



# Wisconsin SOLO & SMALL FIRM Conference

**Practice Law. Manage Business. Enjoy Life.**

*THESE REGULATIONS become part of the contract between the exhibitor and the Milwaukee Bar Association (MBA) and the State Bar of Wisconsin (SBW). They have been formulated for the best interests of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.*

**CONTRACT FOR SPACE** – The application for space and the formal notice of assignment by the MBA and SBW constitute a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, rendering the building unfit or unavailable for use, this contract will not be binding.

**PAYMENT FOR SPACE/CANCELLATION FEE** – Payment for exhibit space must be made with this application. Half of the exhibit rental will be charged to you as a cancellation fee if your contract is cancelled prior to September 15, 2008. No refund will be made for cancellation after September 15, 2008.

**EXHIBIT HOURS** – Thursday, October 23, 2008: 10:00 a.m. - 7:30 p.m. and Friday, October 24, 2008: 7:45 a.m. - 5:00 p.m. Management reserves the right to make modifications in the exhibit hours as may be necessary to meet program needs.

**RESTRICTIONS IN USE OF SPACE** – No exhibitor shall assign, sublet, or share the whole or any part of the space allotted (unless agreed upon beforehand with all parties including MBA and SBW). No exhibitor is permitted to show goods other than those manufactured or dealt in by him/her in the regular course of business. Displays shall not be placed in such manner as to interfere with other exhibits. **Nothing shall be displayed beyond the assigned exhibit space or the exhibit hall hours.**

**NOISE-MAKING EXHIBITS** – Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. Operators of noise-making exhibits must secure approval of operating methods before the exhibit opens. Noise must be kept to a minimum during educational program or assemblies.

**DISMANTLING** – The exhibitor expressly agrees not to dismantle the exhibit or do any packing before the final closing hour of the exhibit which is Friday, October 24, at 5:00 pm. Goods must be removed from the exhibit hall by Friday, October 24, at 9:00 pm.

**LIABILITY** – Neither the MBA, SBW nor their representatives will be responsible for any injury, loss, damage, or claims that may occur to the exhibitor's employees or property from any cause whatsoever. The exhibitor, on signing the contract, agrees to hold harmless and expressly releases the foregoing names, organizations and individuals from any and all claims for such injury, loss, damage or claims. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

**CIRCULARIZATION AND SOLICITATION** – Circulars or advertising matter of any description may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

**FIRE PROTECTION** – All exhibitor decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of the exhibit as may be irregular.

**RESTRICTIONS IN OPERATION OF EXHIBITS** – The management reserves the right to restrict exhibits which because of noise, method of operation or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character, which the management determines is objectionable to the exhibit. In the event of such restrictions or eviction, The Wisconsin Bar is not liable for any exhibit expense.

**CARE OF BUILDING AND EQUIPMENT** – Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the space, or the equipment of the space. When such damage appears, the exhibitor is liable to the management.

**EXHIBIT SPACE MANAGEMENT** - The exhibitor agrees to abide by all rules set forth by the Kalahari Resort and its management.