

## MTA Rules

Michigan Townships Association (MTA) reserves the right to reject or remove affiliation with any company, at any time, which in its sole judgment is contrary to the character, objectives and best interests of MTA or township government and any agreement allowing such affiliation shall immediately cease.

MTA reserves the right to reject any exhibit deemed offensive or reflecting unfavorably on township government or the Association.

MTA reserves the right to restrain any exhibits that, because of noise, operation method or other reason, become objectionable.

Unless prior written permission is received from MTA, the maximum height for all partitions and dividers must not exceed three (3) feet. These height limitations do not apply to displayed merchandise or to end-cap booths.

MTA reserves the right to restrain any exhibit materials or construction that obstruct the view of adjacent booths.

No helium balloons are permitted in the exhibit hall.

All decorative materials must be flame-proof. Open flame is not permitted. Fire regulations will be observed.

No merchandise may extend from the exhibit booth into the aisles. Aisles and doorways must remain unobstructed.

Dispose of refuse in appropriate containers.

Exhibitors and their representatives must wear official identification badges, which are supplied by MTA, while they are in the exhibit hall.

The exhibit area will be locked and subject to Lansing Center security during the hours it is closed. Exhibitors are responsible for their own booth security during exhibit hours.

All electrical outlets must be supplied and installed by building personnel only. Utility ordering information is listed on page 1.

All setup must be completed in time for the show opening. If an exhibit is not checked in with Expo Headquarters and fully set up by the opening time listed on the schedule, MTA reserves the right to assign that exhibitor's space to another company.

Each exhibit must be attended by a company representative at all times while the Expo is open. **NO BOOTH MAY BE LEFT UNATTENDED AT ANY TIME DURING EXPO HOURS.**

**ALL EXHIBITS MUST REMAIN INTACT UNTIL 1:30 P.M. ON WEDNESDAY, APRIL 27.** MTA reserves the right to penalize any exhibitor not complying with this move-out schedule. Exhibitors who move out after scheduled hours may be subject to fees for overtime work.

Any damages to the building caused by exhibitors or their employees must be paid by the exhibitor. Exhibitors may not fasten any display fixtures to the building floor, or put nails, screws or tacks in the building walls. No signs, posters or other materials may be attached to any doors, walls or other areas of the Lansing Center.

Exhibitors are asked to maintain the appearance of their booths at all times.

The exhibitor assumes all responsibility and liability for losses, damages and claims arising out of injury, damage or theft to their displays, equipment and other property brought onto the premises of the Lansing Center. The exhibitor shall indemnify and hold harmless the facility, agents and employees, and MTA from all such losses, damages and claims.

Exhibitors, by contracting for display space, agree to all rules and regulations of the Lansing Center management. For a complete list of rules and regulations, visit [www.lansingcenter.com/sites/default/files/Documents/ExhibitorGuidelines.pdf](http://www.lansingcenter.com/sites/default/files/Documents/ExhibitorGuidelines.pdf).

Should the premises for the show, in MTA's sole judgment, become unfit for occupancy, or should the Conference and Expo be materially interfered with by any act beyond the control of MTA, the contract for exhibit space will be terminated. MTA will not incur any liability for damages to an exhibitor as a result of such termination.

### MTA COVID-19 Precautions

Given that an inherent risk of exposure to COVID-19 exists in any public place, MTA will abide by all federal, state and local requirements as well as any facility mandates in place at the time of the event dates. We will not require proof of vaccination to attend our in-person event. Mask-wearing will not be required, but strongly encouraged, and hand sanitizer will be available in abundance.

By registering for MTA's Expo, you acknowledge that your company and its representatives are knowingly and freely assuming all risks related to illness and infectious diseases, such as COVID-19, by participating. You also acknowledge refusal to adhere to federal, state or local government mandates, facility requirements or MTA policies in place at the time of the event may result in immediate removal from the premises and cancellation of your registration, without a refund.

Your company agrees to require all representatives planning to participate in the Expo to refrain from coming and notify MTA should they experience symptoms of COVID-19 or come in close contact with someone who has tested positive. MTA asks that any positive diagnosis within 10 days of the event be reported. If advised of any potential exposures occurring during our Expo, MTA will notify all companies and attendees participating in the event. Any private health or personal data will be treated as confidential.