



## CORPORATE PARTICIPANT GUIDELINES

### PLEASE READ CAREFULLY

**It is the responsibility of each corporate participant to know and understand these guidelines.**

Questions should be addressed to the MERLOT Conference Coordinators at 303-254-6600 or [merlotconference@merlot.org](mailto:merlotconference@merlot.org).

The **MIC Connections** room is designed to engage conference participants in the products and services of corporations and other sponsoring organizations. The conference organizers want to provide an atmosphere of sharing and learning, for both the organization and institutional representatives, in a comfortable and relaxed environment. In order to meet these expectations, we need to provide guidelines for participation. In addition, a number of policies must be disclosed in order to comply with MERLOT's non-profit status and its agreement with the hotel.

**Corporate Sponsor Registration:** *All* representatives from a MERLOT Corporate Sponsor attending the conference must register at [conference.merlot.org](http://conference.merlot.org). The corporate confirmation letter will include registration instructions if your sponsorship includes complimentary registrations. You will not be allowed access to the **MIC Connections** area without a nametag. Passes will be available for corporate representatives during set up and breakdown.

**Security:** MERLOT will provide security in **MIC Connections**. However, security is provided for the sole purpose of preventing unauthorized access into the area and by no means should be relied upon as security for Corporate Sponsor property.

**Outstanding Payments:** All conference invoices are due and payable upon receipt. Any charges not paid prior to the conference may result in cancellation of participation.

**Sales:** The MERLOT International Conference is a forum designed for sharing, educating, and mentoring. Corporate participation is intended to support this objective. Any activity that might lead to profit or political advantage for any single organization is discouraged. Because of the IRS rulings on trade show income for 501c3 non-profit associations, companies participating in MIC must not take orders for products or services during conference activities.

**Indemnification:** The Corporation assumes all responsibility for any and all loss, theft, or damage to corporation's displays, equipment and other property while on the premises of the MERLOT (Group) conference site and hereby waives any claim or demand it may have against Group or its authorized agents, independents, and hotel arising from such loss, theft or damage.

Corporation agrees to indemnify, defend and hold harmless Group and its authorized agents, independent contractors, and hotel for all claims, losses or liability incurred on account of any injury to person or damage to property of any Group attendee, guest or staff member (including all legal costs as they occur) sustained as a result of the negligence or omission of Corporation, its agents and independent contractors, arising from or in connection with the corporation's occupancy and use of the exhibition space at the Group's conference site.

Group agrees to indemnify, defend and hold harmless Corporation and its authorized agents and independent contractors for all claims, losses or liability incurred on account of any injury to person or damage to property (including bearing all legal costs as they occur) sustained as a result of the negligence or omission of Group or its employees in connection with the use of the exhibition space at the Group's conference site.

I have read and understand the MERLOT Guidelines and Policies.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

Please fax or mail form to: MERLOT  
c/o CONCENTRA Conference Management Services  
PO Box 351989  
Westminster, CO 80035-1989  
Phone: 303-254-6600 Fax: 303-404-3737

***Corporate booth selection will not be confirmed until all outstanding payments have been received and this form is signed and filed with MERLOT.***