

TWO ways to lease exhibit space:

1 ONLINE

<http://midwestpoultry.com/exhibitors/exhibitor-prospectus/>

Follow the online instructions to fill out the 2017 Booth Application Form, 2017 Booth Lease Form and provide payment via credit card (VISA or MasterCard).

2 MAIL/EMAIL

Complete the 2017 Booth Application Form, 2017 Booth Lease Form and Credit Card Payment Form on pages 8-10 and mail or email the forms to MPF.

Midwest Poultry Federation (MPF)
Attn: Teresa Sorenson
108 Marty Drive | Buffalo, MN 55313-9338
EMAIL: tsorenson@midwestpoultry.com

TIP: For best booth assignment, return completed forms and payment as soon as possible!

It is the responsibility of Exhibitor to notify MPF Exhibits Manager of any changes that impact the accuracy of this information.

COMPANY NAME ("Exhibitor") _____

CONTACT _____
(the person to receive exhibitor-related information)

MAILING ADDRESS (of contact person) _____

CITY _____ **STATE** _____ **ZIP/POSTAL CODE** _____ **COUNTRY** _____

PHONE _____ **Extension** _____ **FAX** _____

EMAIL _____ **WEBSITE** _____

FACEBOOK PAGE: _____ **LINKEDIN PAGE:** _____

TWITTER PAGE: _____ **BLOG:** _____

If you do not want us to link to your Web site from www.midwestpoultry.com, please check here.

ONSITE CONTACT PERSON (if different) _____ **CELL PHONE** (number not published) _____

EMERGENCY CONTACT PERSON & PHONE (not onsite) _____

BOOTH REQUEST

If your company exhibited in 2016 and is requesting the same booth space, please check here.
(NOTE: Forms and payment must be received/postmarked by September 1, 2016 to qualify.)

If you did not exhibit in 2016 or if you are a returning exhibitor but missed the September 1 deadline, please consult the Exhibit Hall Floor Plan on page 6 and list four booth and four aisle preferences. Although we can't guarantee you will be assigned to your preferred choices, we'll try to get you as close as possible to those choices should they not be available.

Hall Preference (A, B or C):

1st choice _____
2nd choice _____
3rd choice _____
4th choice _____

Aisle Preference:

1st choice _____
2nd choice _____
3rd choice _____
4th choice _____

COMPANY PRODUCT/SERVICE

✓ ONE or TWO description(s) that best describes your company's services/products

- Bedding/Litter Management
- Breeder Stock
- Construction/Building/Engineering
- Consultant
- Distributor
- Energy/Power
- Equipment _____ (list/describe)
- Feed/Nutrition
- Government/Regulatory Agency
- Packaging
- Pharmaceuticals/Health
- Rodent/Pest Control
- Sanitation/Cleaning
- Software/Monitoring
- Transportation/Hauling
- University/Nonprofit Organization
- Water Treatment
- Other _____ (list/describe)

Brief description/name of products/services your company offers:

Companies you prefer not to be next to or across from (i.e. competitors) - PLEASE BE SPECIFIC:
(Not guaranteed)

COMPANY NAME ("Exhibitor") _____

COMPANY LISTING (if different) _____

(the way your company name will appear in the Convention Guide, Web site listing, booth sign and badges)

Type: _____

Dimensions: _____

CONTACT _____

MAILING ADDRESS _____

CITY _____ **STATE/PROVINCE** _____ **ZIP/POSTAL CODE** _____ **COUNTRY** _____

PHONE _____ **FAX** _____ **EMAIL** _____

The said MIDWEST POULTRY FEDERATION, INC. (108 Marty Drive, Buffalo, MN 55313) leases space to Exhibitor designated as "Booth", _____ (indicate quantity of booths) at (\$) _____ dollars (total, USD) (see page 3 for booth rates), at the Saint Paul RiverCentre, Saint Paul, MN, as shown on the official floor plan, for March 15-16, 2017, subject to the regulations which are agreed to by Exhibitor. For a single booth, (1) full payment in U.S. funds is due at the time of signing and execution of this agreement. For multiple booths (more than 1), a minimum payment of 50% of the total booth lease fee, in U.S. funds, is due at the time of signing and execution of this agreement; the balance is due by December 31, 2016. Booth Lease Forms submitted on/after this date must include full payment. NOTE: Full payment required if paying by credit card or wire transfer.

Booth cancellations must be made in writing to the MPF Exhibits Manager. Once Exhibitor cancels booth space, the Exhibitor forfeits all rights to the space. A fee of \$100 per booth will be administered for booths canceled prior to December 31, 2016. No refunds will be made for cancellations after December 31, 2016.

All booths must be set-up prior to 6:30 a.m. on Wednesday, March 15, 2017. Noncompliance with this deadline may result in loss of your booth space/space may be reassigned.

In the event of fire, strikes, riot, civil commotion, acts of God, war, terrorism, or other unavoidable circumstances rendering it impossible or impracticable for any reason for the Midwest Poultry Federation to perform the contract, the Midwest Poultry Federation's performance under the contract shall be excused and no refunds will be given. Should an event occur, all deposits and all payments made by Exhibitor for exhibit space shall be applied toward payment and reimbursement of costs and expenses incurred, or paid by the Midwest Poultry Federation in connection with the preparation for or presentation of the 2017 Midwest Poultry Federation Convention. Any excess of said deposits and payments over said costs and expenses shall be returned to Exhibitor on such basis as the Midwest Poultry Federation shall deem reasonable.

Exhibitor indemnifies and agrees to hold harmless the Saint Paul RiverCentre, and the legal entities which own, lease and/or operate the Saint Paul RiverCentre, and the Midwest Poultry Federation, their members, officers, directors, and staff, against any and all liability whatsoever arising from any or all damage to property or personal injury caused to Exhibitor or its agents, representatives and employees, except for such claims which are solely attributable to the willful misconduct of any of the foregoing. Exhibitor agrees to carry adequate liability insurance and, upon request, provide a certificate of insurance to Midwest Poultry Federation.

Exhibitor and booth personnel agree to abide by all policies, rules and regulations governing the 2017 MPF Convention as printed in the 2017 Exhibitor Prospectus, 2017 Exhibitor Info Kit, and the 2017 Booth Lease Form. Noncompliance may result in sanctions, including but not limited to: expulsion, loss of booth space and loss of priority placement for future booth assignments. In this event, it is agreed that no demand for redress will be made by the Exhibitor.

Exhibitor agrees to allow show management, GES / Global Experience Specialists and Saint Paul RiverCentre to provide promotional and other materials at the fax number and email address provided. Cash and carry sales are prohibited. Acceptance of this Booth Lease by Midwest Poultry Federation constitutes a binding contract.

Exhibitor's Signature Date

Midwest Poultry Federation, Inc. Date
Exhibits Manager

AMOUNT OF PAYMENT DUE:

Before December 31, 2016

- 1 booth - full payment required
- 2 or more booths - 50% of total fee

After December 31, 2016 - full payment required

NOTE: Full payment required if paying by credit card or wire transfer.

BOOK SPACE ONLINE or sign and return this form along with the 2017 Booth Application Form and your payment to:

Midwest Poultry Federation EMAIL:
Attn: Teresa Sorenson **tsorenson@midwestpoultry.com**
108 Marty Drive
Buffalo, MN 55313-9338
Federal Tax ID# 23-7161619

Please send form/original signature to MPF; keep copy for your records
Faxed or emailed forms will be considered "original"

**INCOMPLETE FORM(S) AND/OR INSUFFICIENT PAYMENT
WILL DELAY BOOTH ASSIGNMENT**

FOR MPF USE ONLY

Date forms & payment received: _____
Check # / CC Auth # _____
Received \$ _____
Balance Due \$ _____
Notes: _____
 Paid in Full

MPF Credit Card Payment Form

By completing this credit card payment form, you authorize Midwest Poultry Federation, Inc. (MPF) to charge your credit card as indicated below for full payment of your 2017 booth lease fee.

Form must be signed in order to process payment; failure to do so will delay booth assignment.

Note: Booth space will be assigned based on date that required forms and payment are received, number of consecutive years exhibiting and number of booths leasing.

Prior to processing your credit card, MPF will contact you if TOTAL DUE is not calculated correctly or if we are unable to process your payment for any reason (i.e. booths are sold out, etc.).

CALCULATE BOOTH LEASE FEE: See page 3 for booth rates	
Indicate Number of Booths Leasing	_____
Indicate TOTAL DUE	\$_____ (USD)

CREDIT CARD INFORMATION

Credit Card Type: American Express MasterCard VISA

CREDIT CARD NUMBER _____

EXPIRATION DATE _____ SECURITY CODE (3 OR 4 DIGITS) _____

NAME ON CARD _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP/POSTAL CODE _____ COUNTRY _____

SIGNATURE _____

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