Contractor

The official service contractor for this show is: **Majestic Events - (507) 876-1127**

Although we would appreciate your use of their service if you need booth furniture, there is no obligation to use them. The service contractor information packet can be found on our website. A representative will also be available during the Show's set-up time.

Next Level Rights & Liabilities

Next Level Conference & Expo reserves the right to refuse any exhibit, exhibitor, or employee which, in the opinion of the Association, is not in the best interest of the Show.

Next Level Conference & Expo, the official service contractor, Mayo Civic Center, and the City of Rochester do not guarantee the Exhibitors against loss, damage, delay, or theft of any kind during the course of the show including move in and move out. The Exhibitor shall indemnify and hold blameless the aforementioned entities from any cause or claim whatsoever.

The Exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations, which may be established by Next Level Conference & Expo. All matters and questions not covered by this prospectus will be subject to the final judgment and decision by Next Level Conference & Expo. Any violations by the exhibitor of any of the terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space and forfeiture of any monies paid.

This contract shall be construed in accordance with the laws of the State of Minnesota. The parties agree and consent that in the event of any legal action, the venue shall be the District Court for Olmsted County, Minnesota, or the Conciliation Court of Olmsted County, Minnesota if the amount of the dispute is within the latter court's jurisdictional limits.