



*MPC 45  
Portland*

**Music Personnel Conference  
February 18-21, 2007  
Embassy Suites Portland**

**APPLICATION FOR EXHIBIT SPACE**

We hereby apply to the Association of Music Personnel in Public Radio (AMPPR) for exhibit space at the Music Personnel Conference in Portland, Oregon. It is understood that this Application will become a Contract upon acceptance by AMPPR, based upon the terms and conditions included herein.

**Instructions to Validate Application**

1. Understand that exhibit table space will be assigned according to Exhibitor's priorities, special requirements for the display, and the choice of available locations. Exhibit space will be assigned on a first-come, first-served basis. AMPPR reserves the right to rearrange the floor plan and/or to relocate any exhibit table to further the best interests of the conference.

2. Agree that the products or services to be exhibited must be pertinent to the purpose of the conference. Any changes made regarding the products or services to be displayed will be forwarded to AMPPR in writing prior to February 1, 2007.

3. Understand that for a fee of \$475 (if paid by January 18) or \$575 (if paid after January 18), your organization would receive 1 reserved skirted 6-ft x 30-in table with chair, 1 item stuffed in 150 tote bags, conference materials, welcome tote bag, and admission for 1 staff member to all sessions and food functions. Each additional staff member can register at a reduced rate (\$300 paid by January 18 or \$400 paid after January 18) if registered at the same time as the exhibit registration. Additional stuffing of tote bag items will cost \$75 per item.

4. Return this completed Application for Exhibit Space and the Registration Form with payment to The Conference Group, 1580 Fishinger Road, Columbus, Ohio 43221. Payment for exhibit table space must be received to confirm your reservation. Cancellations received by February 5, 2007, will be refunded, less a \$75 service fee. No refunds will be made for cancellations received after that date. Checks should be made payable to The Conference Group/AMPPR Conference. American Express, Diners Club, Discover, MasterCard, and Visa are accepted. For more information, contact The Conference Group, Inc., toll-free in the U.S. and Canada at 800-783-6338, direct at 614-488-2030; fax 614-488-5747; or e-mail [register@confgroupinc.com](mailto:register@confgroupinc.com).

**Security/Insurance**

The exhibit room will be secured to protect against loss during the hours when exhibits are closed; however, neither AMPPR, The Conference Group, Inc. (TCG), nor Embassy Suites Portland and all agents and employees thereof will be responsible for the safety of exhibits against theft or loss. Exhibitors should insure their exhibits and any display materials and carry proper public liability and property damage insurance during all times that such exhibits and display materials are on site at the Conference. Exhibitors hereby expressly waive and release any claims or cause of actions against AMPPR, TCG, and Embassy Suites Portland that may arise out of loss or damage to any of their property or the property of their employees, agents, guests, and the general public. All modifications to this Agreement must be in writing and signed by authorized representatives of The Conference Group and Exhibitor.

The undersigned, as the responsible party for the Exhibitor, understands and agrees to be bound by the Terms and Conditions herein.

Product/Service Description \_\_\_\_\_

Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_