



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 +1(303) 404-0339 or MICmanager@concentra-cms.com.

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 and/or conference center.

Corporate Sponsor Recognition: ALL representatives from a MERLOT Corporate Sponsor attending the conference MUST register through the online system provided at <http://conference.merlot.org/2008>. The confirmation letter will include registration instructions if the sponsorship selected 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 the *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.

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 conference site and hereby waives any claim or demand it may have against MERLOT or its authorized agents, independent contractors, conference center, and hotel arising from such loss, theft or damage.

Corporation agrees to indemnify, defend and hold harmless MERLOT 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 MERLOT attendee, guest or staff member (including all legal costs as they occur) sustained as 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 MERLOT conference site.

MERLOT 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 all legal costs as they occur) sustained as result of the negligence or omission of MERLOT, its agents and independent contractors, arising from or in connection with the use of the exhibition space at the MERLOT conference site.

I have read and understand the MERLOT Guidelines and Policies.

Company Representative

Company Name

Representative's Signature

Date

Please fax or mail this form to: MERLOT
c/o CONCENTRA Conference Management Services
PO Box 351989, Westminster, CO 80025-1989
Phone: +1(303)404-0339 Fax: +1(303)404-3737

Corporate sponsorship will not be confirmed until all outstanding payments have been received and this form is signed and files with MERLOT.