

PLEASE READ CAREFULLY.

**It is the responsibility of each participant to know and understand these guidelines.
Questions should be addressed to the MERLOT Conference Coordinators at
+1(303)254-6600 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 as a Project of the Trustees of the California State University non-profit status and its agreement with the hotel.

Corporate Sponsor Registration: *All* representatives from a MERLOT Corporate Sponsor attending the conference **MUST** register through the online conference registration system. Once you turn in the Corporate Sponsorship form, a confirmation letter will be sent to you and will include instructions for registering based on the type of sponsorship. 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 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 Corporate Sponsor 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.

Any dispute arising under the terms of this Agreement which is not resolved within a reasonable period of time by authorized representatives of the Corporate Sponsor and MERLOT shall be brought to the attention of the Chief Executive Officer (or designated representative) of the Corporation and the Chief Business Officer (or designee) of MERLOT for joint resolution. If resolution of the dispute through these means is pursued without success, either party may seek resolution employing whatever remedies exist in law or equity beyond this Agreement

I have read and understand the MERLOT Guidelines and Policies.

Corporate Representative

Corporation Name

Date

Please fax or mail form to: **MERLOT**
c/o CONCENTRA Conference Management Services (concentra-cms)
P.O. Box 351989
Westminster, CO 80035-1989
Phone: +1(303) 254-6600 Fax +1(303) 495-3812

Corporate sponsorship will not be confirmed until all outstanding payments have been received and this form is signed and filed with MERLOT c/o CONCENTRA-CMS.