



MICHIGAN AFTERSCHOOL ASSOCIATION THE WESTIN SOUTHFIELD DETROIT FALL CONFERENCE  
2024 EXHIBIT POLICIES

1. The exhibits at the Michigan AfterSchool Association Fall Conference 2024 are intended to support the educational goals of the conference. Acceptance of exhibits is at the discretion of the Michigan AfterSchool Association, the Conference Planning Committee and the Conference Coordinator. Unsuitable exhibits deemed objectionable because of choice of materials, noise, or method of operation may be rejected or restricted when the application is received, or restricted, prohibited, or evicted from the exhibit area on site by the Conference Coordinator. Exhibits evicted from the exhibit area for violation of the MAA Fall Conference 2024 Exhibit Policies are not entitled to a refund.
2. Reservation fees must accompany the reservation form and are non-refundable. *If an exhibitor fails to use the exhibit space reserved, no part of the payment will be refunded.* No exhibitor shall assign, sublet, or share the space reserved without the authorization of the Conference Coordinator prior to the event.
3. Formal acceptance of reservation forms by the Conference Coordinator, as an agent for the MAA Fall Conference 2024 and full payment of reservation fees constitute a contract for the right to use the space. In the event of fire, strike, or other uncontrollable circumstance rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be canceled prior to the date of the exhibit, payment on account for reserved space will be refunded. Any costs incurred by the exhibitor prior to the date of rescission are the sole responsibility of the exhibitor.
4. Space will be assigned based on the date the exhibit reservation form, with payment, is received. Other considerations for space assignment include effective display design, insurance of a variety of products in general, easy access and traffic flow, and the fire, health and safety rules of The Westin Southfield Detroit, Southfield, MI and of the municipality. Specific requests from exhibitors will be honored when possible. The Conference Coordinator will assign exhibit space.
5. Exhibitors are encouraged to take all precautions necessary for the safety of their materials and/or equipment.
6. Exhibitors must adhere to any rules and regulations, as set by The Westin Southfield Detroit and by the Conference Coordinator, regarding set-up, operation and teardown.
7. Displays may not completely obscure the view of an adjacent exhibit.
8. Live music/entertainment, recorded music, videotapes, or other auditory displays must adhere to a 5- minute on, 5-minute off policy.
9. Exhibitors will hold harmless the Michigan AfterSchool Association, all Conference Collaborating Partners, the Conference Coordinator, and The Westin Southfield Detroit in the event of any liability, responsibility, loss, damage, cost, or expense of any kind arising directly or indirectly from any intentional or negligent act or omission by the Exhibitor or any of its agents or employees. Please note in case of cancellation from things that are not in MAA control and that the conference has to be canceled we will refund your money less a fifty dollar fee for processing.

By filling out the exhibitor application, you are agreeing to these policies.