

**2022 WORLD OF MODULAR**  
April 25–28 | La Cantera Resort & Spa | San Antonio, Texas

## Exhibition Rules & Regulations:

**1. STAFFING:** Each booth includes two full registrations for employees of the company that is purchasing booth space. If more than two people will be staffing the booth, additional registrations must be purchased. Non-company employees may staff the booth (see rates on Page 1). Sharing of registrations is prohibited. Violators may be asked to leave the show and may forfeit the right to exhibit at future shows. Exhibits must be staffed at all times during posted exhibit hours.

**2. ACCEPTABILITY OF EXHIBITS:** All exhibits shall serve the interests of the members of the Modular Building Institute (MBI) and shall be operated in a way that will not detract from other exhibits or from the exhibition. Exhibit management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the association. In the event of such restriction or eviction, MBI is not liable for any refund of exhibit fees or any other exhibit-related expenses.

**3. APPLICATION FOR SPACE:** Application for space shall be made in writing on this official application form called Exhibitor Registration & Contract.

**4. ASSIGNMENT OF SPACE:** Exhibit space is assigned on a first-come, first-served basis. MBI will attempt to honor all requests for exhibit space. Notwithstanding the above, MBI reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary. If the requested booth space is already assigned, MBI will assign space based on proximity to competitors, the number of booths purchased, and dates of receipt of the Exhibitor Registration & Contract and payment. MBI reserves the right to modify the exhibit floorplan.

**5. PAYMENT:** Full payment is required with the Exhibitor Registration & Contract. If payment does not accompany the Exhibitor Registration & Contract, booth space may be forfeited and resold, reassigned, or used by exhibit management.

**6. CANCELLATION:** MBI must be notified in writing in the event of cancellation or space reduction. Fifty percent (50%) of the exhibit fee will be refunded for cancellations or reductions made no less than 46 days before the first day of the conference. There are no refunds for cancellations or reductions made 45 days before the first day of the conference.

**7. FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor. This space may be resold, reassigned, or used by exhibit management. If the exhibit is on hand, exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be billed for all charges incurred.

**8. EXHIBIT FEE:** Single and double booth registration fees are described on the Exhibitor Registration & Contract and include two full registrations for company employees, one ten foot wide by eight foot deep draped booth area, one company identification sign, one six foot skirted table, and a listing in the official on-site program. Additional booth representatives may participate when paying the appropriate registration fees described on the Exhibitor Registration & Contract.

**9. FLOOR PLAN:** All dimensions and locations shown on the exhibit hall floor plan are believed to be accurate. Exhibit management reserves the right to make modifications as may be necessary to meet the needs of MBI, the exhibitors, and the exhibit program.

**10. CANCELLATION OF CONVENTION AND TRADE SHOW:** If MBI should be prevented from holding the convention and trade show by reason of any cause beyond its control such as, but not limited to, buildings, riots, labor disputes, acts of government, terrorism, or acts of God or if it cannot permit an exhibitor to occupy the space due to causes beyond its control, MBI has the right to cancel the convention and trade show with no further liability to the exhibitor other than a refund of space rental, less a proportionate share of exhibition expenses.

**11. RESTRICTIONS ON USE OF SPACE:** No exhibitor shall sublet, assign, or share any part of the exhibit space without the written consent of MBI. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional materials. Exhibits, signs, and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guestrooms or hallways of the hotel. Operation of sound devices is allowed if the exhibitor complies with exhibit management discretion on volume. Any firm or organization not assigned exhibit space will be prohibited from soliciting business at the exhibition.

**12. CONSTRUCTION OF EXHIBITS:** Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit. No side wall higher than 36 inches may extend more than four feet from the back wall. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Exhibitors wishing to use other than standard booth equipment, signs, or materials that in any way conflict with regulations must submit two copies of a detailed sketch of the proposed layout at least 45 days prior to the exhibition and must receive written approval from exhibition management.

## Exhibitor Signature:

By signing this contract, you hereby 1) state that you have signing authority to secure exhibit space on behalf of the organization signed for, 2) agree to accept and abide by all rules and regulations of the exhibition and to all conditions under which exhibit space is leased to the Modular Building Institute, and 3) acknowledge receipt of a copy of the Exhibition Rules & Regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Please Send To:

**Modular Building Institute • 285 Hydraulic Ridge Road, Suite 6, Charlottesville, Virginia 22901 USA**  
**888-811-3288 toll-free • 434-296-3288 phone • 434-296-3361 fax • www.modular.org • registrar@modular.org**