



MEETING PROFESSIONALS INTERNATIONAL

TRADE SHOW BOOTH REQUEST & AGREEMENT

Name of Chapter: _____

Name of person making request: _____

Telephone: _____

Fax: _____

Ship booth to:

Name: _____

Address: _____

City: _____

State/Province: _____

Postal Code: _____

Country: _____

Date booth should arrive for tradeshow: _____

Date booth will be shipped back to MPI: _____

Show Information

Name: _____

Dates: _____

Anticipated number of attendees: _____

of Brochures Requested: _____

Agreement

1. The Chapter will pay for shipping of the booth to the designated location.
2. The chapter is responsible for packing, shipping and the cost of returning the booth to MPI, 3030 LBJ Freeway, Suite 1700, Dallas, TX 75234-2759.
3. The chapter will be held accountable for all damages to the booth and its attachments, which occur as a result of the chapter's use or return shipping of the booth and attachments to MPI. If damages of the booth occur, the chapter shall be invoiced based on the cost of the individual item(s) as listed below:
Supports for panels = \$300
Panels = \$500 each
Frame = \$500
Lighting fixture = \$100
4. MPI will charge the Chapter for said repairs or deduct the above damages from the Chapter's dues rebate. In any such event, the Chapter shall remain obligated for all such damages. Nails, thumbtacks, tape, etc. must not be used to attach decorations to the booth.

Please return a copy of this agreement to feedback@mpiweb.org.

Signature of Renter: _____

Date: _____

Approval by MPI

Name: _____

Date: _____