



Exhibitors

Thank you for becoming an exhibitor for the Biodynamic conference. The following is helpful information about the conference and the Exhibit Hall. ***Please review and let us know if you have any questions.***

A. Payment and Deadlines

1. Payment in full is needed by October 15, 2012 or earlier to secure your table and be included in the conference program materials.

B. Exhibit Space

1. Each exhibitor will have one 8-foot table with white tablecloth and two folding chairs. For the benefit of all exhibitors and the site lines of the room, please use only tabletop signage. This will ensure other exhibitors' table will not be blocked or overpowered by another's signage. Sponsors may use additional signage behind their tables if they are against the wall.

C. Tables

1. Exhibitors' table locations are assigned in registration order by the BDA staff to ensure a variety of products and services flow throughout the room. Sponsors receive premium placement based on level.
2. Because of the small tabletop space and desire to give equal benefits to all exhibitors, the BDA does not offer shared table space. Exhibitors receive one name listing in the conference materials and need to make one source payment to BDA.

D. Products

1. To avoid duplication, products not listed on the application may be asked to be removed from the Exhibit Hall. Music, video or any device producing noise or odors may not be used. The BDA does not guarantee exclusivity of product to any exhibitor but will try not to duplicate products or services to give a well-balanced mix of offerings.

E. Exhibit Hall Access

1. Exhibitors will be issued and asked to present their Exhibitors' badge. Exhibitors with One-day pass receive two Saturday Exhibitor badges. Exhibitors with Full-conference registration receive one full-conference badge and one Saturday Exhibitor badge. The number of sponsor badges is based on the level of sponsorship. Please provide names by October 15.
2. Please register yourself and your staff for the conference online by October 31 or before, using the code that will be emailed to you. Online registration closes October 31.

F. Exhibit Check-in, Set-up and Take-Down

1. Exhibitors may check-in at the registration booth for their badge (7 a.m.-7:30 p.m.)
2. Exhibit Hall set-up is 12 noon to 1:30 p.m., Saturday, November 17.
3. Exhibition hours are 1:30-7:30 p.m. We recommend that tables be staffed during this time.
4. Take-down is on Saturday, November 17, from 7:30-10:00 p.m. Please note anything left behind will be disposed of by Monona Terrace.

G. Internet Access, Parking

1. Monona Terrace offers wireless internet access everywhere in the building with bandwidth up to 200 Mbps. There is a 600-space parking lot charging a flat rate of \$5.00 for the day/night.

H. Shipping

1. Exhibitors may ship to Monona Terrace for delivery on Friday, November 16. Shipping address is: Biodynamic Conf. [Exhibitor 11/17/12], Monona Terrace, East Loading Dock - 1 John Nolen Drive, Madison WI 53703. They will not accept materials more than three (3) business days before the event. Please inform us of the number of boxes you plan to ship to the conference. For further information, please see Monona Terrace shipping directions.

I. Security & Insurance

1. The BDA can not ensure the exhibit will be free from theft, vandalism or other mishaps before, during or after the Exhibit. Exhibitors waive all claims against the BDA, its agents and employees, which may arise as a result of security or staff failing to prevent harm.
2. Neither Monona Terrace nor the BDA require exhibitors to show proof of insurance. Exhibitor holds the BDA and Monona Terrace, its agents and employees, harmless from all claims.

J. Sales Tax

1. Exhibitors who plan to sell merchandise on the premises in a cash-and-carry fashion are responsible for complying with all appropriate tax requirements.

K. Agreement

1. This agreement shall constitute a valid and binding contract for the exhibition table at the conference. If due to circumstances beyond the control of the BDA, the 2012 Biodynamic Conference is cancelled, Exhibitor shall waive any claims for damages or compensation against the BDA, its agents, employees or affiliates.

L. Table Cancellations

1. The table cancellation deadline is August 31, 2012. Any cancellations after that time are non-refundable.

M. Convention Center Rules

1. Please comply with the Exhibitor Rules of Monona Terrace Community and Convention Center, provided with this exhibitor information.

N. Lodging and Food/Meals

1. To reserve discounted hotel rooms rates, visit Meetingmax before October 15: (<https://www.mmxreservations.com/madison/reservations/Step1.asp?EventID=104>).
2. Monona Terrace does not permit outside food and beverage to be brought onto its premises.
3. Exhibitor-One Day includes one Sat. lunch. Exhibitor-Whole Conference includes one whole conference meal plan. The number of sponsor meals is based on the level of sponsorship.
4. Meal packages may be purchased using the online conference registration system at www.biodynamics.com/conference or by contacting the BDA.
5. Individual meal tickets may be purchased by contacting the BDA. Lunch tickets cost \$20 through 9/15/12, \$25 afterwards. Dinner tickets cost \$30 through 9/15/12, \$35 afterwards.

O. Questions?

1. Contact the BDA at 262-649-9212, ext. 4 or email margaret@biodynamics.com.
2. Please see www.biodynamics.com/conference for full conference information.

As an exhibitor, all those working at my table agree to abide by the terms set forth in this information.

Signature: _____ Print Name: _____

Company: _____ Date: _____